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**VIRDEN COMMUNITY UNIT SCHOOL DISTRICT #4  
Office of Superintendent  
231 West Fortune Street  
Virден, IL 62690  
217/965-4226**

**NOTIFICATION**

**All employees, students, parents, guardians, and general public are hereby notified of the availability of the Inspection Report and Management Plan concerning Asbestos containing building materials. These documents are available in the School Administrative Office.**

**All employees, students, parents, guardians, and general public will be notified of inspections, response actions, post response actions, and other matters concerning any activity with Asbestos containing building materials by general newsletters.**

**I, the undersigned, do hereby attest that the Notification, and Subsequent Notification, will be distributed to all employees, students, parents, guardians, and general public by newsletter.**

**Superintendent  
August, 2009**

**ABSENCES / SUBSTITUTE--ESP**(EL/MS/HS) - When it becomes necessary for a ESP to be absent, he/she is to notify their supervisor in order to arrange for a substitute. If ill call between 6:00 am and 6:30 am so a sub can be found. In case of illness, the supervisor or principal/secretary should be called prior to the absence. For personal leave, forty-eight (48) hours notice must be given, by completing request form, as listed in the Master Contract.

**ACCIDENT REPORTS**(EL/MS/HS) - In the event you witness an accident at school, you should fill out a report. Forms for these accident reports are available from the office of the various schools. It is imperative that you complete and return these reports as soon as possible following the accident. Even though you judge the accident to be minor, fill out a form. Complications arise later from some accidents, and by that time the details of the situation have been forgotten.

**ALARMS AND ALERTS**(EL/MS/HS) – Fire and tornado drills are necessary to provide an orderly method of evacuation in case of an emergency. An evacuation plan is to be posted in each classroom.

**ANNOUNCEMENTS** (MS/HS) - Announcements will be made daily during the morning.

**ANNUITIES (403B Plans)** – Due to the changing laws in annuities. See the bookkeeper for information concerning this matter.

**BULLETINS** (EL/MS/HS) - The weekly bulletins and/or other memos are handed out from the office, **BE SURE TO READ THEM!** Pay particular attention to the items that concern you.

**CHILD ABUSE**(EL/MS/HS) - If you suspect a student is being the subject of child abuse in any form, contact your building principal. By law, employees are to report any suspected cases. Your principal is aware of the correct process to use in the reporting of this.

## **COMPUTER and INTERNET USE**(EL/MS/HS) –

- Employers have no reasonable expectation of privacy in e-mail messages, computer use can and will be monitored. Random monitoring will be performed by outside records custodian
- Employees may not conduct personal business via e-mail and the employees must sign and follow the district's authorization web during their scheduled work time
- Employees may not "surf" the world-wide web for information that is not directly related to their job during their scheduled work time
- Employees must sign and follow the district's authorization
- Employees may not use the district computers or the internet to:  
access inappropriate sites on the internet  
send, save, create offensive and/or discriminatory materials
- Employees may not use district computers or the internet for:  
copyright and trademark infringement  
defamation
- The failure of any employee to follow the terms of the district's authorization for internet access, or the policy, will result in the loss of privileges, disciplinary action and/or appropriate legal action

**COPY MACHINE**(EL/MS/HS) - A copy machine for the use of the faculty is located in the elementary school's workroom, teachers lounges, and in the high school guidance office. The needs of others should be taken into consideration by those who are using the machine. Do not monopolize the machine when it is needed by others. Pace your use of the machine to coincide with "off times" and your immediate needs. Rules concerning the use of the machine for other than classroom use are posted and should be followed. Students are NOT allowed to use copy machines, except trained office workers.

**DISCIPLINE**(EL/MS/HS) - Be sure to read the Student Handbook carefully! It is necessary to know the rules under which our school operates. For the benefit of all concerned students, ESP, teachers, and administrators we must work together in enforcing these rules!

The teacher is responsible for the discipline of students in the classroom and while they are moving from class to class. Students are to be supervised at all times. Report problems to the classroom teacher or building principal. Do not address the problem alone.

Slapping, paddling or prolonged maintenance of students in physically painful positions, and the intentional infliction of bodily harm by any employee is not allowed.

**EQUIPMENT** (Borrowing/Loaning) (EL/MS/HS) - Any equipment taken from the school by anyone (employees included) must have that action approved by the building principal. A form for this checking out procedure is available in the office. No equipment should be loaned by any employee without following this procedure. Check with your principal for details.

**ESP MEETINGS** (EL/MS/HS) - The principal or the superintendent may call meetings at his/her discretion. All ESP are expected to attend these meetings.

**EVALUATION** (EL/MS/HS) - Policy explaining the purpose and procedure for evaluation of ESP is a part of the master contract .

**EXTRA DUTY** - Be sure to be at these designated areas on time and remain there until the duty time is over.

**FAMILY MEDICAL LEAVE ACT** - Medical documentation to support a claim for the family and medical leave act must be submitted within fifteen (15) days as per U.S. Appellate Court ruling. Family medical leave will be calculated yearly – September 1 thru August 31. See policy .

**FIREARMS** – All employees are required to immediately notify the office of the principal in the event that they observe any person in possession of a firearm on school grounds.

**FLEX TIME** (EL/MS/HS) – Employees with a doctor or dentist appointment, or other personal matters may be allowed to leave before 3:40 p.m. with prior approval from their building principal. If possible get prior consent from the administration the day before. You must sign out in your respective office before you leave. Employees may flex their schedules at the start and end of the school day.

**GIFTS** (EL/MS/HS) - No district employee or board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment.

**HEALTH EXAMS** (EL/MS/HS) - According to state law, all employees must have a report of a health examination on file. The form is available in the Unit Office and should be completed before the end of the first pay period.

**HEALTH INSURANCE** (EL/MS/HS) - Health insurance is available to all contracted employees of CUD#4 who work thirty (30) hours per week. The school district will follow the current contract for premium. Dependent coverage is available; the premium for this is the responsibility of the employee.

**JURY DUTY** (EL/MS/HS) - In the event that an employee is called to serve on jury duty, the school should be notified as soon as possible. When the time to report is postponed, the substitute should be notified immediately. A phone number is provided so confirmation of the need to report may be made after 4:30 the evening prior to the specified day. The payment made for jury duty excluding travel and meal expenses must be given to the school district for the employee to receive his/her usual pay. (See the Master Contract)

**KEYS** (EL/MS/HS) - Keys issued at the beginning of employment or the school year, it is the responsibility of the ESP to make sure those keys are kept in a safe place. Do NOT loan keys to a student unless you are well aware of their use. In case the keys are lost, be sure to report it to the office immediately. At the end of the school year, you will have the opportunity to return the keys or keep them, depending on the need of the employee.

## **LEAVING BUILDING DURING WORK HOURS**

**(EL/MS/HS)** - At times it is necessary to leave the school building or grounds during the scheduled work time. Whenever this happens, the employee should notify their supervisor in order to have the absence recorded and for the supervisor to arrange for a substitute worker or change in work time. If the supervisor is not present, then the employee should notify his/her respective office of the absence and tell them how long he/she will be gone. All Staff will sign out on the form at the office when they leave/return to the building.

**LOUNGE** **(EL/MS/HS)** - The lounge is for the use of all staff members. Please keep this room clean.

**LUNCH** **(EL/MS/HS)** - Employees may purchase lunch in the cafeteria of their school. Middle School and High School employees may buy the Type A lunch or from the ala carte selections, or the salad bar. Prices are posted in the cafeteria. Employees may elect to bring their own lunch. These lunches may be stored in the refrigerator in the teacher's lounge.

**MASTER CONTRACT** **(EL/MS/HS)** - A master contract between CUD#4 Board of Education and the Virden Education Association was first negotiated for the 1984-85 school year. The contract covers negotiations and grievance procedures, Association rights, salaries, hours, and other terms of employment. It is the responsibility of the employee to become familiar with all parts of the contract. Negotiations for new contract language begin in March of the year of contract expiration.

**MATERIAL SAFETY DATA** **(EL/MS/HS)** - The safety data sheets for material that is purchased by district employees are kept in the high school office. If you need to know the physical and/or chemical characteristics, fire and explosive hazard data, reactivity data, health hazard data or control measures of any material being used by you contact the high school principal.

**MEDICAL EMERGENCY** **(EL/MS/HS)** - In case of a medical emergency in the classroom or school ground use the inter-com system or send another student if possible to the office or use the intercom system to ask for the nurse, principal, or anyone available to come for assistance.

**PAYMENT** (EL/MS/HS) - All payment will be over a twelve (12) month period unless otherwise stipulated. The employee must fill out the payment form to receive their extra duty pay or overtime pay as stipulated on the form. The forms are in the respective offices.

**PAYROLL** (EL/MS/ HS) – The date for pay shall be on the 11<sup>th</sup> and 25<sup>th</sup> of each month, except when the 11<sup>th</sup> and 25<sup>th</sup> is not a school day, then payday shall be on the last day (or weekday in summer) preceding the 11<sup>th</sup> or 25<sup>th</sup>. If you want to be paid over nine (9) months instead of twelve (12) months, you must submit your written request to the district office by September 1.

The district will mail summer checks on the 10<sup>th</sup> and 24<sup>th</sup> of each month. If payday falls on a weekend or Monday the checks will be mailed on the 8<sup>th</sup> or 22<sup>nd</sup>. Checks will be mailed to the address that is on your check.

**PERSONAL DAYS**(EL/MS/HS) - See master contract.

**PETTY CASH**(EL/MS/HS) - Each office has a petty cash account. If you need to purchase supplies locally (usually under \$60.00) contact the office for procedures and requisition form.

**PLAYGROUND AND COVERED PLAY AREA**(EL) - Teachers are responsible for seeing that children are brought to and picked up from these areas in an orderly manner.

**POLICY** (EL/MS/HS) - A policy committee regularly reviews and writes policy. Policy books are available to be read in both libraries. Changes in current policy may be suggested to the policy committee.

**RESTROOMS** (EL) - Student restrooms are located on each floor. Restrooms for staff use are located adjacent to the lounge in the workroom-office area.

**RESTROOMS** (MS/HS) - Student restrooms are located on the first floor of the High School and in the west hallway of the middle school. Restrooms for staff use are located adjacent to the nurse room and in the north hallway of the middle school.

**SCHOOL SAFETY PLAN** (EL/MS/HS) – Virden School Safety Plan is in a **RED BINDER**. Become familiar with the plan.

**SEXUAL HARASSMENT** (EL/MS/HS) - No officer or employee of the school district shall engage in any conduct or course of conduct which results in the intimidation, coercion, or interference with work duties of another on the basis of sex. Any such conduct or course shall be deemed to be sexual harassment as defined in the policy and shall constitute grounds for dismissal or other disciplinary action.

Specific conduct prohibited by this section shall include, but shall not be limited to, sexual threats, unwelcome sexual advances, requests for sexual favors or conduct where submission to such conduct is explicitly or implicitly made a condition of employment, is used as the basis of employment decisions, has the purpose or effect of the creation of an intimidating, hostile, or offensive work environment or otherwise substantially interferes with an individual's work performance.

Any person against whom any act or actions constituting sexual harassment have been committed or who otherwise has direct knowledge of such act of actions may file a complaint with the Superintendent who shall, thereupon, initiate an investigation into the matter. Where warranted, the Superintendent shall cause corrective actions to be undertaken or shall recommend such personnel proceedings as may be suitable.

The rights and procedures set forth in this policy are cumulative only and in no way restrict or substitute the rights, guarantees or remedies otherwise provided by any policy of this district or by any applicable state or federal law or regulation.

**SUPERINTENDENT'S OFFICE** (EL/MS/HS) - This office is located at the southeast corner of the High School building.

**TELEPHONES** (EL/MS/HS) - The school telephone and fax machines are located in the administrative offices in each building. Phones are located in teacher's workroom, some classrooms, and hallways. Except in emergency situations - **STAFF MUST USE CALLING CARDS** for PERSONAL CALLS. The cost to send or receive a fax is ten (10) cents per page.

**TOBACCO PRODUCTS** (EL/MS/HS) - The use of tobacco or tobacco products in any form including cigarettes, cigars, chewing tobacco, pipe tobacco, snuff or smokeless tobacco of any type is prohibited in all buildings and on school property at all times.

Violation of this policy will subject persons who are not students to actions under the provisions of the Illinois School Code and Board policy.

**VACATIONS/HOLIDAYS** (EL/MS/HS/) - The official school calendar for the year is adopted by the Board of Education each spring for the following school year. Holidays are designated on the calendar. These days may include Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Lincoln's Birthday or President's Day, Casimir Pulaski's Day, and Memorial Day. In addition, the Board may allow other vacation days, see master contract, Section XIV, Item 3, Item 4, & Item 9 concerning vacations. All full-time (12 month) regularly employed personnel shall present all requests for vacation time to the superintendent or to the superintendent's designee.

**VEA** (EL/MS/HS) - The Virden Education Association is the exclusive and sole negotiations agent for all ESP's with the exception of the unit secretary and individual aides. The VEA is affiliated with Illinois Education Association and National Education Association.

The VEA provides services for its members in negotiations, grievance procedures, professional development, and social activities. Membership is open to all full-time and part-time ESP employees.

**VOLUNTEERS** (EL/MS/HS) – Virden schools encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attentions to students, and (5) promote greater community involvement. The volunteer must be under direct supervision of certified personnel.

**WORKER'S REPORT OF INJURY** (EL/MS/HS) - If an employee of the school district is injured in an accident they must report the injury to the school bookkeeper to fill out accident forms.

# PEST MANAGEMENT

In 1999 the Illinois General Assembly passed laws requiring public schools to notify parents/guardians and school employees at least forth-eight (48) hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers, or deodorizers), insecticides baits, and rodenticide baits.

Virден School District No. 4 has therefore established a registry of people who wish to be notified. To be included in this registry, please complete the attached form and submit to appropriate office.

**NAME:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Child(ren):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return this form by Wednesday, August 26, 2009**