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**VIRDEN COMMUNITY UNIT SCHOOL DISTRICT #4  
Office of Superintendent  
231 West Fortune Street  
Viriden, 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 TEACHERS (EL/MS/HS)**

When it becomes necessary for a teacher to be absent, he/she are to notify the secretary in order to arrange for a substitute teacher. In case of illness, the principal or secretary should be called by 6:00 am. or the evening prior to the absence. For personal leave, forty-eight hours notice must be given, by completing request form, as listed in the Master Contract. The teacher is responsible for providing lesson plans, seating charts, and a class schedule for the substitute.

**ACCIDENT REPORTS (EL/MS/HS)** - In the event you witness an accident at school, whether it is in your classroom or not, you should fill out an accident report form. 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. Teachers should insist on quiet, orderly conduct during tornado and fire alerts.

**ANNOUNCEMENTS (MS/HS)** – Announcements will be made at the beginning of first period.

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

**ASSEMBLIES (EL/MS/HS)** - Assembly programs during the school day are to be attended by all students unless they are excused for some other reason. Teachers are to accompany their classes to the programs and be seated with their class.

**ATHLETICS (MS/HS)** - Work is to be made up in advance of students who will be leaving for an athletic event.

**ATTENDANCE (EL/MS/HS)** - Roll should be taken for each class at the beginning of the hour on the computer. Each teacher should record the absences for his/her own use since the taking of high school semester exams is determined by the number of days students miss each class. Elementary teachers should take the roll on the computer in the AM. **Absences for all students must be recorded in the teacher's grade book.**

**A.V.EQUIPMENT (EL/MS/HS)** - Audio-visual equipment is available for classroom use. Tape recorders / players, record players, filmstrip and film projectors, etc. are kept in the media centers. In the elementary school these items are in the storage room behind the library office. In the High School/Middle School they are in the room behind the check out desk. All equipment is to be checked out on the provided sign-out sheets. In the elementary this sheet is on the cupboard door behind the check-out desk in the library. In the Middle School and High School, two sheets are on clipboards on the file cabinets west of the librarian's desk; one sheet is for equipment and the other for filmstrips, etc. All equipment is to be returned to the library after use so it will be available for other teachers who want to use it. Be sure you sign the material out and back in. Equipment that is assigned to your room will be checked in at the end of the year.

**BELLS (MS/HS)** - Bells will ring to indicate the time students are to leave classes. Students should remain in their seats until that bell rings. Three minutes later another bell will ring to indicate students are to be in their next class. They should be in the room, in their seats by the time that second bell rings.

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

**CARS (MS/HS)** - Teachers' cars may be parked next to the sidewalks by the Middle School in the Berry Gym parking lot or east of the superintendent office. Students' cars are not to be parked next to that sidewalk.

**CACC (HS)** - (see the Student Handbook.)

**CERTIFICATION (EL/MS/HS)** - Each certified staff member must have a current Illinois certificate which legally qualifies him or her for the duties for which he or she is employed. The staff member shall be responsible for securing and maintaining a valid certificate.

Each teacher shall have a valid proof of certification and a current receipt showing certificate registration in the District's central office no later than the first pay day in September of each school year.

**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 educators are to report any suspected cases. Your principal is aware of the correct process to use in the reporting of child abuse.

**CLASS SPONSORS (HS)** - Under the present system teachers are permitted to sign up to be class sponsors. If a class has no sponsors, they will be appointed by the building principal. The pay for the sponsorship is listed in the Master Contract. These sponsors are responsible for supervising all of the class activities -- meetings, float building, money making projects, trips, etc. Class dues are collected at registration time and throughout the year in the High School Office. A list is given to the class sponsors several times through the school year as to who has paid. See Fund Raisers.

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

- Employee must sign and follow the district's authorization for internet access form if they use the district's computer/internet.
- Employers have no reasonable expectation of privacy in e-mail messages, computer use can and will be monitored. Random monitoring will be performed by an outside record custodial.
- Employees may not conduct personal business via e-mail and the 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 may not use the district computers or the internet to:
  - access inappropriate sites on the internet
  - send, save, and create offensive and/or discriminatory materials

- Employee 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 lounge, 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.

**CORPORAL PUNISHMENT (EL/MS/HS)** - A teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense, or the defense of property and may remove a student from the classroom for disruptive behavior.

Slapping, paddling or prolonged maintenance of students in physically painful positions, and the intentional infliction of bodily harm by the teacher are not allowed. See Board Policy.

**CREDITS (EL/MS/HS)** - A copy of each teacher's official transcript are kept on file in the Unit Office. Credits earned to advance on the salary schedule must be approved in advance by the superintendent according to the Master Contract.

**DETENTIONS (EL/MS/HS)** - Students may be given detentions or be suspended from school according to the Detention Policy that is a part of the Student Handbook. The teacher should be familiar with all parts of the policy. Once the detention has been given, it is the responsibility of the teacher to notify both the student and the office. Do not use detentions as casual punishment. In some cases other types of punishment might be more appropriate. See Extra Duty concerning detention hall duty.

**DISCIPLINE (EL/HS/MS)** - 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, teachers, and administrators – we all must work together in enforcing these rules!

The teacher is responsible for the discipline of students in his/her classroom and while they are moving from class to class. Students are to be supervised at all times. **DO NOT LEAVE STUDENTS UNSUPERVISED.**

**EJECTION FROM CLASS (MS/HS)** - Teachers have two options when removing a student from class. They may have the student out of the class for the remainder of the period or they may have the student removed for 1 to 3 days. When a student is sent from class, a teacher must send a pink "Out of Class" slip along with the student, also the teacher will attempt to notify the parent/guardian by calling them on the same day as the class ejection. See the Student Handbook concerning ejection from class.

**ELIGIBILITY (MS/HS)** - Each week teachers should post athletic eligibility on the computer by 3:00 on Thursday. Figuring on the basis of the entire semester, by posting grades, the computer will indicate students who are receiving D or F grades for the semester.

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

**EVALUATION (EL/MS/HS)** - A policy explaining the purpose and procedure for evaluation of teachers is a part of the master contract (Article VII, Item I).

**EXTRA CURRICULAR DUTIES (EL/MS/HS)** - Any staff member using contractual time for coaching, extended study, etc. **must** make this time up before school.

**EXTRA DUTY (MS/HS)** - Be sure to be at these designated areas on time and remain there until the duty time is over. Detention hall is another extra duty. Those assignments will also be made at the beginning of the year. Do not change times without notifying the office. See the Student Handbook for additional information.

**EXTRA DUTY (EL)** - Teachers may be assigned an extra supervision duty by the principal from time to time. When such duties are assigned, the teacher is to be in the designated supervision area on time. It is the responsibility of the teacher to then see that the students are moved to the next area where supervision will be assumed by another teacher.

**FACULTY MEETINGS (EL/MS/HS)** - The Principal or the Superintendent may call faculty meetings at his/her discretion. All teachers are expected to attend these meetings as specified in the Master Contract.

**FAMILY MEDICAL LEAVE (EL/MS/HS)** - 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.

**FIELD TRIPS (MS/HS)** - Work is to be made up in advance by students who will be leaving for a field trip. Sponsors should send a list of students to the office of who will be on the trip. Forms are to be filled out and submitted to the principal about the field trip.

**FIREARMS (EL/MS/HS)** - 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)** – Teachers 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. Teachers may flex their schedules at the start and end of the school day.

## **FUND RAISERS (MS/HS) -**

1. Any class or organization planning on selling a product as a money-making project must first have this project and the selling date(s) cleared with the building principal. Forms must be submitted. No overlapping of dates for sales. A calendar of fund raisers will be posted in the office.

- **NO CANDY** sold during **SCHOOL HOURS**
- Do not order the product which you plan on selling until it is cleared by the building principal concerning dates and products and is listed on the calendar – no overlapping of dates
- If the product will be sold in the community, the school will be responsible for notifying the Chief of Police (965-4474) and the Chamber of Commerce about the organization involved, to describe the product being sold, and to indicate the inclusive dates of the fund raiser
- One (1) fund raiser each year -- this would include selling a product, etc. door-to-door
- Concessions or dinners or t-shirt sales by other concessionaire held on school property are not considered as the one permissible fund raiser
- It is the responsibility of the sponsor(s) to supervise directly the activity and to maintain accurate and up-to-date records at all times -- the sponsor should be aware of the current balance and be responsible for assuring those sufficient funds are kept on hand to meet any bills
- It is the responsibility of the sponsor(s) to submit money to the School Treasurer not only promptly but daily or weekly depending on the money-making project and the bills sorted by denominations and counted
- Each sponsor is ultimately accountable for behavior(s) of students involved in the activity/fund raiser. Please remember that only personnel employed by the Board of Education can be responsible for and supervise any school sponsored activities. It is assumed that each sponsor will be present to supervise at all activities which they are being paid to sponsor (unless prior arrangements are made with Principal)

**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. See Board Policy

**GRADES (EL/MS/HS)** - The school year is divided into four nine-week grading periods. At the end of each period grade reports are issued to the parents in the form of a non-returnable report. All teachers must put grades on computer during designated times. Offices will print report cards then the report cards are given to the first hour teachers to be handed out to students to take home. Mid-term progress reports are to be given to all students. (See the High School Student Handbook.)

**GRADE BOOKS (EL/MS/HS)** - Record books in which to keep grades are issued to teachers at the beginning of the school year. Teachers are to turn in these books to their school's respective offices at the end of the year. Absences for all students must be recorded in the teacher's grade book.

**HALL PASSES (MS/HS)** - Any student leaving the room during class time must have a HALL PASS with them and must sign out on appropriate sign-out sheet (to be handed into office at end of day).

**HEALTH EXAMS (EL/MS/HS)** - According to state law, all teachers 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 Community Unit School District 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 teacher.

**HOMECOMING (HS)** - Homecoming is a part of the fall activities in the High School. The High School Student Council sponsors most of the events. Among those activities are homecoming week (each day has a specified event such as special dress), float building and hall decorating (supervision of these is part of the sponsors' duties -- see Class and Organization Sponsors), and pep rally.

Homecoming parade and game can either be held on Friday or Saturday. School is usually dismissed early on the Friday either for the parade or preparation for Saturday's parade.

Classes will be asked to choose students for the Homecoming Court; freshmen, sophomores, and juniors will elect a girl and a boy as attendants; seniors will nominate five queen candidates and five king candidates. The entire high school student body will vote to pick the queen and king who will be crowned at the dance on Saturday.

**HOMEWORK (EL/MS/HS)** - Homework should be assigned to the extent that it enhances learning of the subject matter, encourages the development of sound study habits, and promotes self-discipline. Instructor assistance and resource materials should be available. Clarity, consistency, and fairness are important in handling homework assignments. (see Board Policy and Middle School / High School Student Handbook.)

**JURY DUTY (EL/MS/HS)** - In the event that a teacher 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 teacher to receive his or her usual pay. (See the Master Contract.)

**KEYS (EL/MS/HS)** – Keys necessary for a teacher to have are issued to that person at the beginning of the school year. It is the responsibility of the teacher 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 teacher.

## **LEAVING BUILDING DURING SCHOOL HOURS**

**(EL/MS/HS)** - At times it is necessary to leave the school building during the day. Whenever this happens, the teacher should notify his/her respective office of the absence and tell them how long he/she will be gone. This is to make it easier for the office staff in the event a message needs to be given to the absent teacher during that time. All Staff will sign out on the form at the office when they leave/return to the building.

## **LESSON PLANS (EL/MS/HS)**

- Because there will be times when you have to call in your need to be absent and cannot send detailed plans, you must have daily plans available on your desk at all times. When you know you are going to be absent, be sure to leave very clear, easily followed plans. Do not expect a substitute to teach complicated materials. At all times you should have available seating charts and other items a sub will need to be prepared for the day.

## **LOUNGE (EL)**

- The lounge in the office area is for the use of all staff members. Soda machine, coffee, refrigerator, and microwave oven are available for everyone's use. We are very proud of our lounge and we work hard to keep it clean. Everyone is encouraged to share the responsibility of keeping the lounge neat. A sign up sheet for clean up duty is located in the lounge.

## **LOUNGE (MS/HS)**

- The lounge is located in the Middle School. Available in the lounge is a soda machine, candy machine, refrigerator, microwave oven, sink, tables, and chairs. Many teachers eat lunch in the lounge, go there during their prep periods, and gather there before and after school. **PLEASE help us keep this room clean!** Wash your dirty dishes, return plates to the cafeteria, and **DO NOT** leave items in the refrigerator for long periods of time. Don't expect others to clean up after you!

## **LUNCH (EL/MS/HS)**

- Faculty may purchase lunch in the cafeteria of their school. Middle School and High School teachers may buy the Type A lunch or from the ala carte selections, or the salad bar. Prices are posted in the cafeteria. Faculty may elect to bring their own lunch. These lunches may be stored in the refrigerator in the teachers' lounges.

**LUNCH HOUR (MS/HS)** - During A, B, and C lunch hours, the High School or Middle School Office may be without secretaries. Student helpers answer the phone and do other minor chores, but teachers should not depend on calling the office on the intercom. If a principal is needed, it is best to send a reliable student to contact the principal.

**LYCEUMS (EL/MS/HS)** - See Assemblies.

**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 procedure, Association rights, salaries, hours, and other terms of employment. It is the responsibility of the teacher 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 explosion hazard data, reactivity data, health hazard data or control measures of any material in your classroom contact the high school principal.

**MEDICAL EMERGENCY (EL/MS/HS)** - In case of a medical emergency in the classroom or school ground, use the intercom system or send another student to the office to ask for the nurse, principal, or anyone available to come for assistance. **DO NOT LEAVE THE SICK OR INJURED PERSON TO GO FOR HELP** yourself or do not leave the other students unsupervised. If the person is able to get to the nurse's room but may need assistance, send another student along. See Nurse.

**NOON DUTY (MS/HS)** - Teachers are assigned to be on noon duty in the Middle School and High School area. They are to be in the areas in which students are permitted to go. All teachers need to help noon duty teachers to enforce noon hour rules. (See the Student Handbook.)

**NURSE (MS/HS)** - The nurse is usually in the elementary school. If the nurse is needed and she is not in the Middle School or High School area, inform the office and office personnel will contact the nurse. See Medical Emergencies.

**PARTIES (MS/HS)** - Parties in the Middle School or High School are not routinely permitted. Exceptions to this rule must be cleared by the building principal.

**PARTIES (EL)** - At the elementary school two parties are planned each year: Christmas and Valentine's Day. Treats only are provided at Easter and Halloween. Each teacher should contact parents to act as room parents to provide treats and activities for these parties

Birthdays may be brought to school by individual students if they wish. These treats must be store bought. No homemade treats are permitted. It is not permitted for students to pass out invitations to parties to be held outside of school unless all students in the class are to be invited to the party.

**PASSES (EL/MS/HS)** - See Library Passes, Hall Passes, and Student Handbook.

**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> or 25<sup>th</sup> is not a school day, then pay day shall be on the last day (or week day 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> and 22<sup>nd</sup>. Checks will be mailed to the address that is on your check.

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

**PERSONAL ITEMS (EL/MS/HS)** - Teachers are cautioned not to leave items of value in their rooms at school. Personal items used for instruction may not be covered by school insurance in case of break-ins and/or vandalism. Being locked in a desk or closet does not insure their safety. Under no circumstances should money be left in the classroom.

**PETTY CASH (EL/MS/HS)** - Each office has a petty cash account. If you need to purchase supplies locally contact office for procedures and purchase forms.

## **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. If students are to be allowed to use these areas at other times during the school day, the teacher should check the schedule to see if other students are outside at that time. The teacher is to supervise students at this time.

**POLICY (EL/MS/HS)** - A committee consisting of school board members, administrators, and faculty members 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.

**REFERRALS (EL/MS/HS)** - At times a teacher may need to refer a student for special services: psychological screening, social work, counseling, etc. The first step in this process is usually to discuss the problem with the principal and/or guidance counselor. Following that, the teacher may need to complete a referral packet provided by the Sangamon Area Special Education District (SASED), be available for conferences with SASED personnel and in other ways cooperate in order to help correct the learning and/or behavior disorder. Some students will need this approach in order to progress through the educational system.

**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.

**REQUISITIONS (EL/MS/HS)** - Purchase order forms are available from the building principals. These forms must be used during the school year and at the end of the school year to order materials needed for the following year. Forms need to be completed with the name of the company and other necessary information, pertinent to ordering.

Many types of supplies are available without a purchase order form by making a request to the office secretaries. Forms must be signed by the building principal or superintendent. The administrator will put an expense account number on the purchase order. These items include scotch tape, paper clips, thumb tacks, masking tape, staples and staplers. During the school year, items needed for specific projects may be approved by the building principals.

**SCHOOL SAFETY PLAN (EL/MS/HS)** – Virden School Safety Plan is in a ***RED BINDER***. Become familiar with the plan and have the ***CRISIS MANAGEMENT CODE*** available for substitutes and teacher aides.

**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 of conduct shall be deemed to be sexual harassment as defined in this 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 threat, 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 any applicable state or federal law or regulation.

**STUDENT COUNCIL EXCHANGE** (HS) - At times our High School Student Council members visit schools to attend classes and students from other schools come to visit our school. Usually these students are very cooperative when they observe classes; if they are ever otherwise, please inform the student council advisor. See Visitors Policy of the Student Handbook.

**SUBSTITUTE TEACHERS** (EL/MS/HS) - See Absences and Lesson Plans.

**SUPERINTENDENT'S OFFICE** (EL/MS/HS) - This office is located at the south-east corner of the High School building. It may be reached by an outside door on the east side of the High School or by going to the lower floor of the High School, walking to the east end of the hall and going south (right). If you go this second way you will go through the Board Room after you leave the hallway. The door on the left goes to the secretaries/the door on the right go to the superintendent.

**SUPPLIES** (MS/HS) - Some supplies are available from offices of the schools. Ask the school secretaries what may be obtained there. Some supplies will have to be purchased by the individual teachers themselves. Other supplies may be requisitioned over the summer. See Requisitions.

**TELEPHONES** (EL/MS/HS) - School telephones and fax machines are located in the administrative offices in each building. Phones are located in the teacher work rooms, some classrooms and hallways. All long distance calls not on a calling card are to be logged on the sheet provided. 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. Pay the respective office.

**TELEPHONES** (EL/MS/HS) - Students should not be allowed out of class to use the telephone except in an emergency. Forgetting homework materials is not considered an emergency.

**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 action under the provisions of the Illinois School Code. Violation of this policy by students will result in punishment as provided in the student handbook and Board policy governing use of tobacco by students on school grounds.

**TRUANCY OF STUDENTS** (MS/HS) – Refer to the Student Handbook.

**VACATIONS** (EL/MS/HS) - The official school calendar for the year is adopted by the Board of Education each spring for the following school year. School vacation days are designated on the calendar. These days include Labor Day, Columbus Day, Veterans' 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 IX, Item 2) concerning use of personal days in relationship to vacation.

The school year must have 176 student attendance/parent-teacher conference days. Four additional days may be used as workshop (institute) days. Five emergency days must be added to make a total of 185 days. The five days can be taken as non-attendance days if not needed for emergencies.

**VEA** (EL/MS/HS) - The Virden Education Association is the exclusive and sole negotiations agent for all certified personnel with the exception of the administrative and supervisory personnel. 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 teachers.

**VISITORS** (MS/HS) - See Visitors Policy in the Student Handbook.

**VISITORS (EL)** - Classroom visitors are required to check-in at the office and receive a visitors pass before going to the classroom. Parents of students and others who wish to observe the educational process are encouraged to make an appointment and visit at a time that is convenient for the classroom teacher.

Students from other schools and younger brothers and sisters are not allowed to visit the classroom except upon approval of the principal. Any request for such visits should be referred to the principal.

**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 attention 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.

Viriden 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**