

Brown  
County  
School  
District

2020-  
2021



Staff  
Handbook

# **2020 - 2021 STAFF HANDBOOK**

## **Brown County Community School District #1**

This handbook is designed to assist Brown County School District Staff answer questions you may have as an employee. Obviously, it will not answer all the questions you will have as the year progresses; however, it is a starting point. The Parent-Student Handbook, the BCEA Collective Bargaining Agreement and the Board Policy Manual cover many of the items that may not be covered on the following pages. All staff members - fellow teachers, secretaries, aides, custodians, and administration - are also an excellent source of information when questions arise. Although it is sometimes easier to ask forgiveness rather than permission, it is important that you know and follow established routines and procedures. In becoming an educator, whether that be a teacher, a paraprofessional, cook, bus driver, etc., you have undertaken a profession with challenges and rewards. Our goal is for you to be a successful educator who continues to grow personally and professionally. Together we can all accomplish this.

## **BROWN COUNTY COMMUNITY UNIT SCHOOL DISTRICT #1**

### **MISSION STATEMENT**

To provide an educational opportunity which will allow each student to develop those skills, understandings, and capacities which allow them, as graduates, to become productive and competent individuals and members of society.

### **PROFESSIONAL RESPONSIBILITIES**

#### **Confidentiality**

Information about students and their families, academic achievement, behavior issues, medical problems and financial situations is confidential. No information can be released to other parties without written parental consent. Information may be shared with other school staff on a “need-to-know” basis only. Great care should be taken not to discuss these issues where parents or students might overhear. The same courtesy should be extended to our fellow staff members. In addition, please do not include any other students’ names on discipline referrals.

#### **Dress/Attire/Professionalism**

Impressions are formed and affected by what we wear. Your impression upon others and their impression of the entire school are influenced by your attire. Please dress in a professional, adult manner and have pride in your school. As educators, we all want to be treated with respect; dressing in an appropriate manner is the first step to securing that respect. Your cooperation will be

appreciated. It has been past practice to allow jeans and school/mascot-related attire on Fridays and other designated days as determined by the building principal. It is not the intent to allow jeans or dress-down days on SIP days or the last day of every work week.

### **ISS (In-School Suspension)**

You will be informed by E-mail when a student is scheduled for In-School Suspension. Please make sure that assignments get to the office or directly to the student. We need your cooperation to insure that students assigned to ISS have plenty to do.

### **Mandated Reporters**

Teachers are mandated reporters of physical, emotional, and sexual abuse to the children they serve. If you suspect abuse of any kind, you must report it. Please make the building principal and social worker aware of your referral. Failure to report abuse could result in legal action. Don't expect someone else to report it for you.

### **Professional Decisions**

It is sometimes necessary for an educator and especially a teacher to make a decision regarding a situation for which there is no apparent rule and without being able to contact the administration. If the need arises, the teacher should prepare a written report for the principal stating the circumstances and the reasons for the decision. This will allow proper understanding of the situation and will aid in explaining the decision to anyone questioning the action.

### **Professional Responsibility**

Each educator is expected to be a leader and positive role model to all students in the school. One of your most important roles as an educator is to model appropriate behavior. Each day, you exemplify to our students the definition of professionalism.

Educators are also expected to maintain a professional demeanor in our community. It is important to maintain a friendly, positive attitude toward our profession, school, students and community. Confidentiality at both school and in the community is fundamental to professional ethics.

### **Supervision of Students**

Educators are responsible for the supervision of students under your care. Due to liability concerns for you and the district, DO NOT leave students unsupervised. If you must leave your classroom, office or locker room while students are there, ask another staff member to watch them. This also includes PE time. Likewise, do not send students to another area (library, computer lab, gym, etc.) if you are unable to supervise them. Teachers are also to monitor students in the hallways between classes. At the bell, teachers are asked to step in the hallway and monitor traffic until the hallway has cleared or the bell rings. This will improve safety and provide a better school environment.

### **Educator Licensure Registration & Renewal**

Prior to the beginning of the school year, your Professional Educator License or License with Stipulations must be registered at ROE #1 in Jacksonville, Beardstown, Pittsfield or Quincy. This should be done before the school year begins. You won't be paid until it is registered.

# **PROFESSIONAL DEVELOPMENT/SCHOOL IMPROVEMENT**

## **Evaluation**

The teacher evaluation process is covered in the BCEA Collective Bargaining Agreement and is within the expectations and requirements of PERA. The purpose of all evaluations is to work together to improve instruction.

## **School Improvement Plan and Activities**

All teachers are expected to contribute to the development of school improvement plans and goals. This includes examining data for individual students based upon test results (PARCC, local data, etc.) for the current and previous year. Formative and summative assessment data obtained within the course of instruction is expected to be used to improve daily instruction and facilitate student growth for individual students as well as in aggregate.

# **WORKING CONDITIONS**

## **Admission of Staff to School Activities**

Two athletic passes may be issued to each staff member: one pass for the employee and one for a guest. This pass must be presented at all athletic events if the employee or guest expects free admission to the activity. Without a pass, an individual must pay to be admitted to the contest.

## **Duty Free Lunch**

All employees shall be entitled to a duty free lunch. Teachers who choose to supervise students during their lunch period will be reimbursed.

## **Employee Work Day**

The normal school day is from 7:45 a.m. – 3:15 p.m. with the following exceptions:

- Parent-teacher or student teacher scheduled conferences or meetings
- Faculty meetings as scheduled by the administration
- Extra-curricular assignments
- Bus or student supervision
- Other emergencies which affect the safety or well-being of the students

On days preceding official District holidays or in the case of an early dismissal of school, teachers shall be allowed to leave when students are dismissed, provided all responsibilities are met. You expect your students to be to your class on time. We, in turn, expect you to be to work on time.

## **Extra-Curricular Payment**

At the completion of an extra-curricular activity, employees must complete and submit a Request for Pay form to the Board Office. Certain extra-curricular activities offer a selection of payment options. This must be arranged with the Board office at the beginning of the school year.

### **Salary Payment**

Teachers have the option of being paid on a ten or twelve month basis. Direct Deposit to your bank account is available. This must be arranged at the District Board Office.

### **Use of School Vehicles and Mileage Payments**

School vehicles must be driven to conferences, workshops, clinics, etc. when available. Reimbursement for mileage will not be allowed when the district provides transportation. Employees who are required to use their own vehicles for official school business shall be reimbursed at the maximum rate allowed by the IRS. Employees who must travel between buildings during the school day will be reimbursed. A Special Travel Request form must be completed and returned to the building office then forwarded to the Board office for approval.

## **SAFETY & SECURITY**

### **Classroom Supervision**

Whenever it becomes necessary for a teacher to leave a room with pupils in it, arrangements must be made for a qualified adult to be present during the absence of the teacher. Students should never be left unsupervised in a classroom. Do not leave any money, purses, or other valuables in any areas that are not secured. It is the responsibility of each teacher to take care of the articles, furniture and equipment in the classroom and shall report to the principal any damage done to school property. The desks and seats should be checked for damage and markings daily. Classrooms should be maintained in an orderly fashion. All doors and windows should be locked and computers shut down at the end of the day.

### **Emergency Situations**

In the event of an emergency situation in the building, you will be notified by use of the phone system to lock your door and keep all students in your room and in a designated location in the room until further notification. Your students who are not in your room at the time should be instructed to go to the closest available room and not try to return to your classroom. Take roll and record the names of any students not in your regular classroom.

Following an emergency situation, remember the importance of confidentiality. Do not discuss the situation with others due to legal or liability concerns. Refer all media inquiries to the Superintendent's Office.

### **Excusing Students from the Building**

Under no circumstances is a teacher permitted to excuse a student to leave school. Educators are not to send a student on an errand that will take him/her off school property without administrative and parental approval.

### **Faculty Parking**

High school teachers may park in front of the high school, to the west of the building, or just to the south of the boiler room. MS teachers should park in the lot to the west of the building. ES teachers may park in the north or west lots.

## **Fire Drills**

A minimum of three drills will be scheduled throughout the year. The alarm is a continual blast of the fire alarm horn. Students should walk quickly and quietly to the area assigned to their classroom. Teachers are responsible for taking roll at this location in the event of an actual fire so please get in the habit of taking your grade book with you. You will be visually or verbally notified when to return to the building.

## **Keys/Identicards**

Each educator will be issued a front door identicard/keychain and a classroom key. Under no circumstances should the identicard/keychain or any key issued by the school to an employee be loaned or copied. Notify your administrator if keys are lost.

## **Security Issues**

The only open door during the school day will be the main door by the office. If you exit any other door during the day, you are responsible for manually checking to see it is closed and locked.

# **HEALTH ISSUES**

## **Accident Reports**

All staff members are required to file an accident report within 24 hour of being injured at work. If a student is injured while under your supervision, an accident report must be filed. These forms are available on the faculty drive of the school network.

## **Medicines at School**

If students need to have medicine administered at school, an order from the doctor and parents' permission form must be on file in the office. The medicine must be in the original container from the pharmacy. This is true even for over-the-counter medications. All medicine is kept in the office with the exception of certain inhalers or under special circumstances as prescribed by a doctor. In the absence of a medication order, the parent may come to school and give medicine to the child at the appropriate time. Exceptions for administration of medicines will be made for field trips.

## **Tobacco-Free Environment**

The use of tobacco in any form is not allowed on school property or in school vehicles. This includes, but is not limited to, chewing tobacco, cigarettes, cigars, snuff, e-cigarettes and vapor devices, etc.

## **Universal Precautions**

Universal Blood and Body Fluid Precautions shall be used to minimize the risks of exposure to blood and body fluids of ALL persons (staff and students) regardless of their health status or diagnosis. Such precautions will be reviewed on an annual basis with all staff. Universal precautions include hand washing, use of personal protective equipment, proper disposal of materials, and the use of a bleach solution to clean blood spills.

## **BUILDING ROUTINES**

### **Absences (Teacher)**

If you are ill, please activate the Aesop automated service, which is available 24 hours a day, seven days a week. You may interact with the system either on the Internet at <http://www.frontlineeducation.com> or by way of a toll free automated phone line (1-800-942-3767). The earlier arrangements are made, the easier it is to secure a substitute. Should you feel you will need to be absent for a second day, please give notice prior to the end of the school day so that the same substitute may be secured. Please make every effort to schedule personal appointments outside of the school day, when possible. Instruction is not of the same caliber when the regular teacher is absent.

Because of the shortage of substitutes, you may be asked to substitute during your preparation time. Should you agree, you will be reimbursed at the rate listed in the Collective Bargaining Agreement.

All teachers must have a substitute folder in their room at all times. This folder should include:

1. Procedures for taking attendance, tardies, etc.
2. Class rosters
3. Seating charts
4. List of students who can help with classroom procedures
5. Classroom rules and expectations
6. Class schedules
7. Any special instructions
8. Reference to the room's Crisis Manual information
9. Other duties

Lesson plans will be available for the substitute. It is the expectation that the learning process will continue in the absence of the regular teacher.

### **Activities**

All activities must be on the master calendar located in the building principal's office for the school's liability insurance to be in effect. Staff desiring to use school facilities need to check the calendar as to availability. Cancellation of activities should be reported to the office as soon as possible.

### **Daily Announcements**

A daily bulletin will be posted each morning on the school website and on the office door/window. Announcements for the bulletin must be given to the office secretary by 8 a.m. The activity sponsor must sign an announcement before it will be included in the daily announcements. It is the responsibility of all staff to make sure students are able to hear the announcements being read. No other announcements will be made during the day unless it is absolutely necessary.

### **Electronic Mail (e-mail) and Internet Usage**

All school personnel are assigned an e-mail address. Please get in the habit of checking this daily as school announcements and correspondence from administration occur frequently. Individuals must sign and comply with district internet usage policies or internet and e-mail privileges will be denied or suspended and further disciplinary action may result. **All internet sites visited and all e-mail messages may be monitored by our technology director for training or security purposes.**

**Be especially careful who is accessing your classroom computer.** You are ultimately responsible for all activity on your classroom computer. In a previous year, students accessed classroom computers and engaged in inappropriate and possibly illegal activity. When you step away from your computer, lock it!

### **Fundraising**

All fundraising activities must be approved in advance. Sponsors must complete and submit a fundraising request to the building principal. The principal will forward the request to the Superintendent for approval. No fundraising activities are allowed to occur without Principal and Superintendent approval.

### **Issuing of Books and Equipment**

Books and equipment issued to students should be labeled and numbered for record-keeping purposes. Maintain your record keeping of items assigned to students in your files. Students are billed for lost or damaged items at the replacement cost, so please communicate any lost or stolen items to the building principal.

### **Lesson Plans**

Teachers are asked to complete written lesson plans a week in advance. Lesson plans must be submitted to the principal each Monday. The lesson should also contain the following components:

- The Hornet Target or in the case of no Hornet Target availability, the Illinois Learning Standards, Illinois-approved content area standards or otherwise generally approved standards that apply to each lesson should be noted.
- The Learning Goal of the Lesson should be stated to answer the question: “What is it that the student should know or be able to do at the completion of this lesson?”
- Make a connection from previous lessons in this unit if it is not the first lesson in a new unit OR notation of where the plan fits with the Hornet Target Pacing Guide for those areas of which have HT Pacing Guides.
- The activities that will be experienced by the students and the purpose for each activity:
  - to introduce a concept or skill
  - to reinforce or provide practice with a skill
  - to dive deeper into understanding or exploration of a concept or idea
  - to apply the concept or understanding or skill to a broader environment or experience
  - to assess students’ knowledge, understanding, or acquisition of learning
  - to reteach information or skill not yet captured at the level of the standard or expectation based on the learning goal
  - other, not listed but pertinent to the learning process and explanation of such
- Make a connection to the next steps in this unit or summative assessment for unit and process by which assessment will be recorded in Mastery Connect.

The availability of lesson plans is especially important should the teacher be absent unexpectedly. Teachers who submit detailed unit plans following the Understanding by Design framework may submit a general weekly outline. Lesson plans for substitute use should be as detailed as necessary.



## **Money Collection**

All money must be taken to the building office during the school day. Teachers should not collect cash money.

## **Monthly Calendars and Menus**

At the end of each month, updated menus and calendars will be posted. Prior to scheduling an event, field trips, evening activity or fundraiser, contact the principal's office to avoid conflicts with other events.

## **Purchases During the School Year**

Any purchase made during the school year must be approved by the Building Principal and Superintendent using a Purchase Order. You can access a purchase order in the "ALL STAFF" Drive in VM Ware. Here is the link: F:\All Staff\Forms  
Then choose PO Request Form Folder and pick the PO Form you will need. The purchase order must be approved BEFORE the order is placed.

## **School Closing**

In the event of inclement weather or an emergency, staff will be notified of school closing by way of an automated phone system. All efforts will be made to notify each staff member before they leave home. The announcement will also be made over local TV and radio stations and our automated telephone system.

## **Travel Requests**

Any requests for professional development, travel or field trips must be scheduled and approved in writing through the building office and the school board office. Please be sure to completely fill out the Special Travel Request form which includes a list and/or seating chart of the students involved. Receipts must be submitted to the board office for reimbursement. A signed parental permission form must be on file in order for a student to attend a field trip. The appropriate forms are available on the faculty drive of the school network.

BCSD has a white activity bus to provide transportation for our students. Groups of 14 passengers or less will use the white activity bus (subject to availability). The sponsor/coach of the group will be required to drive the vehicle for the event. Before a staff member drives an activity bus, a copy of his/her driver's license must be filed with the District Office for insurance purposes. (District insurance covers authorized drivers when operating one of the school activity buses.) Non-school persons are not at this time permitted to drive the student activity bus.

## **Telephone Usage**

Each classroom is equipped with a telephone which should be used only for school-related business unless during an emergency.

Do not allow students to use the phone in your room for any reason. Students should be sent to the office to make phone calls only if absolutely necessary. The district's cell phone policy is in the student handbook. Please review this with students periodically.

# **CLASSROOM ROUTINES**

## **Assemblies**

All teachers must attend all assemblies to assist with supervision except during the period of time that is their scheduled planning time. Please walk your students to the assembly area and sit in the auditorium or gym with students.

## **Attendance Reporting**

Teachers are responsible for maintaining complete, accurate and up-to-date attendance records through Skyward software. Attendance is to be reported through Skyward at the beginning of each class period for students in grades 5-12 and at the beginning of the day for all others. Students are never permitted to input or edit attendance information in Skyward. The office will call the parents of students who are absent no later than 10:00 AM each morning, so it is very important that the hourly information is correct. BCHS or BCMS Teachers should never accept parent notes from students regarding absences. Students should be directed to submit these notes to the office before school, during passing time or lunch, or after school.

If a BCHS or BCMS student arrives late to your first hour class, send them to the office for a pass. From 8:00 to 8:10 the student would be listed as tardy; after that, it will be considered an absence either excused or unexcused. The office will attempt to keep you informed of all unexcused student absences.

## **Audio/Visuals**

It has been and will continue to be an acceptable practice for teachers to include audio/visual materials to supplement their instruction and curriculum. These materials must be connected to the teacher's subject matter and be appropriate both in content and language. Other appropriate audio/visual materials may be shown on special days only with the knowledge/permission of the building principal. Anything of a questionable nature should not be shown and they should not be shown as "filler" material. According to board policy, no "R" rated movie shall be shown to students unless prior approval is received from the building principal, and no (No Children) NC-17 movie shall be shown under any circumstances.

## **Cell Phone Use**

Teachers should refrain from using their cell phone during class for any reason other than an emergency. This has become an issue in the past and the source of some parental complaints. Setting a positive example for all students concerning this issue is very important.

## **Classroom Rules/Management Plan**

The purpose of discipline is to create an environment in which learning can take place. The way a well-managed classroom looks can vary greatly from teacher to teacher and situation to situation. However, in all cases the ultimate test is whether or not the learning environment is conducive to student success.

No discipline program can be successful without including the following:

- ✓ Students know and understand the rules.
- ✓ Consequences for breaking the rules are defined.

- ✓ The severity of the consequence matches the severity of the infraction.
- ✓ Consequences are enforced in a uniform manner.
- ✓ Students are treated with respect and dignity.

The following are some suggestions that may help in developing a successful disciplinary program.

- ✓ Teach from bell to bell. Discipline problems rarely happen while class is being held.
- ✓ Make sure that students are not left unattended.
- ✓ Give students a fresh start after they have served the consequences of their actions.
- ✓ Follow the rules and consequences in the handbook.
- ✓ The goal of classroom management is to create an environment of engaged learning.

**Teachers have the important responsibility of clearly communicating their expectations for student behavior and consistently holding students accountable to those expectations. Your classroom management plan, which includes your rules and consequences, must be on file in the office.** Clear and concise classroom rules should be posted in each room and should be addressed and periodically reviewed with students. Teachers are strongly urged to contact parents when student concerns arise to help prevent further issues.

### **Class Work Make-Up Policy**

Students will be given one day per day of absence to make up assignments missed as a result of an excused absence. Students who received an assignment prior to their absence will be expected to submit the assignment on the due date or upon return to school if the due date occurred during the absence. Should a pre-arranged absence be taken, all work must be made up either the day of their return, prior to their departure, or at the discretion of the teacher. Students are not allowed to make up work on days in which they received an unexcused absence.

Students who are present any part of the school day are still required to submit homework on that day. Students who arrive late need to turn in the work for the missed classes and pick up any new assignments before leaving school that day. Likewise, students who leave early need to turn in all work and pick up any new assignments from classes that they will be missing that day. Exceptions will be made in the case of students who must leave early due to emergencies or extreme, sudden illness.

### **Disciplinary Procedures**

The primary responsibility for classroom management is the teacher's. At the same time, one of the main duties of the principal is to maintain a learning environment conducive to student success throughout the school building and grounds. The principal is here to help teachers with their classroom management. Teachers are encouraged to issue and follow through on their own discipline consequences, but may have need to turn the discipline over to the office for handling.

If a teacher chooses to issue his/her own discipline consequences:

- ✓ The teacher should assign disciplinary action of before/after school or lunch detentions. The detention should not exceed sixty minutes before or after school. Students and parents should receive 24 hour notice of the detention. The notice should include the reason for the detention, and the date, time and place the detention is to be served. Students will serve the detention in your classroom.

- ✓ If misbehavior occurs while serving the detention or if the student fails to serve the detention, the punishment should be doubled.

If your efforts to change the behavior are unsuccessful or a major incident occurs, please submit a discipline referral in Skyward. Document the actions you have already taken to that point. If you, as the classroom teacher, turn the discipline over to administration, you have also relinquished the determination of the outcome/consequences of the punishment phase of that situation.

Administrative discipline will be determined by the seriousness of the conduct, the effect of the conduct on the delivery of educational services to other students, and the policies of the Board of Education and those contained in the student handbook.

If a student must be removed from the classroom due to behavior, call the office to let the principal know to expect the student. If a student refuses to leave the classroom, call the principal, who will come and deal with the student.

### **Eligibility for Extra-Curricular Activities**

Brown County High & Middle School enforces a “No Pass, No Play” policy. Eligibility will be determined using the student’s current grades exported from Skyward each Friday at 1 p.m. Teachers are required to keep their grades updated on Skyward. Teachers whose grades are not updated for the week will notify the Principal and state the reason in writing. Ineligibilities begin on Monday and run through the following Sunday. Questions regarding athletic eligibility should be referred to the Athletic Director or Principal.

It is strongly recommended by the Principal that teachers do the following:

- ✓ When a student receives their first D or F for a particular week, the teacher should send a note (email or US Mail) to the student’s parent(s).
- ✓ During subsequent weeks when the student continues to receive a D or F, contact should be made with the student’s parent(s) by email or US Mail or phone.

### **Grading**

The current grading scale is listed in the student handbook. Report card grades are calculated on a quarterly basis. Semester grade averages and end-of-year averages are also calculated and reported. In addition, performance reports are completed for each student at mid-quarter. The Skyward Gradebook computer program is used to keep track of grades. **Teachers are expected to enter individual grades at least on a weekly basis for each course.** Each recorded grade must be identified by date and assignment. Remember that parents can access their son/daughter’s grades online on our website. Parent-Teacher Conferences are generally held twice during the school year.

### **Hall Passes**

Students must be provided a pass by the teacher to be out of the classroom during class time. Students should not be issued passes to use the office phone or go to another teacher’s classroom (unless that teacher has issued the pass). Passes issued by one faculty member should be honored by the other faculty members if it is convenient to do so. Normally, faculty members should make personal contact with another teacher if they need to see a student assigned to another’s class. Passes from the school counselor and office should be honored.

### **Inclusion and Team Teaching**

Each teacher who has students with IEP's in his or her classes must work cooperatively with the special education staff to properly support the special education inclusion process. All teachers, including the regular classroom teacher, have the legal responsibility of ensuring that the components of the IEP are fulfilled.

The needs of the individual student determine what type of support is provided in the regular classroom. When a special education teacher is present in the regular classroom, this support can be provided through supportive teaching, parallel teaching, complementary teaching, or team teaching. The key to success is open lines of communication and planning between the staff members involved.

### **Lunch Counts**

Teachers are expected to take an accurate lunch count during 1st hour each day. This count is to be entered into Skyward directly following the announcements each day. If Skyward is not available, the count is to be written down on paper and delivered to the office.

### **Pre-arranged Absences**

Teachers are not required to sign pre-arranged absence forms for students who are not passing or doing satisfactory work in their class. If signed, however, teachers are expected to list assignments to be completed on the form and hold the student responsible for completion of these assignments by a deadline previously agreed upon.