

2023-2024

Bethel Grade School Employee Handbook



Accidents or Injuries

All accidents or injuries should be documented with the completion of an incident report. This should be completed as soon as reasonably possible following the event. There are copies of the accident reports available in the workroom.

Assemblies

Teachers are to attend assemblies unless they occur during their preparation period. In the event this occurs, please be sure your students have adequate supervision.

Attendance

You are responsible for keeping student attendance Teacher Ease on a daily basis. Please be sure to complete attendance by 8:30 a.m.

Attire

All employees are to dress in a professional manner on a daily basis using the minimum standards set forth by the student handbook for appearance. Fridays are deemed as casual days. In the event there is no school on Friday, the last workday of the week will be deemed as a casual day.

Books

Assess and document the quality of each book before distributing to students. This procedure is necessary so fines may be assessed for damages if necessary.

Calendar

No event should be planned without confirming it with the superintendent and informing the school secretary so it can be placed on the school calendar. Please turn these into the office as much in advance as possible. A Google calendar for staff is also available and all staff has access to add calendar events.

Child Sexual Abuse

District employees will be trained about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:

- a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
- b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual*

Harassment Grievance Procedure; 5:90, Abused and Neglected Child Reporting; 5:100, Staff Development Program; and 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest; and

c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.

Classroom Management Plan

Turn in your classroom management plan by the end of the first full week of school. Your plan should state your classroom rules and procedures as well as consequences when rules are broken. I will review your plan and be in contact if a problem exists. Post all classroom rules and review them with your students.

Coaches and Extracurricular Sponsors

All coaches or sponsors should establish team/group rules. These should be submitted to the office before each team or club is selected. The rules which could result in the loss of privileges should be put in writing and distributed to your students. They should then sign off stating the rules have been reviewed and they have had an opportunity to discuss and ask questions. If a rule exists, put it in writing. If ever challenged you must prove that students were aware of the rule.

Disaster Drills

Announced and unannounced drills will be held. Review procedures with each of your classes early in the school year. All directions for disaster drills should be posted in your classroom. Parents may opt their children out of drills. Please be sure to inform the building principal if you receive this information.

Field Trips

Requests for field trips should be on the appropriate form and turned in to the superintendent at least two weeks prior to the date of the trip. Permission slips are typically signed by parents/guardians during registration, but it is also necessary to have a form for each trip before the child is allowed to attend the trip. It is the responsibility of the teacher to create and collect all forms for your students in advance. Be sure to include information regarding the trip and request the parent's signature and emergency numbers for the day.

Fundraisers

All fundraisers must be cleared through the office before being undertaken. An activity done in the name of Bethel Grade School is a school activity venture (by teacher or student) and is under the guidelines set forth in Board and Administrative Policies.

Coordinate selling with other sponsors/coaches before bringing your request to the superintendent.

Grading System

The District approved grading system is in the student handbook.

Holidays

District employees will not be required to work on:

New Year's Day
Martin Luther King Jr.'s Birthday
Abraham Lincoln's Birthday
Memorial Day
Juneteenth National Freedom Day
Independence Day
Election Day
Thanksgiving Day
Christmas Day
Veterans Day
Labor Day
Columbus Day

On days prior to holiday breaks, teachers shall be at school and on duty in their rooms no later than 8:15 a.m. and shall not leave before 2:00 p.m. This does not apply to half-day in-services and institute days. (BEA Contract 10.3) (Board Policy 5:330)

Illness/Absence

If you are ill and must call in notify Charley Cass at 618-218-2059. Call between 6:00 a.m. to 6:30 a.m. if at all possible. Teachers are responsible for seeing that adequate information and plans are in place for a substitute. Please complete the Absence form as soon as possible upon return.

Information Sharing

Nearly all information that is collected or used in a school setting is considered a school record. Sensitive information should not be shared outside of the building for any purpose or reason. Violation of staff or student confidentiality may result in disciplinary action.

Key Fobs

All employees, PTO officers, and board members will be issued a key fob for entry into the building. Key fobs should only be used for the holder's intended purpose or their

responsibility to the school. Abuse of a key fob after school hours may result in disciplinary action or revocation of the key fob.

Leaving School

Please do not leave the building during the school day (except lunch) without discussing the situation with the superintendent or lead teacher in the event of his/her absence.

Mailboxes

Check your mailbox each day before the work day begins and again at the conclusion of the day.

Mandated Reporter

All school personnel shall report evidence of child abuse to the: DCFS HOTLINE 1-800-25A-BUSE. No employee shall instruct or dissuade an employee from making such a report. Please be sure to discuss the report with the superintendent.

Make-Up Work

Discuss with your students the school handbook policy on make-up work. Students have one day upon their return for every absence to complete the make-up work for that day. Please be sure to have the work available upon the child's return. If a parent requests their child's make-up work due to illness, please send it to the office when requested. Students absent due to a field trip or school-sponsored event should obtain assignments prior to departing and the assignments should be complete upon their return.

Medication

The District policy on medication is within the Student Handbook. Follow this policy at all times.

Parties

All parties held during the school day must be pre-approved by the superintendent.

Personal Cell Phone Use

Staff should not be actively using their cell phones while in the service of their students. Further, staff should not be actively using social media during the school day unless directed to do so by owners of school pages on Facebook.

The lack of attention paid to students during moments when staff is on their phones, could lead to a lack of supervision and jeopardize student safety.

Of course, there are circumstances when staff may need to take a call for an emergency or some other situation. When this happens, please arrange for the proper supervision of your students or call the Principal.

Plan Book

Teacher's lesson plan books should be on your desk and available for review.

Progress Reports/Report Cards

Progress reports are to be completed at the mid-point of each grading period. Be sure to post all grades in Teacher Ease by the prescribed dates, which have a posting deadline of the day prior to the reports being sent home. Keep a copy of the progress report/report card for your files.

Purchase Orders

No orders for materials or services are to be placed without a purchase order signed by the superintendent. If you are ordering from Amazon, please discuss with the bookkeeper who will order the item(s).

Physical Contact with Students

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The District may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. Any use of isolated time out, time out, or physical restraint will be administered by staff trained in Crisis Prevention Intervention (CPI). (Board Policy 7:190)

Corporal punishment defined as slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property. (Board Policy 5:230)

Room Responsibilities

Teachers are responsible for keeping their rooms in an orderly manner. Before dismissal, students should pick up all loose papers and return the room to the condition at the start of the period.

Searches

At Bethel Grade School, only the Superintendent/Principal may conduct searches of students' belongings or of the student themselves. If an employee has received information that might lead to a search, that should be forwarded to the administration.

Sexual Harassment

No staff member shall harass or intimidate a student or another staff member based on a person's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Complaints of harassment or intimidation are handled according to the provision on sexual harassment in the Student Handbook and in accordance to Board Policy. Staff members will direct any reports to the administrator. (Board Policy 5:20)

Student Handbook

Teachers and staff are responsible for enforcing all policies within the Student Handbook where it is applicable to them. All teachers are to review the handbook and answer all relevant questions with their homeroom class on the first day of student attendance.

Substitute Packets

A substitute teacher information packet should be completed and placed on your desk by the end of the first week. This should contain two (2) emergency lesson plans for your classes which any sub could work with regardless of their educational training. Please include all pertinent information to create a good experience for substitutes.

Supervision

Teachers should supervise their students during passing periods and transitions. Student safety should be a top priority and supervision is an active responsibility. Staff should not be gathering to socialize or use their phones while they are supervising student activities such as recess, PE time, or at lunch.

All concerning behavior or observations may be directed to a student's classroom teacher or to the Principal.

Supplies

Please be sure to inform the office staff when supplies are being depleted. This will enable the office personnel to order supplies as necessary. Teachers will be asked to provide the office with a supply order at the end of the year for the coming school year.

Team Meetings

Team meetings will be held immediately after school as needed with a 2:00 p.m. dismissal. Meetings will begin at 2:10 p.m. and will typically be completed by the regular workday. Adjust student practices or club meetings so that you may be present.

Teacher Work Day

The teacher workday is 8:15 a.m. until 3:15 p.m. Faculty should report to their assignment and make appropriate use of time. (BEA Contract 10.1)

Timesheets and Payroll

At the start of each year, a list of due dates for timesheets will be distributed. Faculty and staff are responsible for their own timesheets for each position they are being paid for. Timesheets will be submitted to the bookkeeper.

Paychecks will be issued on the fifteenth and thirtieth day of each month unless a holiday or a weekend falls on those dates. In that case, paychecks will be issued the day before. (BEA Contract 9.5)