

**CALHOUN CUSD #40  
FACULTY HANDBOOK  
2017-18**



# **CALHOUN UNIT 40**

## ***CALHOUN DISTRICT 40 "MISSION STATEMENT"***

The mission of Calhoun Unit 40 is to provide the best education possible for its students, including a range of subjects and areas applicable to all abilities and levels; promote active interaction and respect among students, faculty and staff; and to encourage our students to develop habits that will make them life-long learners and valuable members of their community.

## ***SCHOOL DISTRICT GOALS***

### ***Goal 1: Student Performance***

Calhoun Unit 40 will develop and implement data driven systems to maximize student achievement and performance:

- Increase rigor of curriculum at all levels and assure close alignment with Illinois Learning Standards;
- Design or obtain assessments to document student achievement in reading, math, language arts, science, and social science and to identify student learning needs in those areas;
- Develop action plans for students in the “does not meet” and “academic warning” categories and monitor progress;
- Build district, school and staff capacity to support the diverse needs of all learners; and
- Develop plans to allocate resources based on student needs.

### ***Goal 2: Fiscal Responsibility***

Calhoun Unit 40 will develop and implement a three to five year financial plan that will:

- Identify areas to reduce cost with minimal negative impact to students;
- Pursue additional sources of revenue;
- Use new software to audit/adjust budget quarterly; and
- Investigate financial projections in anticipation of contract negotiations with staff.

### ***Goal 3: Facilities Maintenance***

Calhoun Unit 40 will develop a three to five year plan for building maintenance, operations, and transportation to:

- Prioritize building maintenance issues within current budgetary constraints;
- Complete required health life safety study and take necessary steps to comply with findings;
- Ensure safety of students on district buses by pursuing method of communicating with drivers while on routes; and
- Pursuing options to upgrade current fleet of buses.

### ***Goal 4: Communication***

Calhoun Unit 40 will develop and implement a district-wide communication plan:

- Continue to update and expand websites
  - Provide information on district and building websites that reflect current updates on building activities;
  - Investigate the needs of parental communication and options for increasing parental involvement in the education of students through email with those parents;
- Develop and implement plan to increase communication opportunities with various community groups; and
- Assess the need for and feasibility of a single telephone system.

# CALHOUN EMPLOYEE HANDBOOK

## 2016-2017

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**CALHOUN COMMUNITY UNIT 40 SCHOOLS  
2017-2018**

**INTRODUCTION**

This employee handbook is a source of information about payroll, privileges, benefits, and procedures, along with a few general rules and policies. This handbook is not a legal document or an employment contract. It is for your information.

Calhoun Community Unit School District No. 40 reserves the right to amend, add or change the policies, protocols, procedures and/or employee benefits listed or offered in this handbook.

After reading this handbook, if you still have questions, contact the Superintendent's Office at 576-2722 between the hours of 7:00 a.m. and 4:30 p.m.

**SUPERINTENDENT OFFICE HOURS**

The Superintendent's Office will be open each day from 7:00 a.m. to 4:30 p.m. At various times it is necessary for the Superintendent to be out of the district or in conference with employees and/or parents or citizens. Therefore, in order to assure that your needs are met in a timely fashion, please schedule an appointment with this office when desiring to meet with the Superintendent.

**PHILOSOPHY OF THE BOARD OF EDUCATION**

It is the responsibility of the district to provide an educational program which will enable the children of the community to grow physically, intellectually, morally, socially and emotionally, that they may live happily as children and that they may become productive citizens of our democracy, realizing the most complete life possible within the limits of their individual needs, interests and abilities. As a basis for building this educational program, we believe that:

1. Education is a continuous growth process by which people learn to think and act more effectively.
2. The individual has worth and dignity as a person.
3. The individual's welfare is dependent upon the welfare of others and all must have an understanding of the mutual rights and problems of all people.
4. A respect for and an understanding of the policies of democratic government must be held by all.
5. The privileges of the democratic way of life enjoyed by the individual imply a responsibility to help maintain this democracy.
6. Education should strive to remove class and cast barriers and to promote social mobility in our society.
7. Ours is a dynamic society, a society where change is the rule and not the exception, one in which we must advance by guiding progress through the evaluation of alternatives and the outcome thereof.
8. Complete citizenship can be realized only through the development of a personality, characterized by intellectual, emotional and social maturity.
9. We must provide ways and means for the individual to discover and develop his ability and personality.
10. In our democratic society, an opportunity for the development and mastery of fundamental attitudes, habits and skills must be offered, at a manageable rate for the individual, to all the people.

11. Each person should acquire an understanding of and a respect for the traditions, customs, and heritage of this country which have contributed to its development and which will affect its future progress.

### ***ABSENCES – STAFF***

Good, consistent attendance is paramount to provide the best possible instruction for students and to achieve job expectations in all roles within the District. Notify the building principal or immediate supervisor as soon as possible when you know you are going to be absent. If you are anticipating an absence, the principal should be notified **no later than 5:45 a.m.** on the day of the illness-and the earlier the better. If possible, staff should make an effort to contact the principal the night prior to the day of absence. To arrange a planned absence, complete the "Staff Absence Report" and give it to the principal. Make sure that you have adequate lesson plans and seating charts available for your substitute. For unplanned absences, complete the form on the day you return to school.

Employees may request to take time off work for paid leave for personal use, sick time and in some circumstances, vacation time. In order to utilize paid leave, the employee must have time available to use and submit those requests to their administrator for prior approval. Employees may also request to take time off of work with unpaid leave or “dock days” for the purposes set forth in the applicable leave provision in the Calhoun Education Association Collective Bargaining Agreement. This too needs to have prior approval from your administrator and/or superintendent.

### ***ABSENCES - STUDENT***

Each teacher is responsible for accurate student attendance records. Roll must be taken at the beginning of each hour-CHS and posted into the computer and daily for CES/CJHS students. It is imperative that ALL teachers keep an accurate record of student absences.

### ***ADMISSION TO SCHOOL EVENTS***

All staff members and their guests are admitted to athletic events free of charge. I.H.S.A. and I.E.S.A. Tournament events require an admission charge for all except workers and officials.

### ***ATTACKS ON SCHOOL PERSONNEL***

Upon receipt of a written complaint from any school personnel, the superintendent shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.

### ***ANNOUNCEMENTS***

General announcements to faculty will be sent via e-mail, be placed in mailboxes, and/or be included in Daily Announcements (CHS). Plan to check your e-mail and mailbox at least twice each day. Special notes for the faculty will be posted in the Faculty Room, placed in mailboxes, or delivered to classrooms by office aides.

**CHS Announcements must be in writing and turned into the office by 8:40 a.m. If you have an announcement for the end of the day, they must be done in the same manner and turned in to the office by 2:30 p.m. prior to IA.** Daily announcements will be announced over the intercom at the beginning of second hour each day and then they will be posted on the office window.

Intercom will be used for emergencies only during regular school hours or as approved by building principal.

### ***ASSEMBLIES***

Assemblies can provide valuable educational experiences. They require sufficient supervision by the teaching staff. All students and staff are expected to attend school assemblies, including Pep Assemblies.

### ***BUILDING SECURITY***

Provide supervision for students you have in the building before and after school hours. Secure the building after all students leave by checking all doors to be sure all are latched and locked. Lock your classroom door when you leave for the day.

### ***CELL PHONES***

This applies to the use of personal cell phones at work, and the personal use of District cell or landline phones by employees. This handbook applies to phone calls, text messaging, pictures, etc.

Incoming calls will be delayed until the staff member has a free period or break unless it is an emergency. Students are never to be left unsupervised at any time; in case of an emergency, secure another employee to supervise your class.

Staff members may have possession of their personal cell phones at any time. In times of crisis this can be critical in ensuring safety for all. **Staff members are not to use their cell phone when students are present unless using it for instructional purposes or during an emergency situation.** Phones should be on silent mode during instructional, supervision, or work time in order to not interfere with job responsibilities. Use during times other than a crisis will be considered a discipline matter by administration.

### ***CHILD ABUSE REPORTING***

All staff are required by law to report suspected cases of child abuse or neglect to the Department of Children and Family Services (1-800-252-2873). As a practice, discuss students who you believe may have been abused with the building principal. Law also mandates teachers must report to DCFS cases of student abuse by staff members.

### ***CLASS EVICTION***

If it is necessary to send a student out of the classroom due to disruptive behavior, intercom the office to let them know a student will be reporting to the office. Direct the student to report immediately to the principal's office and/or escort them there if needed. For older students, as soon as you are able, check with the Principal to see if the student did report.

### ***COMPUTER USAGE/REPAIRS***

The Calhoun School District's network and internet system is provided in order to facilitate the educational program provided by the district. Activities using the technology and the internet include communications in support of researching educational questions and programs by providing access to resources. To remain eligible as a user, the use of technology, the internet and computers must be in support of, and consistent with, the educational objectives of the district. Transmission of any material in violation of any federal or state regulation is prohibited. Use for commercial activities is prohibited. Use for product advertisement is prohibited.

Faculty and staff members are permitted use of the Google email provided to them by the technology supervisor. Such account is to be used for educational purposes. Electronic mail is not private. District administration and technology staff have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in loss of user privileges and legal action against the user.

The use of the district network and the internet is a privilege, not a right. Inappropriate use, including any violations of these conditions and rules, will result in revocation of the privilege. The district administration

will make all decisions regarding whether or not a user has violated the conditions and rules and may deny, revoke, or suspend access at any time.

Calhoun CUSD #40 reserves the right to review any material accessed by the user and to monitor the file server space in order to make determinations on whether specific uses of the network are appropriate.

Each staff member will be provided with sufficient space on the district network server to save individual materials and work. All materials stored on the district server are property of the district and can be reviewed at any time. Any programs or work written or developed on district computers, with district technology, is the property of the district and may not be sold or provide profit to any staff member. Please backup your information to another external drive for your use. Just in case something were to happen to the District server.

Security on any computer system is a high priority, especially when the system involves many users. Users must protect their passwords to ensure system security. Staff members who release their passwords and accounts to students are subject to disciplinary action.

Vandalism is defined as any attempt to harm, modify or destroy data or another user, internet, computers, other networks connected to the internet backbone or any other computer program used at Calhoun CUSD #40. Vandalism and harassment will result in cancellation of user privileges and possible legal action.

Users shall not play games or use the computer resources for other non-academic activities. No user should download any games.

On the internet it is impossible to control the content of data and material that may be encountered which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material.

Any user violating these rules, applicable state and federal laws or classroom/district rules will lose district network and internet privileges and will be subject to other CUSD #40 disciplinary action. In addition, any unauthorized internet access, attempted access or use of any computing and/or network system that is in violation of applicable state or federal laws will be subject to criminal prosecution.

It is the responsibility of staff members to report problems with any element of the district's technology network to the building administrator or supervisor.

### **CONDUCT**

Staff members are required to exhibit professional etiquette at all times during the school day. Unprofessional behaviors will not be tolerated and will be dealt with in the appropriate manner. Staff members are to be cognizant of personal information shared on social media and its connection to one's role in the District. Social media can be used in great and positive ways too.

### ***COPY MACHINE, FAX and PRINTERS***

*The school copy, fax machines and printers are to be used for school/teaching related purposes. Personal copies may be made at a cost of \$.10 per copy. The fax machine will cost \$.25 per page.*

### ***Elementary/High School***

The school copy machine is for school/teaching related purposes. Personal copies may be made at a cost of \$.10 per copy. Elementary Staff members will refrain from using the main office machine—its use is reserved for Elementary

administration and secretaries, please use the one located in the faculty workroom. The school copy machine is for school/teaching related purposes. Personal copies may be made at a cost of \$.10 per copy.

### ***CUMULATIVE RECORDS***

A cumulative record is kept in the main office for each student. All materials in these records are confidential and are accessible for viewing by the faculty with evidence of a need for the information. All faculty must go through the office secretary before viewing student records. There is an Activity Sheet in students' folder that you should sign when having access to their records. No cumulative record may be taken out of the school office.

### ***DEPARTMENT OF CHILD AND FAMILY SERVICES***

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to the building principal and local law enforcement and/or the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

### ***Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training***

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect. All District employees shall:

Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.

Complete mandated reporter training as required by law within one year of initial employment and at least every other year after that date. The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

### ***DETENTIONS (CHS)***

*Teachers should consider carefully the reasons for issuing detentions to students. Giving detentions for frivolous infractions lessens the effectiveness of this method of discipline when given for serious reasons. There are times when other methods of classroom may be more appropriate and effective, reserving detention as a method to use when other methods fail.*

***High School:***

There may be times when a teacher assigns a detention to a student. Detentions at the H.S. will be held Tuesday and Thursday during the student's lunch period. Students will report to the Health Classroom by 10:53 a.m. for A lunch and then by 11:42 a.m. for B Lunch. They may bring their lunch with them. They will also bring homework and/or something to read during detention. The detention supervisor may add additional time and/or additional detentions in order to maintain discipline during the detention period.

As a part of restorative practices, teachers may give the student an alternative consequence in lieu of a detention.

***Elementary School:***

5<sup>th</sup> – 8<sup>th</sup> grade students may receive detentions for misbehavior. When after school detentions are issued, parents will be notified. Written notification requires a one-day notice. A teacher may call the parent and receive verbal approval for the same night offense. The detention room will be supervised 5 days per week – 45 minutes after school. If a student does not report for an assigned detention, the student will be given one in-school alternative discipline.

***Further details regarding detentions can be found in the Elementary Student/Parent handbook.***

***DISCIPLINE (Employee)***

You are expected to meet school district standards for work performance, punctuality, attendance and personal conduct.

Violations of school district policies and procedures are misconduct and appropriate disciplinary procedures will be initiated. Examples of disciplinary action include, but are not limited to, the following: oral warning, written warning, suspension with or without pay, and discharge. Disciplinary actions are noted in your personnel file.

The following is a non-inclusive list of examples of misconduct which violates Calhoun School District policy:

- Supplying false or misleading information when applying for employment.
- Possession of dangerous or deadly weapons on school district premises or while performing school district duties off premises.
- Reporting to work unfit for work, drinking alcoholic beverages during work, using or possessing controlled substances either on school district time or premises.
- Failure or refusal to submit, or consent to a required medical or physical examination, including but not limited to, a drug or alcohol test.
- Immoral or indecent conduct; soliciting persons for immoral purposes or aiding and abetting any of the above.
- Insubordination, including, but not limited to refusing to obey an order or directive of a supervisor.
- Disruptive conduct on company premises: gambling, fighting, horseplay, coercion, intimidation or threats against supervisors or other employees, vulgarity, abusive treatment or discourtesy to a customer or fellow employee.
- Theft or misappropriation of property or money belonging to Calhoun School District employees or a third party.
- Excessive absenteeism or tardiness.
- Making or publishing false, vicious or malicious statements concerning an employee, supervisor, parent, guardian, or child.
- Disclosing confidential information.
- Falsifying a time card or any other employment record.
- Destruction or misuse of school district property.
- Careless, improper or neglectful use of school district vehicles including trucks, autos and mechanical units such as forklifts, scissor lifts, etc.

- Unauthorized removal of school district property or documents from the premises.
- Failure to observe safety rules or failure to wear required safety equipment.
- A general disregard for the policies set forth in this handbook.
- Falsely stating or making claims of injury. In addition to discipline, you may be subject to criminal prosecution for filing a fraudulent workers' compensation claim.
- Failure to timely report an injury.

### ***DISCIPLINE (Students)***

Discipline in the classroom is a primary responsibility of the teacher. You are expected to establish written classroom rules with consideration given to reasonable positive and negative consequences. These must be approved by the principal to assure administrative support if a parent or student challenge should occur.

In your discipline be consistent, be firm and be fair. Keep in mind in dealing with students that it is our goal to create a positive learning environment.

The use of physical force in controlling student behavior is rarely, if ever, condoned. There are other more acceptable disciplinary measures, including: private discussion with the student, verbal reprimand, suspension of privileges, change in seating arrangement, phone call or note to parents (in cases of positive behavior and accomplishment as well as negative), detention and a parent-student conference.

In cases of disruptive behavior, you may send a student to the principal's office while considering the following:

- "Class Eviction" in Employee Handbook
- "Student Discipline" in Board Policies
- "Misconduct by Student with Disabilities" in Board Policies

### ***Maintaining Student Discipline (Ref. Board Policy #5:230)***

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students' a student's removal must be in accordance with Board policy and administrative procedures.

Teacher shall not use disciplinary methods which may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful position, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

### ***DISTRICT VEHICLES***

Staff may find it necessary to use a district van or vehicle. To obtain a district vehicle, a Transportation Request form must be completed. If possible, try to turn this in at least one week in advance.

### ***DRESS/ATTIRE***

The District's image is reflected in employees' dress and appearance which must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, or decency. **Good personal hygiene and tasteful attire is essential**. Jeans can be worn on Fridays along with spirit wear. In regards to other types of clothing, at minimum, all staff members are expected to comply with the "student dress code" for your building.

***DRUG AND ALCOHOL FREE WORKPLACE (Ref. Board Policy – 5:50)***

*All district buildings and grounds are drug and alcohol free workplaces. All employees shall be prohibited from:*

1. Unlawful manufacture, dispensing, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

*For purposes of this policy a controlled substance is one that is:*

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or State controlled substance acts.

*As a condition of employment, each employee shall:*

1. abide by the terms of the District policy respecting a drug-and alcohol-free workplace; and
2. notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

*In order to make employees aware of dangers of drug and alcohol abuse, the District will:*

1. provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. make available materials from local, state, and national anti-drug and alcohol-abuse organization;
4. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. establish a drug-free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace,
  - b. available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. the penalties that the District may impose upon employees for violations of this policy.

***District Action Upon Violation of Policy***

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

The Board of Education 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.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee’s conviction within 10 days after receiving notice of the conviction.

***EQUAL EMPLOYMENT OPPORTUNITY***

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or

related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District’s nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:  
Dr. Kate Sievers, Superintendent

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101 Calhoun Ave.  
Hardin, IL. 62047  
618-576-2722

Complaint Managers:

Kathy Schell, CES/CJHS Principal  
#52 Poor Farm Hollow Rd.  
Hardin, IL. 62047  
618-576-2341

Alan Shofner, Teacher  
#52 Poor Farm Hollow Rd  
Hardin, IL. 62047  
618-576-2341

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks

***EXTRA-CURRICULAR ELIGIBILITY FOR STUDENTS***

Faculty will be given a list of students participating in sports. Those students who are failing will be noted on the list or sent to the office by e-mail each Friday for CES and Monday morning before first period for Calhoun High School.

***EMERGENCY PROCEDURES***

***High School:***

The following signals are used for emergency drills:

- Fire Alarm - Continuous Bell***
- Disaster Alarm - Interrupted Bell***
- Re-entry of Building - One Long Bell***

### ***Elementary School:***

The following signals are used for emergency drills:

***Fire Alarm – Interrupted Bell with flashing lights***

***Disaster Alarm – Intercom announcement of CODE***

***Re-entry of Building – Administrator or designee will verbally/visually announce re-entry***

Emergency procedures will be posted in each classroom.

- Specific instructions Student/Parent Handbooks.

### ***ETHICS – Ref. Board Policy # 5:120***

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

The following employees must file a “Statement of Economic Interests” as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### ***Ethics and Gift Ban***

Board Policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

### ***Outside Employment and Conflict of Interest***

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

### ***EVALUATION OF STAFF***

Official evaluation procedures are contained within the collectively bargained agreement between the Calhoun Education Association and the Board of Education. Tenured certified employees will be evaluated every other year unless they receive a rating of needs improvement or unsatisfactory in which they would be evaluated each year until a rating of “proficient” is achieved. Non-tenured certified employees will be evaluated as many times as the administration deems appropriate, but not less than once a semester. Non-certified employees will be evaluated annually.

### ***EXTRA-CURRICULAR ACTIVITIES***

Calhoun District #40 has numerous student activities, clubs and organizations that require faculty sponsors. No school activities should be scheduled on Wednesday evenings without the approval of the principal and superintendent.

Sponsors and coaches should ride the bus home with the players or students and not leave the building following a school activity until all students are gone. Parents may request that their student ride home with them by a written request and approval from the principal, coach, or sponsor.

- Board Policy "Extracurricular Activities" 7:300
- Board Policy "Code of Conduct for Participants in Extracurricular Activities" 7:240
- Board Policy "Spectator Conduct and Sportsmanship for Athletics and Extracurricular Events" 8:40

### ***FACULTY MEETINGS***

Arrange your schedule so that you can attend all faculty meetings. Meetings are scheduled monthly, or as needed on Monday's. Coaches and/or assistants, please schedule practices so that you are able to attend all meetings. If you have items for the agenda, notify the principal on the day before the meeting.

### ***THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## ***FAMILY AND MEDICAL LEAVE ACT***

### Leave Description

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year.

Other available paid vacation, personal, or family leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, or a family member's serious health condition. Other available paid vacation, personal, or sick leave will be substituted for family and medical leave necessitated by a family member's or employee's own serious health condition. Any substitution required by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

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

1. the birth and first-year care of a son or daughter;
2. the adoption or foster placement of a child;
3. the serious health condition of an employee's spouse, parent, or child; and
4. the employee's own serious health condition.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent.

### Eligibility

To be eligible for family and medical leave, an employee must either:

Have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave, or be a full-time classroom teacher.

### Notice

If possible, employees must provide at least 30 days' notice to the District of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given within 2 business days of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

#### Continuation of Health Benefits

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

#### Return to Work

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by law.

#### Implementing Procedures

The Superintendent shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act

#### ***FIELD TRIPS***

Field trips may be planned to provide students with educational experiences in conjunction with classroom work. A "Transportation Request" form must be submitted to the principal for approval. Upon approval, funds to cover the cost of the trip must be collected, a "Parent Permission" form must be completed for each student, and transportation must be arranged. The staff in charge of the trip must provide a list of students that will miss classes due to the trip at least one week prior to the trip. Teachers have the right to exclude students from field trips due to disciplinary or academic concerns. PLEASE inform the cooks of any field trips where students will be missing lunch.

- Board Policy 6:240

#### ***FUND RAISING***

All student organization fund raising projects must be approved in advance by the Board of Education. This is done at the August Board Meeting. The sponsor or coach should present the request to the principal, who in turn will inform the Superintendent and Board. All monies collected by school groups must be deposited in a student activity account. Monies should be brought to the office daily and not kept in a classroom. All activity accounts are subject to annual audit.

#### ***GRADE BOOKS***

Grade books should be kept in good order and up to date. The grades are to be posted on the STI so that students and parents have access to them. The results of all student work should be recorded in an understandable manner. All absences and tardies should be recorded in the computer such a way that later reference will reveal the day and date of each absence. At CES/CJHS-teachers are responsible for putting final grades in each students' permanent record. The Guidance Counselor will take care of this at CHS.

#### ***GRADE REPORTS***

Computer generated grade reports are issued to students each quarter. Information used in compiling the reports will be posted into the computer by the teacher. A "Mid-term Progress Report" is also sent out for each student earning a "D" or "F" at the midpoint of each quarter. Midterms can be used for positive reports also. At the elementary school-midterm reports are sent home with all students.

***In order to assure proper operation of the grade reporting system, it is critical that each teacher meets the timelines established for submitting these reports.***

### ***GRADING SYSTEM for CHS***

Grades must be based upon objective criteria known to students. Grades are used to determine extra-curricular activity participation each week. Therefore it is necessary for all teachers to enter their grades weekly into the computer. The grades must be updated by each Monday morning so the Athletic Director can publish an eligibility list for that week. A copy of your grading system criteria must be submitted to the Principal before by the first week of school. Grading must include criteria for unexcused absences. Grade points for class rank and honor roll will be computed as follows:

A	-	4.0	C-	-	1.7
A-	-	3.7	D+	-	1.3
B+	-	3.3	D	-	1.0
B	-	3.0	D-	-	0.7
B-	-	2.7	F	-	0.0
C+	-	2.3	I	-	Incomplete (temporary)
C	-	2.0			

The grade "I" temporarily used for incomplete work. It is used only in cases where a student has been unable to meet course requirements on time due to an excused absence. In such cases, students should be given a reasonable amount of time (within two weeks) to make up missed assignments. Please notify the main office as soon as an "I" is changed to a permanent grade.

The following ***H.S. classes*** will be weighted: Biology II, Web II, Spanish III, Spanish IV, Chemistry, Accounting, Calculus, College Prep English, (for college credit only), Physics, and Human Anatomy. The following grading scale will be applied

A	-	5.0	B-	-	3.7
A-	-	4.7	C+	-	3.3
B+	-	4.3	C	-	3.0
B	-	4.0	C-	-	2.7

**The following grading scale will be used for all classes in Calhoun District #40 (except grading scales mandated by the State of Illinois):**

<b>A - 92-100</b>
<b>B - 84-91</b>
<b>C - 76-83</b>
<b>D - 68-75</b>
<b>F - 0-67</b>

### ***HARASSMENT***

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

#### **Sexual Harassment Prohibited**

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct

by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint; Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Dr. Kate Sievers

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101 Calhoun Ave.

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Hardin, IL. 62047

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618-576-2722

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ksievers@calhoun40.net

Complaint Managers:

Kathy Schell

#52 Poor Farm Hollow Rd.

Hardin, IL. 62047

618-576-2341

kschell@calhoun40.net

Alan Shofner

#52 Poor Farm Hollow Rd.

Hardin, IL. 62047

618-576-2341

ashofner@calhoun40.net

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

**HAZARDOUS CHEMICALS**

You must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act of 1970 and regulations which have been added to this act by both state

and federal governments. If you believe that you are being exposed to a known or suspected hazard when working with toxic chemicals or substances, you have a right to know about such hazards through Material Safety Data Sheets (MSDS). Your supervisor will review the MSDS with you at the time of your hire and whenever new chemicals are introduced into the district for your use. MSDS will be maintained in an area that permits immediate accessibility to the information contained therein.

### ***HOMEWORK***

Students are expected to perform independent study activities regularly. Homework may be used to help individual students who need extra practice or need to make-up missed lessons. Homework should reinforce, supplement, and/or expand classroom learning experiences. Homework may be assigned as part of the regular instructional program when work on a given skill has begun in class under teacher supervision, but need completion at home to ensure adequate practice. Homework should never be assigned as a disciplinary action.

Homework guidelines:

- Be sure objective of the assignment is clear.
- Give guided practice first when appropriate.
- Check for understanding of the directions and content.
- Define when it is appropriate for students to work alone or together.
- Be aware of other assignments/tests that students may be expected to have completed within the same time frame—discuss these conflicts with other teachers during your team planning period.
- Collect and assess homework and return it promptly.**

### ***THE NEW ILLINOIS LEARNING STANDARDS***

The New Illinois Learning Standards will be available in each classroom. The New Illinois Learning Standards will be noted and **incorporated into lesson plans.** Students will be made aware of the Standards during the instructional process. Grading and report cards should reflect how well the students are doing on specific learning standards as they apply to the content being taught.

### ***INJURIES - FACULTY***

All injuries must be reported to the principal's office immediately and let the school nurse know. You must complete an "Employee Accident Report" and turn it in to the office as soon as possible.

### ***INJURIES - STUDENTS***

If possible, students who become ill or injured should be sent to the office. If student is unable to come to the office, use the intercom to notify the office. Students with potentially serious injuries should not be moved. The teacher in charge when an accident occurs must complete a "Student Accident Report" and turn it in to the principal on the day of the accident.

### ***KEYS/ACCESS CARDS***

Employees will be assigned keys/access cards and codes necessary to utilize their work areas and these will be issued through the elementary and high school office with the building administrator's or supervisor's consent. Keys are for the personal use of the employee and should not be loaned to students or to community members. Use care with school keys/access cards. Always lock your room whenever it is unattended. All staff will complete a Key/Access Card Inventory.

### ***LESSON PLANS***

Each teacher is expected to keep an up-to-date lesson plan book on their computer. Plans should be made out at least one week in advance and be detailed enough so that they could be easily executed by a substitute. During the school year, the principal may request copies of your plans. Your plans should include research-based instructional methods as well as align with the New Illinois Learning Standards, the Next Generation Science Standards and another standards that apply to your specific content area.

### ***LOCKERS***

Student lockers are the property of the school and are intended as a storage area for school supplies and outdoor garments. If you have a reasonable suspicion that a student has placed illegal or dangerous materials in a locker, immediately notify the principal, who will search the locker. Teachers cannot conduct a search without authorization from the principal.

### ***MAILBOXES***

Faculty mailboxes are located in the faculty workroom. Please check your box each morning and again before leaving each day. All mailboxes should be emptied on a daily basis.

### ***MAINTENANCE AND CARE***

All school employees are responsible for the care of school property and facilities, and will keep it properly secured, repaired and inventoried. Classrooms are to be kept clean and orderly. Check your room each day for writing on desks, defacing of walls, etc. At the end of that last period of room use, the windows should be closed, the lights turned off, computers turned off, and the doors locked. When exiting the building in the evening all doors should be locked.

Requests for repairs and/or custodial service should be made in writing on the "Request for Repairs" board in the office. These requests will be forwarded to the maintenance director.

### ***MAKE-UP WORK***

Students who have an absence are required to make up assignments, homework and tests. Unless special arrangements are made to extend time limits, students have a number of days to make up work that is equal to the number of days of the absence plus one day. Students who are expected to be absent for more than two weeks should be referred for homebound instruction through the guidance office. Daily work will be provided to students serving In School Alternative Discipline or In School Suspension.

### ***McKenny Vento***

If a student and his/her family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your school aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You should do the following:

- Contact Calhoun CUSD #40 liaison for homeless education, Traci Strauch, at 618-576-2341 for assistance.
- Contact the school office and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number – 1-800-308-2145 or go to [www.serv.org/nche](http://www.serv.org/nche).

### ***MEDIA COMMUNICATION***

In order to provide consistency, all media communication/attention of a serious nature must be processed through the Superintendent's office. Please put/communicate as much positive information you can through the local newspaper, newsletters home, website and the District Facebook page.

### ***PARENT-TEACHER COMMUNICATION***

Parent-teacher communication is vital to the educational process. Each teacher should strive to have at least one personal contact with a parent each semester. Teachers may request parents to come to school at any time for a conference. Formal Parent-Teacher Conferences will be held in the fall. Teachers are to document all parent contacts on Parent Contact Sheets.

### ***PARTIES IN CLASSROOMS***

Student parties in classrooms should be kept to a minimum and carried out with the permission of the principal. Occasionally rewarding students for good work in this way can be very effective, but if excessive, creates an atmosphere that is counter to a proper educational environment. Please let the cooks know when you will have a party with a lot of food so they can prepare accordingly too.

### ***PLANNED ABSENCE***

Students are allowed to miss up to 5 days each year for reasons other than illness or emergencies. These are considered excused absences only if the principal receives a written request, teachers sign the "Vacation Request Form" and the principal approves the request. A "Vacation Request Form" will be circulated by the student to his teachers for their signature and returned to the office.

### ***PROFESSIONALISM***

***Dress*** – The school district believes that student dress affects student behavior and as such thinks that employee dress affects students. Employees are expected to dress professionally as befits their assigned work activity. Employee dress should follow the student dress code as well.

***Behavior*** – Behavior by employees should show a model of teaching by example. Proper language, gestures, emotional control and mannerisms should be a role model for students. Sarcasm is not appropriate for the school environment.

***Ethics and Conduct*** – Please remember that the welfare of the child is the first concern of the school district. It is the responsibility of the employees to support programs and activities when in public. When making criticism of employees or programs, it should be done in a professional manner and to an administrator. Employees are to be faithful and prompt in attendance; support and enforce board and building regulations; turn in reports on time; attend meetings as scheduled by the administration; look out for the safety and welfare of all students; dress professionally; refrain from using language, gestures, and mannerisms that are profane; and use the faculty workroom for its intended purpose.

***Confidentiality*** – Comments and discussion regarding student personalities and records should only be discussed with appropriate people in the educational setting. Student behavior problems should not be part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns.

### ***PUBLIC RELATIONS***

In order to maintain the integrity of Calhoun Unit 40, all employees shall maintain positive public relations. Grievances shall follow the procedure in Board Policies. Parents and community members will be extended courtesy and made welcome at all times. Teacher shall initiate parent contacts in a timely manner. Contacts are encouraged to report positive achievement and effort.

- Board Policy “Uniform Grievance Procedure” 2:260

### ***PURCHASING***

All purchases to be paid for with school funds require advanced approval through the purchase order process. Unless approval is obtained, payment and/or reimbursement cannot be assured.

#### **Procedure:**

1. Find vendor with needed items and get a bid in writing.
2. If item(s) to be ordered are generic (the same item can be purchased for more than one vendor such as baseballs or basketballs), get a bid from each vendor in writing. Choose the lowest bidder.
3. Fill out the appropriate purchase order form with all appropriate signatures. The white form for items that will be paid for out of school funds. If you have any questions about which fund is appropriate please ask the building principal.
4. Return the form to the building principal for approval.
5. The principal will submit the requisition to the Superintendent for approval.
6. Once the requisition is approved by the Superintendent the building secretary will order the items approved.

7. The staff member will receive a copy of the approval by email from the building secretary.
8. When items arrive the staff member is responsible for comparing the purchase order (copy can be obtained from the building secretary) with the items received. The packing slip and purchase order will be returned to the building secretary with the staff members' signature signifying that all items were received. The P.O. will not be paid until the signed copy is returned.

**If invoices are received without an approved purchase order the invoice will not be paid. The responsibility for paying the invoice or returning items will be on the staff member.** You must use the Tax Exemption Number when purchasing items too. If the school is charged sales tax, this will be the expense of the person who is placing the order. Any items ordered for resale to students must be paid for and deposited prior to requesting the approval of a purchase order. If this procedure is not followed a check will be cut from the district office.

\*\*New 2017-18: If there is an item over budget by \$500 or more, the person requesting the item must fill out the "OverBudget Expense Form" found on Docshare. Please complete the form, sign it and give it to your principal. This will require three approvals-building administrator, superintendent and board member.

### ***SCHEDULING EVENTS***

All school events must be scheduled with the principal and entered on the master schedule. All activities must be planned under the supervision of a sponsor or coach. School staff must be present at all scheduled events.

### ***SEMESTER EXAMS – HIGH SCHOOL***

First and second semester finals at CHS are mandatory for all ninth and tenth grade student. Eleventh grade students who take the SAT test first semester are exempt from first semester exams but must take second semester exams. Seniors who met or exceeded in two of the three areas of MAP testing (Math, Language Usage, and Reading) in the spring of their junior year will be exempt from second semester finals. Notifications will be made by the guidance counselor or principal. If a student is enrolled in a dual credit class through LCCC, he/she is required to take those final exams, per Lewis and Clark's requirements, no exceptions.

Each final is worth 15% of the semester grade or 20% for weighted classes. If a student is absent on the days of exams for a valid reason, they will have to make up the exam within 5 school days. Arrangements should be made with the teacher so the exam can be taken at your convenience.

### ***SPECIAL EDUCATION***

Programs and services are available for students with special needs, including learning and behavioral disorders, speech/language, hearing and vision. See the guidance counselor if you think a student may be in need of these services.

- Board Policy "Education of Children with Disabilities" 6:120

### ***STANDARDS***

Set standards for your classes and let your students know what is expected of them. Students will not perform to their abilities if your expectations of them are low. What you are teaching is important! Consistently begin each class as soon as the bell rings. Use the entire class period for lesson presentation, student seatwork, etc. Idle student visiting at the end of the period is of no educational value and is not to happen.

### ***SUBSTITUTE LESSON PLANS***

Each teacher is required to compile a substitute folder. The substitute folders should include a class schedule, class roster, seating charts, directions for taking attendance, special concerns, behavior management plans, emergency procedures, and lesson plans. **BE SURE THERE IS A WORTHWHILE ACTIVITY FOR YOUR STUDENTS FOR DAYS YOU ARE ABSENT.** In order to provide a safe environment that is conducive to learning, all teachers should report any concerns regarding the quality of teaching conducted by the substitute teacher.

### ***SUPERVISION -STUDENTS***

Students are the responsibility of the teacher or assigned staff at all times. For the protection of the students and teachers, the following guidelines should be observed:

- ***Classes and students must NEVER be left unattended.***
- ***Arrive to your class before the students.***
- ***Do not allow students to leave the class without permission and then only for necessary reasons.***
- ***Do not dismiss class early.***

If students in your charge want to spend time working under the supervision of another teacher, they must have a written pass signed by the teacher to whose room they are going.

### ***SUPERVISION - GENERAL***

Every teacher should assume responsibility for what transpires in the hallways, cafeteria, restrooms and school grounds. Your presence outside your classroom door when students are changing classes will help reduce discipline problems.

### ***TEACHER CHECKOUT***

No employee is to leave the building without notifying the principal or designee. Also the faculty member should sign in/out in the office before leaving campus during school hours. All staff are encouraged to schedule medical appointments at times other than scheduled school days.

### ***TEXTBOOKS***

At the beginning of the semester or year, books for each course are issued. Each student should sign his/her name in ink in the designated spot inside the front cover. For each book issued, teachers must record the name of the student, book number, the book's condition, and any specific defect found by the student at the time of issuance.

Students should be charged for damaged or lost books in relation to age of the book and extent of damage. (New books replaced - full cost; old books replaced - depreciate 1/7 of cost for each year the book has been used; and rebinding - \$5.00)

### ***VIDEO/MOVIES IN CLASSROOMS***

Videos can be a useful instructional tool in the classroom. However, like any other instructional strategy it can be over used. Please use videos and video clips when appropriate in your classroom and when using them they should align to your curriculum. Do not use them in excess. Full length movies most of the time are not necessary. Please use them sparingly and they should only be used when they align to the curriculum you are currently teaching or lesson plan.

### ***VISITORS***

State law requires visitors to report directly to the office to identify themselves and to state the purpose of the visit. If you suspect that an unauthorized person is on school property, please notify the principal. Students are not allowed to bring visitors to school.

### ***WEATHER ANNOUNCEMENTS***

Announcements of school closing due to bad weather are made on the following TV stations:

KTVI	St. Louis	Channel 2
KMOX	St. Louis	Channel 4
KSDK	St. Louis	Channel 5

The District will also send out a message to everyone through our School Messenger call and post on the District's website and Facebook page when possible. Please make sure the secretaries have your current contact information in School Messenger.

### ***WORK SCHEDULE***

All teachers are to report to school no later than 7:45 a.m. and to remain at school until 3:45 p.m. Teachers should not leave the school without notifying the principal. Before school and after school time is for the purpose of planning.



## APPENDIX

### Calhoun C.U.S.D. # 40 Directory

#### BOARD OF EDUCATION

Luke Fraley (President)  
Laura Longnecker (V. President)  
Tony Friedel (Secretary)  
Janine Hagen  
Hannah Nelson  
Donnie Breden  
Dave Hurley

#### ADMINISTRATION

Dr. Kate Sievers, Superintendent  
Cheri Burris, High School Principal  
Kathy Schell, Elementary School Principal

#### UNIT BOOKKEEPER & TREASURER

Alicia Churchman

#### ACCOUNTS MANAGER

Tiara Lorsbach

#### UNIT SECRETARY

Angie Sagez

#### CALHOUN HIGH SCHOOL FACULTY

Nathan Bloodworth (Math, Computer Science and History)  
Ashley Cornelius (Spec. Ed.)  
Heidi Doyle (Agriculture)  
Ann Gilman (Physical and Chemical Sciences)  
Ryan Graner (Physical Ed., Dr. Ed., Health)  
Seth Grimes (Industrial Arts)  
Priscilla Klaas (Business and Computers)  
Lori Mortland (English)  
Glenn Peyton (Social Studies and History)  
Mark Hillen (Physical Education/Special Education)  
Heather Reed (Biological Sciences)  
Wanda Retzer-Deffenbaugh (English)  
Cara Rojas (Band & Music)  
Theresa Shofner (Math)  
Eric Hagen (Math)

#### GUIDANCE COUNSELOR

Jahnee Hillen

#### SECRETARY

Angie Roth

#### TRANSPORTATION

Jody Heidenreich

#### LIBRARIAN

Ruth Johnson

#### SOCIAL WORKER

Traci Hillen

#### AIDE

Robbe Becker

#### NURSE

Lisa Dolan

#### MAINTENANCE

Rod Hart

#### CUSTODIANS

Mike Bick

#### COOKS

Dianne Bick (Head Cook)  
Laura Bailey

**CALHOUN ELEMENTARY SCHOOL FACULTY**

Kindergarten-Sarah Becker and Emily Nash  
First Grade-Melissa Kiel and Christie Lorsbach  
Second Grade-Crissy Kiel and Stacey Wallendorf  
Third Grade-Lisa Kallal and Andrea Pohlman  
Fourth Grade-Sarah Brunaugh  
Fifth Grade- Kendall Eilerman and Alan Shofner  
Sixth Grade-Sue Hillen and Deann Fester  
Seventh Grade-Heather Gilman and Aaron Elmore  
Eighth Grade-Toy Glynn  
STEM-Sue Hillen

**SPECIAL EDUCATION**

Kristin Reinhardt  
Tera Pohlman  
Pam Long  
Janet Schell  
Rachel Slone

**TITLE I**

Michelle Webster

**COOKS**

Teresa Mortland  
Violet Becker

**CUSTODIAN**

Brenda Camerer

**SECRETARIES**

Stacy Baalman  
LeaAnn Klaas

**BUS DRIVERS**

Jody Heidenreich  
Rod Hart  
Charlie Burge  
Lloyd Withrow  
Steve Miller  
Tim Eilerman  
Harvey Suhling  
Paula Harmon

**SUB BUS DRIVERS**

Paul Robeen  
Alan Shofner  
Dan Jackson

**SPEECH**

Pam Jacobs

**PYSICAL EDCUATION AND JR. HIGH HEALTH**

Mark Baalman

**TEACHER AIDES**

Hope Klocke  
Terese Gerson  
Kathy Friedel  
Sarah Sabol  
Joan Roach  
Michelle Wyatt

# EXTRA CURRICULAR ASSIGNMENTS

## CLASS SPONSORS

Seniors: Ashley Cornelius and Heather Reed  
Juniors:  
Sophomores: Robbe Becker  
Freshman: Lori Mortland

## CLUB ORGANIZATIONS

FFA: Heidi Doyle  
YEARBOOK: Lori Mortland  
NHS: Ann Gilman

## FINE ARTS ACTIVITIES

BAND: Cara Rojas

## ACADEMIC TEAMS

SCHOLASTIC BOWL: Theresa Shofner

## LEADERSHIP ACTIVITIES

STUDENT COUNCIL: Heather Reed and Eric Hagen

## ATHLETICS

ATHLETIC DIRECTOR: Ryan Graner/Casey Longnecker  
BASEBALL: Casey Longnecker  
BOY'S BASKETBALL: Ryan Graner (Head Coach)  
Casey Longnecker (Asst. Coach)  
SPIRIT SQUAD: Amanda Johnson (Head Coach)  
Lauren King (Asst. Coach)  
FOOTBALL: Aaron Elmore (Head Coach)  
Mark Hillen (Asst. Coach)  
Eric Webber (Asst. Coach)  
Tim Nelson (Vol. Asst. Coach)  
J.D. Lorton (Vol. Asst. Coach)  
Steve Hill (Vol. Asst. Coach)  
Casey Longnecker (Vol. Asst. Coach)  
GIRL'S BASKETBALL: Mark Hillen (Head Coach)  
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SOFTBALL: Duane Sievers (Head Coach)  
Jim Herkert (Asst. Coach)  
Eric Kallal (Vol. Asst. Coach)  
VOLLEYBALL: Kerry Lorton (Head Coach)  
Kaylin Baalman (Asst. Coach)

## CES/CJHS ATHLETICS

5/6 BOYS BASKETBALL Lance Titus  
5/6 GIRLS BASKETBALL Sue Nelson (Head Coach)  
7/8 BOYS BASKETBALL  
7/8 GIRLS BASKETBALL Steve Hill (Head Coach)  
CHEERLEADING Lauren King  
7/8 VOLLEYBALL Sue Nelson (Head Coach)  
Emily Nelson (Vol. Asst. Coach)