Community Consolidated School District
#46

Employee Handbook

2012-2013
Welcome Message from the Superintendent

Welcome to Community Consolidated School District 46! As an employee of District 46, you are an important and integral part of our educational team. You are joining an outstanding professional and support staff for the purpose of nurturing the intellectual, physical and emotional development of the young people in our District.

We realize the challenging nature of this task and appreciate your willingness to accept the challenge and provide service to our students, parents and staff.

We believe that an employee contributes directly to the District’s ability to provide the best education possible to the children we serve. We hope that you will take pride in being a member of our team and that your experience with the District will be enjoyable and rewarding!

Again, welcome!

Ellen Correll
Ellen Correll
Superintendent of Schools
Mission Statement
Community Consolidated School District 46 will provide an educational environment that maximizes the potential of ALL students to be prepared for life’s opportunities while developing a lasting appreciation for learning.

Board of Education Goals for 2012-13
• The Board will continue to effectively manage the district's fiscal resources in accordance with approved parameters.
• The District will improve communication with all stakeholders.
• The Board of Education will continue to develop parameters that promote excellence in learning for all students.
• The Board will improve its leadership role through the development of more effective processes and procedures.
• The Board of Education will continue to assess district facility needs to insure an efficient and effective facilities plan.

District 46 Board of Education Members

<table>
<thead>
<tr>
<th>Member</th>
<th>Term ends</th>
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<tbody>
<tr>
<td>President: Ray Millington</td>
<td>2013</td>
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<td>Vice President: Keith Surroz</td>
<td>2013</td>
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<tr>
<td>Secretary: Sue Facklam</td>
<td>2015</td>
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<tr>
<td>Shannon Smigielski</td>
<td>2015</td>
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<td>Kip Evans</td>
<td>2015</td>
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<tr>
<td>Michael Carbone</td>
<td>2013</td>
</tr>
<tr>
<td>Karen Weinert</td>
<td>2013</td>
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</tbody>
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Board Meeting Calendar for 2012-13
Regular Board meetings are usually held on the first and third Wednesdays of each month. The locations for those meetings are listed on our District’s web page at www.d46.org. Meetings begin at 6:30 p.m., with regular and special meetings of the Board open to the public unless otherwise provided by law.

Staff members are invited to attend Board meetings. All formal communications or reports to the School Board are to be submitted through your building administrator.
District 46 Administrative Staff

Superintendent of Schools: 
Ellen Correll

Asst. Supt. of Teaching, Learning & Assessment:

Chief School Business Official
Anna Kasprzyk

Director of Pupil Services:
Heather Lorenzo

Asst. Director of Pupil Services:
Joanne James

Director of Technology:
Joe Nowak

Avon Principal:
TBD

Frederick (5/6) Principal:
Eric Detweiler

Frederick Assistant Principal:
Jodi Cinq-Mars

Meadowview Principal:
Laura Morgan

Middle School (7/8) Principal:
Marcus Smith

Middle School Assistant Principal:
Karen Wiesner

Park East/West School Principal:
Matthew Melamed

Park East/West School Asst. Principal:
David Dinsmore

Prairieview Principal:
Vince Murray

Woodview Principal:
Cathy Santelle

Supervisor of Operations/Maintenance:
Keith Grinnell
Introduction
The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. CCSD #46 policies and procedures are summarized in this handbook. The policy manual and this handbook will be available on the CCSD #46 website at www.d46.org. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Superintendent’s office.

This handbook is neither a contract nor a substitute for the official District Policy Manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time. For more information, employees may contact their building administrator or the District Office.

District Information
The District Office, located at 565 Frederick Road, houses the Superintendent’s office, along with Operations and Maintenance, the Technology Department, and the Business Office, which includes; payroll, personnel, benefits, and substitutes.

Campus and Grade Level Configuration
The school district currently operates seven campuses, which consist of four elementary buildings (K-4), a 5/6 building, a middle school (7-8), and a K-8 building serving approximately 3900 total students. Below is a listing of campus locations and phone numbers.

Avon School (K-4)
1617 N. Route 83
Round Lake Beach
Ph. 847-223-3530

Prairieview School (Pre-K-4)
103 E. Belvidere Road
Hainesville, 60030
Ph. 847-543-6200

Meadowview Schdl (K-4)
291 Lexington Lane
Grayslake, 60030
Ph. 847-223-3656

Grayslake MS (7-8)
440 N. Barron Blvd.
Grayslake, 60030
Ph. 847-223-3680

Woodview Schdl (K-4)
340 Alleghany Rd.
Grayslake, 60030
Ph. 847-223-3668

Frederick Schdl (5-6)
595 Frederick Road
Grayslake, 60030
Ph. 847-543-5300

Park East/West (K-8)
400 W. Townline Rd.
Round Lake, 60073
Ph. 847-201-7010
Employment
Community Consolidated School District #46 participates in Equal Employment Opportunity and Minority Recruitment. CCSD #46 does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant’s job qualifications, experience and abilities.

Section 504: ADA/Title IX Coordinator
Employees with questions or concerns about discrimination on the basis of race, religion, sex, national origin or age; or questions or concerns regarding Title II of the American with Disabilities Act of 1990 and/or requirements of the Section 504 of the Rehabilitation Act of 1973 should contact the Superintendent's office.

Certified Staff Vacancies/Hiring Procedures
1. Vacancy identified and posted on district website and in buildings (7-day mandatory posting, five-day posting requirement during the summer months).
2. The Personnel Assistant accepts letters of interest/resumes and manages the on-line application process and disseminates to Administrators.
3. Administrator reviews applicant pool and arranges interviews.
4. References checked and selection made.
5. A Staff Employment Recommendation Form is completed and sent to the Personnel Assistant for the Superintendent's approval.
6. The Superintendent meets with the candidate to determine placement on the salary schedule.
7. The Board of Education approves selection at next Board meeting
8. A Contract is signed by the successful candidate.
9. The Personnel Assistant enters information into a database and sends regret letters to all other candidates.
10. A Letter of Appointment and salary contract, along with new hire paperwork is provided to the new hire (to include, but not limited to: I-9, Employment Eligibility Verification, Medical Form, TB test, Fingerprinting information, Mandated Child Abuse form, transcripts, Illinois Teaching Certificate, W4, TRS, etc.)

Background Checks
The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender/Child abuse Databases is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in the Database as a sex offender.

CCSD #46 retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in code 10-21.9 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.
Drug and Alcohol Free Workplace
All CCSD #46 workplaces are drug, alcohol and smoke free. All employees shall be
prohibited from:
1. Unlawful manufacture, dispensing, distribution, possession, use or being under the
   influence of a controlled substance while on District premises or while performing work
   for the District.
2. Distribution, consumption, use, possession, or being under the influence of alcohol or
   drugs while on District premises or while performing work for the District.

Sexual Harassment
The School District shall provide employees an environment free of unwelcome sexual
advances, requests for sexual favors, and other verbal or physical conduct, or
communications constituting sexual harassment as defined and otherwise prohibited by
State and Federal law.

Employees should report claims of sexual harassment to their supervisor and/or
Superintendent.

Personnel Records
The district is required by law to maintain specified personnel records for all employees.
Employees may review their individual file upon request; however, a person other than
an employee or his/her supervisor may not view a personnel file without the expressed
written permission of the employee.

Personnel Directory
A personnel directory can be found on our web site.

Faculty/Staff Dress Guidelines
The CCSD #46 faculty and staff should seek to present a professional appearance at all
times. Serving as role models for our students, appropriate attire and grooming are
essential.

Abused and Neglected Child Reporting
Any District employee who suspects or receives knowledge that a student may be an
abused and/or neglected child shall immediately report such a case to the Illinois
Department of Children and Family Services. In addition, you must report your call to
your immediate supervisor. The Superintendent’s office also must be notified.
Tuition Reimbursement
Requests for reimbursement for all staff must be pre-approved by the Superintendent or Assistant Superintendent prior to enrollment. Pre-Approval forms for both certified and classified staff are available on our web site.

Certified Staff
The Board shall reimburse the full cost of graduate course tuition, including all required textbook fees, up to one thousand eight hundred dollars ($1,800) per teacher and not to exceed one hundred ten thousand dollars ($110,000) per school year of the Agreement. In the event, the yearly one hundred ten thousand dollars ($110,000) budgeted for professional growth is exceeded by claims, the following calculation will serve to determine the percentage reimbursement per teacher’s total claim:
$110,000/total professional growth dollar claims = ______ %. Multiply the percentage calculated above by each teacher’s total claim amount.

PSRP Staff
The Board shall reimburse the cost of course tuition, including all required textbook fees as follows:
Up to $1567 per PSRP per year for Master Degree or higher degree coursework; up to $783.50 for Baccalaureate Degree coursework and/or, with the approval of the Superintendent or designee, certification programs coursework and; up to $391.75 for Associate Degree.

The Board will reimburse the cost of course tuition, per year, including all required textbook fees, up to $800 per PSRP for continuing education credit courses required for OTs and/or COTAs required to maintain licensure.

The aggregate reimbursement for bargaining unit to be paid by the Board will not exceed $15,000 per fiscal year, split into three equal pools for the Fall, Spring, and Summer semesters.

For any additional information please refer to the Agreement between the CCSD #46 Board of Education, and the Grayslake Federation of Teachers, Local No 504, IFT-AFT/AFL-CIO; or the PSRP contract, Local No 504, IFT-AFT/AFL-CIO.

Disciplinary Procedure for PSRPs
The District, along with the PSRP Union, has agreed upon a Progressive Discipline approach of warning employees of inappropriate/unacceptable conduct. Steps of progressive discipline will typically be an oral warning, a written warning including a conference with the immediate supervisor, conference with Business Manager, suspension and dismissal. Suspension without pay will be for just cause. These preceding steps do not preclude the immediate suspension or dismissal of a PSRP.
Travel Reimbursement
Travel reimbursement forms are available for use and must be submitted to receive reimbursement for district travel.

Ethics
All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Procedures for Reporting Absences
District 46 staff will be using the Subfinder Automated System to request a substitute and to record an absence for the day. Requests for workshops, personal days, or any other pre-planned appointments must be pre-approved by your building principal before requesting a sub via the system. Staff members who do not require a substitute will also use this system to record their absences.

Teachers' Work Hours
Avon 7:40-3:10 Frederick 7:50-3:20
Woodview 7:40-3:10 Middle School 7:50-3:20
Prairieview 7:40-3:10 Park East/West School 7:50-3:20
Meadowview 7:40-3:10

Student Teachers
Upon receipt of a “student teaching placement contact”, the Asst. Supt. will contact the appropriate building Principal for placing student teachers. The building Principal and or Asst. Supt. will review the student’s transcripts and application to assure the placement is appropriate. Parents and/or current district employees will not be placed at their home school or place of employment. Student teachers will not be assigned before a “student teaching placement contract” has been received.

Teachers wishing to be considered as a Student Teaching Supervisor MUST meet the following requirements:

• Preferably hold a Master’s Degree
• Hold the type of professional certificate applicable to the position
• Have at least THREE years of successful teaching experience
• Be recognized as a superior teacher in his/her own school system.

Prior to student teaching, all teacher candidates are required to complete a criminal background check and be TB tested. Proof must be submitted to Jane Landers, Personnel Assistant, prior to a student teacher’s first day on site.
An interview is required prior to a decision being made regarding placement of the requested student teacher. Upon the completion of the interview, the Asst. Supt. will complete and return all paperwork necessary for placing the student in his/her assignment.

**Pupil Personnel Services Department**
District 46 employs a variety of pupil services staff. Students with disabilities are served whenever possible in the regular education classroom. For further information regarding services and procedures, please contact the Pupil Services Department at the District Office.

**Mandatory Compliance Training**
Please read the attached memorandum concerning compliance training.
Memorandum

TO: ALL STAFF
FROM: Lynn Barkley, Assistant Superintendent
DATE: August 2012

RE MANDATORY COMPLIANCE TRAINING

Welcome to the 2012 – 2013 academic school year!

As you are aware, there are a number of mandatory compliance trainings that must be completed during the school year. Attached, please find a schedule of training requirements and completion dates. Many of these trainings are available as video modules and available to us at Global Compliance Network. Most of the videos do not exceed 20 minutes. Please note that several compliance trainings will be completed during staff institute days.

Module completion will be reported electronically to the district. You will want to make a copy of your Global Compliance certificate for your personal files. Your CPDU document and your signature on institute sign in sheets will verify your attendance during district compliance trainings. If you are not in attendance during district compliance training, you will be required to take the Global Compliance Module component to ensure your completion of all mandatory trainings.

The schedule attached lists required trainings, and completion dates for all District 46 employees. If you have any questions please feel free to contact your supervisor, or Jane Landers in Personnel.

Sincerely,

Lynn Barkley
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<tr>
<th>Training Completion Date</th>
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<tbody>
<tr>
<td><strong>Bloodborne Pathogens Module</strong></td>
<td><strong>Chronic Health Conditions Module</strong></td>
<td><strong>Suicide Prevention Module</strong></td>
<td><strong>ADHD Module</strong></td>
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<tr>
<td>(29 C.F.R. 1910.1030(g)(2); 23 Ill Adm. Code 350.240)</td>
<td>(105 ILCS 5/3-11(8))</td>
<td>(105 ILCS 5/10-22.39(c); 105 ILCS 5/24-18.7)</td>
<td>(105 ILCS 5/10-20.36(d))</td>
</tr>
<tr>
<td><strong>ALL DISTRICT 46 STAFF</strong></td>
<td><strong>ALL Certified Teachers and Administrators</strong></td>
<td><strong>School guidance counselors, teachers and other school personnel working with students in grades 7-12.</strong></td>
<td><strong>ALL Certified Teachers and Administrators</strong></td>
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<tr>
<td>(To be completed annually.)</td>
<td>(To be completed every two years.)</td>
<td>(To be completed every two years.)</td>
<td>(To be completed every two years.)</td>
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<tr>
<td><strong>Confidentiality Module</strong></td>
<td><strong>Sexual Harassment Module</strong></td>
<td><strong>Anti-Violence and Conflict Resolution Module</strong></td>
<td><strong>Domestic or Sexual Violence Module</strong></td>
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<tr>
<td>(105 ILCS 10/5(b)-(c); 20 U.S.C. 1232; 45 C.F.R. 1609; 740 ILCS 1180)</td>
<td>(775 ILCS 5/2-105)</td>
<td>(105 ILCS 5/3-11)</td>
<td>(105 ILCS 5/10-22.39(d))</td>
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<td><strong>ALL Certified Teachers and Administrators</strong></td>
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<tr>
<td>(To be completed annually.)</td>
<td>(To meet compliance. In the future this training will be completed by all NEW hires to District 46.)</td>
<td>(To be completed annually.)</td>
<td>(To be completed annually.)</td>
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<tr>
<td><strong>Educator Ethics</strong></td>
<td><strong>Behavioral Interventions</strong></td>
<td><strong>Psychotropic or Psycho-Stimulant Medication Module</strong></td>
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<tr>
<td><strong>ALL DISTRICT 46 STAFF</strong></td>
<td><strong>ALL DISTRICT 46 STAFF</strong></td>
<td><strong>ALL Certified Teachers and Administrators</strong></td>
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<tr>
<td>All Staff Institute</td>
<td>(Building PBIS Training - Annually)</td>
<td>(To be completed every two years.)</td>
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<td>(To be completed annually.)</td>
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<tr>
<td><strong>Anaphylactic Reaction Module</strong></td>
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<td><strong>Management of Life-Threatening Food Allergies Module</strong></td>
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<tr>
<td>(105 ILCS 5/10-22.39(e))</td>
<td></td>
<td>(105 ILCS 5/2-3.149; ISBE &amp; IDPH food allergy guidelines)</td>
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<td><strong>ALL DISTRICT 46 STAFF</strong></td>
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<td>(To be completed every two years.)</td>
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*Please NOTE
Additional Modules may be added as state requirements change.