

2011 | 2012

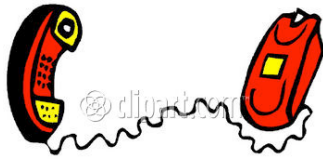
Teacher Handbook

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Absence

We use an online system that called AESOP. Please log in or call when you need a sub no later than 6:30 AM. The earlier we know, the better coverage we are able to provide. If you have a preference you may make one, but there are no guarantees. Do not call your own subs. Please log in correctly, and fill in all spaces. When you return, please fill out the form to rate your substitute. The sub will get a form to rate your classroom plans as well. This will enable us to keep quality subs and reassess those who are not performing for you.

Academic Retention/Acceleration

If you are considering retention of a student, you must let the special services director and building principal know prior to the end of the first semester. Please do not speak with the parents of the students before you have spoken to the administration in regard to this so that a team approach may be used. Students must first be provided with every opportunity and accommodation for remedial assistance which may include, but not be limited to, a summer bridge program of no less than 90 hours, tutorial sessions, increased instructional time, accommodations and modifications of assignments and instructional materials. Retention should not, in any way, be considered as an intervention strategy. Research does not support its use in this way. Documentation of all interventions must be up to date and complete in order for the team to proceed.



If a parent is requesting grade level acceleration, that request must be forwarded to the building principal and director for special services. If you are requesting that, the same procedure applies. The director for special services will arrange for appropriate testing to determine if a child needs to go to the next grade. Social and emotional maturity will play a deciding role. Please see the acceleration guidelines on our website.



Accidents

If you are injured while working, please report it at once. The nurse will give you a form to fill out and will notify the district office. Even if you will not be seeking medical attention, you should still report the accident. This report validates any future claims you might have and is required by our insurance carriers. This includes any accident that might happen on the weekends while at school. Anyone on our payroll is covered by workman's compensation.

Protective eye devices are to be worn by all students, teachers, and other visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids. If you are unsure whether or not this applies to you, please make sure you ask your building principal and he/she can go into more detail on this.

Allergies

District 24 has specific guidelines for supporting children with allergies. A copy of that booklet is included on our website at <http://www.millburn.lake.k12.il.us/parents.cfm?subpage=198472> It is important that you make yourselves familiar with them as we are responsible for accommodations for allergic children.



Assemblies

Any K-5 classroom teacher that is scheduled to have a PE, music, part of computer, or art class during a scheduled assembly time will still be able to have that time as a planning period. Any 6-8 teacher's related arts classes for children that allow them a prep period fall under this guideline. The related arts teacher will need to go to the assembly to supervise the students during that time they were going to have them in class. After the assembly, the related arts teachers will take the students back to their own room or to the classroom to supervise them until the period is over. If the related arts period ends before the end of the assembly, the classroom teacher will need to be back to cover the supervision at the assembly. Please do not attempt to make up a related arts period. A lost class is a lost class. Related arts teachers need to keep to their schedules and not feel pressured to double up or hold make up periods.



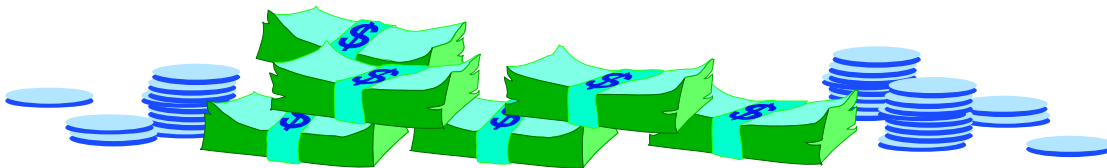
Attendance/Record Keeping

Once each day, attendance needs to be entered into the computer within the first 30 minutes of the school day. Simply mark an "A" for absent or a "T" for tardy. If any notes or calls come to you regarding an absence, they must be reported to the secretary. If there is a reason given, please report this as well. You may keep the paper copy, too, if it makes you more comfortable.



Attire

It is important to dress in a professional manner. It conveys a certain image to students and parents. While an active, engaged teacher may not be wearing a suit and pumps each day, **such casual attire as inappropriate footwear, short shorts, and midriff bearing shirts, and tattered/torn/wrinkled clothing send the wrong message. It is important that we not see the more private parts of our bodies, even if that is what is dictated by today's fashion.** Please feel free to dress in your own style as long as it fits within the business casual model. This only applies to the 176 days in which students are in session.



Budgets

The last day to spend the money in your budgets is March 1st. Please do not forget to include shipping & handling charges. If you do not, they will still be added to the total.



Building Access/Use

Access to the buildings on weekends is available from 8-5 only. Alarms are set until 8 AM and reset again after 5 PM. There are certain holiday times during the year where there is a different accessibility schedule. These will be made

available to you as they occur. Access to the main offices is not available on the weekends or during non-office hours. The office is open 7:30 to 3:30 daily Monday through Friday when school is in session. When leaving your classroom, lock the door. Any unattended classrooms should be locked. All requests to use the building for private purposes must go through the building principal. The "request for building use" form is available on the staff section of the website. Once availability is verified, you may proceed to the next steps of insurance and rental. This includes use of the building during the summer months.



Bussing

Please review the bus practices and procedures in the student/parent handbook. In general, students are not allowed to switch bus stops or busses. All changes to a student's regular bus route must be handled through the office and in writing. Send all notes to the office.

Presenting

Child Abuse

State law requires all teachers to report suspected child abuse. If you suspect child abuse, please contact the social worker, psychologist or administration first to go over the procedure. There is a required form to fill out that can be found on the district website. There are also guidelines posted on our website.



Curriculum Differentiation/Differentiated Instruction

All teachers are expected to learn about differentiated instruction and to try to take some inservice in this area. A teacher should be able to articulate to parents how they are differentiating for each child. This dovetails nicely for RtI programming, too. We should continue in our endeavor to differentiate for children as much as we possibly can.



Classroom Management

Good classroom management is vital to teaching. Respect is something one earns; it is not necessarily given because one possesses a certain title. Please think carefully about your classroom management techniques and plans. If you decide to keep a child in from recess, you will need to stay in the room to supervise that child.

Be very careful with your use of consequences. If you threaten to do something and do not or cannot follow through, kids will pick up on it and capitalize on it. Watch your use of sarcasm. It will make other students afraid of you and less apt to approach you about anything. Even our oldest children in the building are only 13 and although they may seem "tougher" as they get older, they still have feelings and their feelings will get hurt.

Group consequences are never a good idea. There are always students who weren't misbehaving and do not deserve to be lumped into a group in this way. Please do not yell. Yelling signifies a loss of control and students pick up on this right away. They will begin to know what to do to push your buttons. Anyone passing by who hears you yelling will not know of circumstances surrounding the yelling and your reputation will suffer. People talk. Your reputation within the community is based almost entirely on word of mouth regardless of accuracy. Everyone must work to create positive word of mouth. That is the reality of being an educator in a high performing district. The administration is happy to assist you in any way we can with your classroom management. We can brainstorm plans with you or work on specific programs if you'd like.

District #24 adheres to the principles of Love and Logic. If you are unfamiliar with those, consult your behavior specialist or see your building principal to get training.

Communication with Parents

In regard to specific situations, a note or email can work well. If the situation is not one of simple information, you may want to call. Tone of voice is something that is easily misunderstood in writing. Without meaning to, parents can get the wrong idea about what you wrote and your relationship may suffer. Keep in mind that it is important to date each communication and keep a copy. You never know when you will need it.

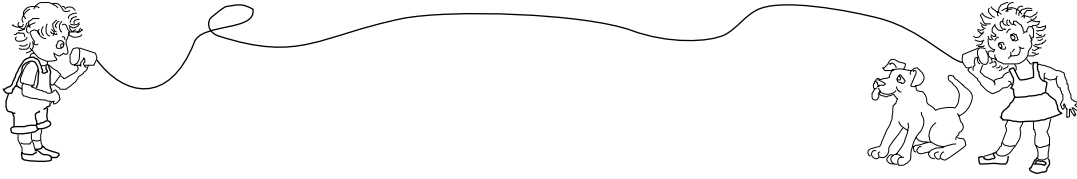


Phone calls are VERY important. They should be made for good news as well as bad. This will do wonders for your parent relationships. Good news postcards work the same way. A simple sentence or two goes a long way. You may wish to consider a plan to make at least one good news call or mail a postcard home per child each year. The office will be happy to mail the card for you and provide postage to make it easier. Related arts teachers may want to pick 25-30 or so students in which to provide a call or postcard. Related arts teachers are a vital part of the school and our programming and we need to continue to reinforce this idea to our community. Doing the same types of things classroom teachers do solidifies this idea.

I strongly encourage you to keep a phone log or communication journal for each student. You may want to document informal conferences as well. Keeping track in a simple fashion will make a big difference when you have disgruntled parents who claim you "never told them" or "there is no communication." Emotions can run high on both sides when dealing with an upset parent. Documentation goes a long way.

Please return all phone calls, emails, and notes within 24 hours. I realize this is not always possible when you are sick, at an inservice, or out of the building for some reason. Even if you just leave a message that you received the call, email, or note, and will respond at a later time is a great thing to do. Parents will appreciate it and it will foster a good relationship.

Communication with the parents of your students is a key to the success you will have with those students. Your reputation within the community is based almost entirely on word of mouth regardless of accuracy. Everyone must work to create positive word of mouth. That is the reality of being an educator in a high performing district.



Communication Between Staff Members

Remember to communicate regularly with any paraprofessional staff member who works with you. They often need to know important information about students and/or parents in the class and can be a valuable source of information and can help you with records. Please be sure to treat them as equals and give them a workspace in your classroom. Teachers delivering tier two intervention services should also be communicated with on a regular basis. At the middle school level, homeroom teachers who are privy to private, sensitive information about students should take the responsibility to see that the entire team knows about the circumstances. It may change a way a staff members accommodates for a child who may be going through a rough time.

When emailing newsletters, field trip information, or anything else that goes home, send one to the resource and related arts teachers. The information contained in these communications will enable them to better work with you and your class. Regular communication with them about any student and parent situations may help as well. You may find a pattern or just get a new idea. Our resource and related arts teachers have worked with parents and students for many years and may have valuable information to share. Related arts and resource teachers should do the same with their paper and verbal communications.

It is essential for all staff members to visit their mailboxes at least once a day and check email and phone messages at least once a day. Important information will be sent and it may not always take both forms of paper or computer. All mediums should be checked daily.



Drills

Each year, we will have three fire drills, two severe weather drills, and one lockdown drills. Please follow all plans listed in the crisis plan book located in your classroom. Fire escape routes are on a wall in your room with the primary route highlighted. For severe weather, follow the plan in your book. All teachers should bring the red emergency bag with them when leaving for a drill. Class rosters must be updated each time the class list changes.



Drug and Alcohol Free Workplace

All district facilities and property are considered drug and alcohol free. All employees are prohibited from dispensing, distributing, using, or being under the influence of a controlled substance while on district premises or while performing work for the district. Please visit the website to read policy 5:50 in its entirety. www.millburn24.net, then go under School Board to click on Policy Manual. Additionally, there is no use of tobacco or tobacco products on school property or in school facilities.

In the event that any staff member has an incident with other staff members or students regarding the use of drugs, they are to immediately notify the principal's office so that a report may be filed with the police.



Emails

Stop, think and review are the keys to using email. Consider the following:

- Never send an email you'd be embarrassed to see in the news. Public school employees' emails are considered public records.
- Don't send anything you want to keep confidential.
- Keep your opinions about parents, co-workers, students and community members out of emails.
- Watch email tone. It is easy to come across as curt or uncaring without meaning to do so.
- Write professionally and do not forget correct grammar, punctuation, spelling, and capitalization.
- Be sure to hit "respond with quote" or "select all", "reply all" when responding to an email. The recipient may get so many emails they cannot remember the context of the original.
- Remember that emails have a long shelf life. They can live on forever.

Please check your email daily. There are expectations of frequent communication.



Errands by Students

Please keep errands by students to a minimum. Students need to be in the classroom as much as possible. When sending students to the nurse, it is not always necessary to send another one to walk him/her there. Please do not send students to pick up mail or printing. There are confidential items located in the printers and in the mailboxes that may not remain confidential if a child becomes involved with it. Students should never be assigned to transport AV or tech equipment due to the insurance issue if they become harmed.



Field Trips

The district recognizes that field trips, if directly tied to the curriculum, can be useful to a child's overall learning experience. We do not want to nickel and dime parents for these experiences, though, so we feel moderation is key. Please do not attempt to reschedule a lost related arts class missed due to a field trip. A lost class is a lost class. Related arts teachers need to keep to their schedules and not feel pressured to double up.

General guidelines are as follows:

- PTO student enhancement and foundation dollars must be used prior to asking parents for money for field trip and bus expenses.
- There is a limit of 1 parent-paid out of school field trip per school year.
- No field trips are to be taken on inservice days when teachers are expected to be using this time for learning or during testing weeks.
- Teachers are expected to ride the bus to and from each field trip.
- There should be no more than 4 field trips per school year.
- Overnight and out-of-state field trips must be approved by the BOE prior to any announcement of a field trip.
- Appropriate behavior as outlined in policy 5:140 of the policy manual must be followed. (see www.millburn24.net , then go under School Board to click on Policy Manual.)



In the event that any staff member observes a person possessing a firearm on school grounds, they are to immediately notify the principal's office.

Fundraising

Any fundraising efforts must be approved through the building principal. Money should not be handled by teachers and should be given to the office as quickly as possible. Our BOE policy states the following:



Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

- School-sponsored student organizations
- Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent's implementing procedures shall provide that:

- Fund-raising efforts shall not conflict with instructional activities or programs.
- Fund-raising efforts must be voluntary.
- Student safety is paramount and door-to-door solicitations are prohibited.
- For school-sponsored student organizations, a school staff member must supervise the fund-raising activities and the student activity funds treasurer must safeguard the financial accounts.
- The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
- The funds shall be used to the maximum extent possible for the designated purpose.



Grade Books/Assessment Sheets

All teachers should keep accurate grade books (via computer or paper) that reflect the progress of students. Do not throw away your grade books/assessment sheets at the end of the year. Please store them and throw them out in the fall. Parents have been known to call during the summer and ask questions about their child's grades. It is helpful for building principals to have something to look at and we will contact you should the need arise.



Harassment

Harassment, sexual or otherwise, is prohibited. If you see inappropriate behavior occurring to others, you have a duty to report it to the immediate supervisor so that an investigation can occur and appropriate action taken. Policies 5:20 and 2:260 can be read completely at www.millburn24.net, then go under "Board of Education" and see policy manual.



Health Office

Health offices are closed from 10 to 10:30 AM and 1:30 to 2 PM daily. This is the only time of day the nurses can eat lunch and update student records. Do not send a non-emergency case to the office at those times. Emergencies that will be handled within those times include vomiting, bleeding, unconsciousness, or a child with a known health issue. Stomach aches, chapped lips, or other vague complaints can be handled outside of that time frame. Teachers are given a supply of bandages for their classroom. Please see one of the nurses for replenishment of the supply.

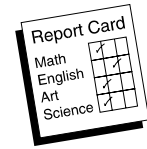
Season's Greetings

Holidays

Please give "equal" time and display space to each holiday. Provide alternate activities for holiday projects so that all holidays are respected. When doing large holiday projects, you may want to send a note home or make a brief statement in your newsletter explaining the project and the alternate activity. We want to make sure all holidays are respected. There is no reason to avoid the celebration of our winter holidays unless you feel very strongly about it. Also, we do NOT assign homework over high holidays such as Passover, Rosh Hashanah, Yom Kippur, Ramadan, or Greek Easter. The Jewish holidays begin at sundown on the evening before they are listed. If a holiday falls on a weekend, please do not assume that homework can be done on that holiday weekend. Often, students are in religious services each day of the weekend.

Homework

It is a good idea to get together with your team and discuss the subject of homework. It is helpful to keep to the same guidelines across the team. This will prevent having perceptions of different teachers being "harder" or "easier" than the rest. Uniformity in the larger areas is encouraged. We do not want every teacher doing exactly the same thing at every moment, but huge differences will lead to problems. The philosophy for homework is to enable a student to practice specific skills and give you an idea as to who is not understanding what so you may better focus reteaching and adjust pacing. It is not to have parents do additional teaching at home. Be cognizant of the number of minutes you are expecting. A general guideline is 10 minutes per grade level.



Kindergarten-Up to 10 minutes per night

1st Grade-10 to 20 minutes per night

2nd Grade-20 to 30 minutes per night

3rd Grade-30 to 40 minutes per night

4th Grade-40 to 50 minutes per night

5th Grade-50 to 60 minutes per night

6th Grade-60 to 70 minutes per night

7th Grade-70 to 80 minutes per night

8th Grade-80 to 90 minutes per night

When assigning long term projects, consider that the more that is completed **at school** means that you will have a better understanding of a child's performance and understanding. Sending projects home to do will give you a good indication of a parent's ability to help their child and, in many cases, the parent will take over the project. Be sure the subject of homework is addressed right away at the start of the year. When homework is graded, the percentage attributed to a final grade should not be more than 10%. Failure due to incomplete homework should not be an option.

Also, we do NOT assign homework over high holidays such as Passover, Rosh Hashanah, Yom Kippur, Ramadan, or Greek Easter. The Jewish holidays begin at sundown on the evening before they are listed. If a holiday falls on a weekend, please do not assume that homework can be done on that holiday weekend. Often, students are in religious services each day of the weekend. We appreciate your understanding.

NEWS FLASH!

Inclusion

District #24 has a philosophy of inclusion. The special education students assigned to your classes are expected to participate in the activities. Please work with the special services teachers to facilitate this. Lesson plans should be shared in advance so that the special services teachers are able to modify and plan with you in a timely manner.

Inclusion must also be considered when doing room arrangements for a field trip, group assignments for a field trip, partner work, small group work of any kind, and any team selection in PE. It is very, very important that children are not self-selecting and that the teachers are guiding the selections of students so that we are not unknowingly discriminating against a protected group. A good rule is to have the students partially select, but do not ever have the kids be the only ones doing the selections.



Indoor Recess

When indoor recess is called, classroom teachers are responsible for the supervision of students. This will be in lieu of team time for that day.



Library Materials

You are responsible for any and all materials checked out from the library in your name. They need to be returned or check in by the time designated by the librarian. **Failure to do so may result in charges to you for the lost/missing items.** We recommend that you keep track of any materials you have checked out in your name if you are then lending them to students or colleagues. Each year, we

have lost fairly significant amounts of money due to missing materials. Our goal with the library budget is to use it to increase our collection instead of simply "keep up" with replacements. Thank you for your understanding in this matter.



Lesson Plans

Every classroom and related arts teacher should keep lesson plans. They must be specific enough for a substitute teacher to follow. Keep in mind the ways you will be differentiating for the students. Make them useful to you. Lesson plans should be annotated with the goals and benchmarks that are addressed in each lesson. The curriculum alignment quarters for the learning areas you teach should be in the front or back of your lesson plan book, binder, or folders as well. The objective for the lesson should be briefly stated along with any other important information. (Ex: review double-digit addition to check understanding for mastery) Any regular accommodations or modifications provided for students who require them should also be noted.



Long Term Assignments/Projects

Long-term assignments such as multi-paragraph reports (with or without charts, visuals, or pictures), multi-step projects, or multi-dimensional presentations have several purposes in the school setting. One purpose is to show what the student knows. Another purpose is to show what the student can do. A third purpose, however, is to help the student grow and improve in his or her learning. The final purpose should be to provide students the opportunity to work under the teacher's guidance so that it is evident what the student knows and is able to do **without** the help of his or her parents or guardians.

Preparation needs to be done by the teacher before assigning a substantial project, paper, or report in the following manner:

1. Clarify the key learning targets and expectations
2. Provide a rubric that clearly delineates the expectations of the project

3. Provide students with specific goals on which to work that are based on high standards
4. Divide the goals into manageable segments as students do not learn in giant steps
5. Model each step in detail and allow students to practice meaningfully before expecting independent work to have taken place
6. Monitor students while watching their performance and differentiating when necessary
7. Provide meaningful feedback on each step to guide improvement
8. Acknowledge improvement and progress toward clear standards

Grading requirements for such projects:

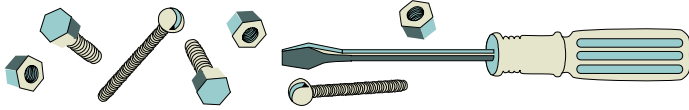
1. Determine the purpose for the long-term activity
2. Align the steps of the activity with the performance and learning standards of the learning area
3. Divide the project into "doable" steps that can be assessed individually
4. Assess each step equally including the final step which is the actual product itself. No step should be weighted more heavily than any other step!

Differentiation involves not only the content, but also the process and the product. No part is more important than another. All are important parts of the learning of a child. Please consider that the more you send home to do in a project format simply means that you will see more of what a parent helps a child to do or, in some cases, does for the child. Children should be assessed on your direct observations.



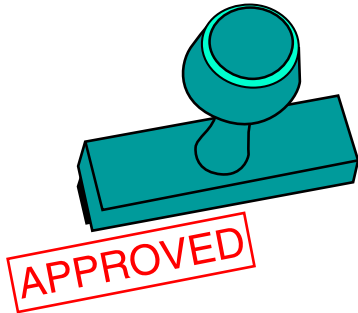
Lunch Count

Please make sure your lunch count is finished and handed in no later than 40 minutes after the start of school each day. It is important that we get the correct count to the kitchen ASAP. Thanks!!



Maintenance Requests

Please be sure to give all maintenance requests to the building principal in writing. It will better enable us to make sure these are completed. A form may be downloaded from the district website at www.millburn24.net and found under "staff" in the electronic forms area. It is called a general work order.



Movies

Millburn District #24 has specific guidelines in place for using movies and videos/multi-media materials in the classroom. No movie or video (rated or non-rated) shall be shown to students unless prior approval is received from the Building Principal EXCEPT under the following circumstances:

- The movie or video is part of a Board approved curriculum adoption;
- The movie or video is part of the Library Resource Centers' collection and is 30 minutes or less in length. If the movie or video is longer than 30 minutes the steps below must be followed. (NOTE: The movie or video must be appropriate for the grade's adopted curriculum and scope and sequence.)
- The movie or video is the original copyrighted item and not a copy. NOTE: No library, store, or other commercial or private unit may give the copyright of a product to another entity.
- At least two weeks before showing the film/video fill out the request form found on your "Faculty Find It Here"- Electronic Folders on the server. Submit to principal for approval. The form must also be approved by the Director of Curriculum.
- You will be given a copy of the request form and a parent permission slip will be attached if approved by the administrators.

- Fill in the proper information on the parent letter and send home with student.
- If a parent indicates that their child may not see the film, the student must be placed in an appropriate site with appropriate supervision. (The hallway, office, or library is not appropriate. Another teacher's classroom is appropriate.)
- Make sure that the alternative activity is as rich and substantive as the missed media presentation. (EX: A worksheet or chapter with questions is not as rich as a movie.) It should not such that it could be perceived as a "punishment" or busy work.
- Be sure that the film is preceded and followed by activities that encourage the students to evaluate, discuss, and/or analyze the video/movie.



Newsletters

Every teacher on every team is strongly encouraged to do a minimum of one newsletter per month. (Nine in all) Consider posting them on your website and sending an email link each time you do one. Please do not print these in color as it is quite expensive. Parents and other staff members are interested in what goes on in your class or program. Any format is acceptable. We have seen teachers use a variety of formats and we would be glad to share different samples. These do not have to be elaborate projects. The idea is to use it as a vehicle of communication. Parents need to have the opportunity to know what is going on. Most children will not just volunteer to give this information and parents are excited to hear from you. If you feel your class or subject area is not suited to this, please see an administrator and we would be glad to provide ideas. We can work together on planning them. This is a good way to demonstrate the importance of our related arts teachers and the curriculum they teach.



Paraprofessionals

Questions sometimes come up regarding the role of paraprofessionals in the classroom. The direct supervisor of a paraprofessional is the case manager. The para is allowed to help students other than the one(s) they are assigned to assist. The para should not be compelled to do the teacher's copying, cutting, pasting, etc. unless they are specifically for the accommodations of the child they are assisting. If the para volunteers, it is fine. If the child(ren) of the para are absent, then the para and teacher should immediately inform the office in case we can use them as a sub elsewhere. If we are not short, we will return the para to the classroom to function as a general aide for the day. Please make a space for your para to put their coat and other personal belongings. They should be treated as a fellow colleague.



Parent Handbook

A parent handbook is on the district website at

<http://www.millburn.lake.k12.il.us/parents.cfm?subpage=43594>

Parents are required to sign off that they have read the handbook. It would be a good idea for you to also read the handbook so that you can see what our expectations are for the students. In your sub folder, please indicate that the handbook is available on the website and that you have read it.



Parent-Teacher Conferences

Teachers must be available at least 2 evenings to log a total of 8 clock hours in to qualify for the comp day. Official times for conferences are 12:00 to 8:00 PM. Teachers should plan on a 30-minute lunch break and a one hour dinner break. If

these breaks are not taken, one may leave 1.5 hours early each day provided that no parents have signed up for those times.

Both days/evenings should be presented to parents as options for conferences. It is not acceptable to just offer one of the days. We have working parents with a variety of schedules. We should be as accommodating as we hope others are for us.

Related arts teachers may wish to consider that they could format their own schedules. They could select some children for whom they have constructive advice for their classes or those who are doing a great job and can get a pat on the back. Consider touching the lives of 22 children by attending conferences to give some feedback. This can be an important public relations tool and show parents that these classes are just as important as the core academic classes. It lends an air of professionalism and credibility to these classes. If this does not fit into the schedule for the related arts teachers, they may instead choose to earn the comp day by spending the dates and times of 3:30 to 6:30 for 2 evenings to earn their day.

It's **PARTY** Time!

Parties

Parties are a good way to include parents into the classroom. In general, we have a Halloween party and a Valentine's Day party for grades K-5. The party should last approximately 1 hour.

Announcements

Pledge/Morning Announcements

It is expected that we make sure the students say the Pledge of Allegiance daily. It is easiest to wait and do it with the announcements in the morning. We will have the kids do the morning announcements during certain times of the year. The office staff will coordinate this. Please feel free to send the office staff anything you would like announced no later than 8 AM and they will be glad to have it announced.



Private Testing of Students/Parent Request for a Case Study

Please, if a parent is doing a private evaluation of some kind, whether psychological, physical, behavioral, or anything at all, let Elizabeth know so we can make sure that we follow the proper procedures and get them to sign a release of information first. You should first talk to Elizabeth when this comes up. If a parent is requesting a case study either verbally or in writing, that also needs to go through Elizabeth. Thanks!



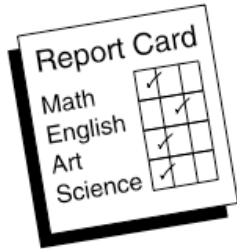
Professional Development

It is expected that all staff members attend professional development sessions throughout the year that the district arranges. Please do not arrange to be gone for a field trip, a doctor appointment, a hair appointment, or for any other reason. Your cooperation is appreciated.



Related Arts Classes

All classes begin on the first full day of school. Classroom teachers need to walk their students **all the way** to and from these classes. Students are expected to attend these classes just as they do for any core academic area classes. They are graded classes and are just as important as any other class we provide. We do not allow attendance at these classes to be used as a consequence or reward. There are no make up classes for related arts when it is missed for any reason. Classes will be held regardless of how much time is left in a period before or after a special event. Thank you for your understanding in this matter.



Report Cards

Inevitably, some parents will react when report cards are issued and grades are lower than expected or when comments are not clearly understood. Although the child's papers reflecting his work and your informal verbal comments in passing are generally good indicators of how a child is doing, parents often will not make a day to day connection or notice a pattern developing. More formal communication is expected when a child is doing more poorly than they did during the last marking period or when grades are dropping. A continuing dialogue between you and the parent will make the parent aware of what to expect and the report card should not be a surprise to them. Your continuing communication also serves as a reminder of your concern for the child and the commitment you have to providing help for problems that come up during the year. It can be very stressful for a teacher to be confronted by a surprised parent. Parents will be angry if their child earned a low grade and they were never notified there was a problem. The child and parent need to know when grades are slipping so they have ample time for improvement. This is easily achieved by sending the mid-quarter progress reports. Report card comments are required if a child is earning a D or an F.



Schedule Changes

Your regular schedule needs to be documented and given to the office staff no later than Friday of the first week of school. If you have any changes in your regular schedule, it is important to let the secretaries know. We need to be able to find you and students in your room if a parent comes in to pick someone up unexpectedly.



Secretarial Use

Please keep in mind that our secretaries are here for the general school. They should not be asked to do copying, making phone calls, or faxes for staff. They cannot accept or send packages for staff unless it is for school purposes. We appreciate your understanding.



Security

Please make sure you do not leave items of value in open, unlocked, unattended areas or rooms.

Sick/Personal Leave

Full-time employees shall be entitled to 13 school days of sick leave and 2 personal days at full pay per year. Part-time employees shall be entitled to pro-rated paid sick days. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Unused sick leave, in addition to unused personal days, shall accumulate. Immediate family shall include parent, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in law, brothers-in-law, sisters-in-law and legal guardians.



Illnesses that result in three or more day's work missed require a physician's certificate as a basis for pay. The District reserves the right, at the discretion of the supervisor, to require a physician's certificate for illnesses lasting less than three days, in which event the Board will pay for the expenses incurred in obtaining the certificate.

Each full-time certified employee who has not used more than five (5) sick/personal days for that school year shall receive a bonus of two hundred dollars (\$200). A pro-rated amount shall be calculated for certified employees who are part-time.

Using sick leave days shall be defined as selecting "sick leave" or "unpaid leave" in AESOP. Taking time off without pay is approved at times, but for the purposes of receiving the bonus, is prohibited. The intent is to have the employee present for work on all scheduled workdays.

Social Networking Sites

Please be very careful about using social networking sites. Be sure to set your privacy settings to "only friends". If you use the "friends of friends" or "networks and friends", you will open yourself up to a much larger group of people including students and parents. It is not a good idea to "friend" current students or anyone under the age of 18 to whom you are not related nor should you accept their "friend" requests. The wall between your role as a public educator and any personal friendships with your students should always be visible and highly communicated. You have one reputation as an educator and we do not want to see anything damage that.



Any content you publish, pictures you post, or dialogue you maintain, whether in Facebook, Twitter, a blog, a discussion thread, or other website, should never compromise the professionalism, integrity, and ethics in your role as a District #24 professional. A good question to ask yourself when posting or emailing is "Would I mind if that information appeared on the front page of the local newspaper?" If the answer is not yes, do not post it. Contrary to what some people think, email and social networking sites are very public places. Employees should be judicious when it comes to posting comments and content online. Students should never be discussed or described on your social networking sites. This opens up the district to potential litigation. We appreciate your understanding.



Staff Meetings

Building principals will set regular dates and times for staff meetings at the start of the year. If you are unable to attend due to an unusual circumstance, please let them know prior to the date. **You are expected to be at all meetings, to arrive on time, and to remain for the entire meeting.** Please do not schedule any appointments, including parent conferences, during those times.



Staff Forms

Most forms that you will need are kept on the website under "Staff ". Go to "Electronic Forms" where you will find the forms you need. Complete the sections, print and don't forget to sign. The completed form should be turned in to your building principal for approval and processing within the guidelines on each form. Please note that if you do not complete the form and get the principal's signature within the deadline, you may not be able to do what you had planned and be reimbursed. (field trip, college coursework, workshop, etc.)



Student Teachers

We get many requests for placing student teachers and observers. You will be individually contacted via email if you are being requested to take a student teacher. This is purely optional on your part. Some general guidelines for placing general education student teachers are as follows:

- An administrator will solicit volunteers to take the student teacher. Teachers who are 1st year in the district or teachers who are in their 1st, 2nd or 3rd year of their teaching career will not be considered as candidates. At times individual staff members may be approached based on the needs of the candidate. Cooperating teachers will be assigned on a volunteer basis.
- The cooperating teacher and the administrator will review the university packet and determine if the candidate should be offered an interview.
- The cooperating teacher will interview the student teacher. The cooperating teacher may ask the building administrator to participate in that interview.
- The cooperating teacher and the administrator will reach an agreement if the student will be offered a student teaching placement.
- The building administrator will complete the necessary paperwork and forward it to the university.
- The student teacher will write a letter of introduction to the families. The letter will be reviewed by the cooperating teacher and building administrator prior to being sent to parents.



Substitutes

When you have a substitute teacher in your room, you must have a sub folder prepared. The folder needs to contain information necessary to running the class and good lesson plans. Information required is: medical alert forms for all children, emergency kit directions, building exit map, class/teaching schedule, class roster, seating chart, explanation of daily routine, lunch count, attendance, special considerations list, names of responsible adults and students that can be used for

help, emergency management plan, web address for parent/student handbook, calendar information, student emergency closing information, and pictures of students. Detailed checklists may be found at:

<http://www.millburn24.net/files/filesystem/Sub%20Folder%20ReviewNEW.pdf>

If you have a teaching assistant, they should have a sub folder as well. This should outline their primary responsibilities, schedule, and special duties.



Suicidal Threats

If a child expresses suicidal threats or ideologies, you will immediately need to contact either the social worker or psychologist for an immediate risk assessment. The building principal should also be notified. The child should not, under any circumstances, be left unsupervised by you at this time.



Supervision

Students may not be left alone in the classroom, hallways, or locker rooms for any amount of time. They must be **directly** supervised at all times. We are legally responsible for any accidents that happen. If you need to leave, call the office and we will assist you. K-5 students should also be walked to lunch and related arts classes by the teacher. Please do not leave your children in the lunch line without checking that another supervisor is on duty. Please stand outside of your door after the bell rings in the mornings to supervise the halls and welcome your students as they move to the classrooms. Resource and related arts teachers should stand outside of their doors to supervise hallway behavior before and after school as well. All middle school teachers should stand in the hallways during passing periods. We are responsible for the safety of the students at all times.

Before school, after school, and during passing periods are peak problem times for incidents.

Teachers who have accepted a stipend for a before or after school position have the following supervisory responsibilities:

- Have written information about each student (name, number, emergency contact numbers in case of non-pick up, etc.)
- Walk the students to and from the bus and provide appropriate supervision
- Be sure each student is picked up or gets on a bus to go home
- Be sure students are not unattended
- Be sure that you, as the paid stipend staff member, ride the bus to and from activities



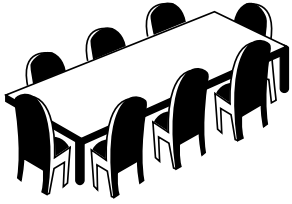
Teacher Day

The teacher day begins 30 minutes before the student day and ends 30 minutes after the student day. If you need to leave the building during the teacher day, please let someone in the office know. It is imperative that we know where you are should someone else need to find you.



Teacher Transfers

Teachers who are interested in moving to other teaching positions may tell the building principals at any time; however, to be considered for an opening, one must first be posted. Once a position is posted, you may let the building principal know you are interested. In the case of involuntary transfers, seniority does not apply in the areas of newly created positions or open positions. A newly created position is defined as one in which the district has never had a job description. An open position is defined as one that is open through retirement, resignation, non-renewal of contract, RIF, or any way in which an employee is not longer assigned for that position in the following year.



Team Meetings

Team meetings are scheduled on a daily/weekly basis. If you need to make other arrangements for your team time, please clear it with the building principal first. Team time is defined as time set aside for articulation between members of a grade level or specific subject area teams. It is not to be used as prep time as outlined above. Photocopying, parent phone calls, grading papers, etc. are not appropriate activities for team time. We appreciate that you use the time wisely each year. .



Tech/AV Issues

If you are having problems with equipment in your classroom, please use these guidelines in determining whom to approach for help:

Tech Teacher:

- Manages printers
- Manages laptops (charging, storing, organizing)
- Check out of laptop lab
- Manages student and teacher desktop computers

Librarian:

- Checks out and maintains LCD projectors
- Checks out and maintains overhead projectors
- Takes care of broken VCR/DVD equipment



Telephone/Cell Phone Use

When children are under your supervision, you are expected to refrain from taking personal calls and text messages. We appreciate your understanding.



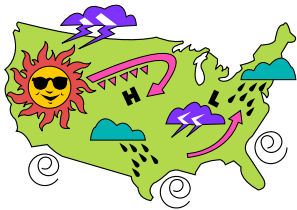
Tutoring

The district has a tutor list that is updated yearly. Tutoring is considered private employment and does not fall under school regulations. Please let us know if you would like to be added to the list, deleted from the list, or have any of your information on the list changed. Please be aware that it is considered a conflict of interest to tutor a child in your own classroom. Advertisements for tutoring may not be passed out through the students nor may any official school databases be used to make mailing labels for tutoring advertising. Tutoring is not allowed on school grounds. Please do not make requests not to have particular students in your classroom based upon a tutoring relationship. If the relationship exists and that child is in your class, it is best to refer them elsewhere for that school year. We place students in classes where we feel they will get the best educational services and have the best match. That must remain our priority.



Volunteers

It is highly encouraged to make use of parent volunteers in your classroom on a regular basis. Parents want to be a part of things and are considered partners in the educational process. We want to establish a warm, welcoming climate for them. There are many ways that they can help you. They can provide individual tutoring, practice with math facts, listening to children read, copying, doing prep work around the room, or even doing some prep work in their home.



Weather

When the weather is bad, the building secretaries will call the weather line for the temperature and wind chill. When it is 15 degrees and/or 5 degree wind chill, we will have indoor recess. Call the office when you have a question.