

# Employee Handbook



**2016-2017**

## ***Message From The Superintendent***



I would like to take this opportunity to welcome our new staff to the D46 family and extend a “welcome back” to our returning staff. Our theme this year is ***One District – One Direction***. What does that mean?

Through the implementation of Professional Learning Communities, we hope to help you engage in reflective practice together, build knowledge together and work with your teams to create a self-reflective, self-renewing capacity as learning organizations.

You will see an increase in articulation among curricular areas, grade levels and even across the district. Professional Learning Communities focus on a commitment of learning for each student.

As we begin our journey, I am sure you will have many questions. We are in this together!

We don’t have the “black box” with all of the answers, but I am confident that we have the best team in the State to promote excellence!

Thank you for going on this exciting trip with us. I saw amazing work last year and expect to see even more this year!

Buckle your seat belts! We are ready for the 2016-2017 school year to take off!

Best of luck for a great year!

***Ellen***



## **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 2016-2017**

School Board Members are in the process of developing goals. This information will be shared when it has been completed.

CCSD 46 Board of Education Members:

President	Steven Strack	Term Ends April 2017
Vice President	Jim Weidman	Term Ends April 2017
Secretary	Jill Alfrejd	Term Ends April 2017
Member	Tom Meskel	Term Ends April 2019
Member	David A. Northern Sr.	Term Ends April 2019
Member	Kathleen Parkinson	Term Ends April 2019
Member	Rob Roop	Term Ends April 2017

### **Board Meeting Calendar for 2016-2017**

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 <http://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.



## **CCSD 46 Administrative Staff**

Superintendent of Schools:	Ellen Correll
Assistant Superintendent of Finance:	Chris Bobek
Assistant Superintendent of Teaching & Learning:	Paul Louis
Teaching, Learning, Assessment & RTI Coordinator	Amanda Woodruff
Director of Pupil Services:	Heather Lorenzo
Assistant Director of Pupil Services:	Heather Trom
Director of ELL Services:	Stephanie Diaz
Title I Coordinator:	Barbara Zarras
Director of Technology:	Joe Nowak
Operations & Maintenance Coordinator:	Keith Grinnell
Avon Principal:	Chris Wolk
Frederick Principal:	Eric Detweiler
Frederick Assistant Principal:	James Goschy
Grayslake Middle School Principal:	Marcus Smith
Grayslake Middle School Assistant Principal:	Karen Wiesner
Meadowview Principal:	Laura Morgan
Park East/West School Principal:	Matt Melamed
Park East/West School Assistant Principal:	David Dinsmore
Prairieview Principal:	Vince Murray
Woodview Principal:	Cathy Santelle

## **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 District's website at <http://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 the Curriculum Department, Operations & Maintenance and Business Office. The Business office includes: payroll, personnel, benefits, and substitutes.

## **Campus and Grade Level Configuration**

The school district currently operates seven campuses, which consist of four elementary buildings (Pre-K-4), a 5-6 building, a middle school (7-8), and a K-8 building serving approximately 3,800 total students. Below is a listing of campus locations and phone numbers.

<b>School</b>	<b>Address</b>	<b>Phone Number</b>	<b>Fax Number</b>
Avon School (K-4) 	1617 N. Route 83 Round Lake Beach, IL 60073	847-223-3530	847-223-3532

<p>Frederick School (5-6)</p> 	<p>595 Frederick Road Grayslake, IL 60030</p>	<p>847-543-5300</p>	<p>847-548-7768</p>
<p>Grayslake Middle School (7-8)</p> 	<p>440 N. Barron Blvd. Grayslake, IL 60030</p>	<p>847-223-3680</p>	<p>847-223-3526</p>
<p>Meadowview School (K-4)</p> 	<p>291 Lexington Lane Grayslake, IL 60030</p>	<p>847-223-3656</p>	<p>847-223-3531</p>
<p>Park Campus (K-8)</p> 	<p>400 W. Townline Road Round Lake, IL 60073</p>	<p>847-201-7010</p>	<p>847-201-1971</p>
<p>Prairieview School (Pre-K-4)</p> 	<p>103 E. Belvidere Road Hainesville, IL 60030</p>	<p>847-543-4230</p>	<p>847-543-4125</p>
<p>Woodview School (K-4)</p> 	<p>340 N. Alleghany Road Grayslake, IL 60030</p>	<p>847-223-3668</p>	<p>847-223-3525</p>
<p>District Office</p> 	<p>565 Frederick Road Grayslake, IL 60030</p>	<p>847-223-3650</p>	<p>847-223-3695</p>

## **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 web site and in buildings (7-day mandatory posting, 5-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. The successful candidate signs a contract.
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, Alcohol and Smoke 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.
3. Electronic cigarettes are prohibited for use on district premises.



### **Classroom and Building Air Fresheners**

Due to allergies, the Wellness Committee has implemented a ban on air fresheners throughout the district.





### **Food Free Celebrations**

All Celebrations, including birthday parties, PBIS and holiday parties will be food free. No outside food will be allowed. Curriculum based food projects must have prior approval from your building administrator and parents must be notified.

### **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.



### **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. Jeans may be worn on Fridays only unless your building is participating in a charitable or special school event.

### **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 prior to enrollment. Pre-Approval forms for both certified and classified staff are available on our web site and attached below.

#### **Certified Staff**

The Board shall reimburse the full cost of graduate course tuition, including all required textbook fees, up to \$2,000 per teacher per school year and not to exceed \$110,000 per school year. In the event the yearly amount budgeted for professional growth is exceeded by claims, the following calculation will serve to determine the percentage reimbursement per teacher's total claim:

$$\text{(Appropriate yearly amount)/total professional growth dollar claims} = \text{_____ \%}$$

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, up to \$1,567 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 two (2) equal pools for July-December and January-June with any unused monies from July-December rolling into January-June.

In the event the yearly amount budgeted for professional growth is exceeded by claims, the following calculation will serve to determine the percentage reimbursement per each PSRP's total claim:

$$\text{(Appropriate dollar amount)/total professional growth dollar claims} = \text{_____ \%}$$

Multiply the percentage calculated above by each PSRP's total claim amount.

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 Grayslake [PSRP contract, Local No. 504, IFT-AFT/AFL-CIO](#).

## **Disciplinary Procedure for PSRPs**

The District along with the PSRP Union has agreed that all discipline will be progressive. Steps of progressive discipline will typically be oral warning, written warning including a conference with the immediate supervisor, conference with Business Manager, suspension, and dismissal. Suspension without pay will be for just cause. The preceding steps do not preclude the immediate suspension or dismissal of a PSRP.

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

## **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.



## **Confidentiality**

All District employees are required to maintain the confidentiality of privileged information.

## **Procedures for Reporting Absences**

District 46 staff will be using the **Aesop/Absence Management Automated System** <https://www.aesoponline.com> 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
Meadowview	7:40-3:10
Prairieview	7:40-3:10
Woodview	7:40-3:10
Frederick	7:50-3:20
Middle School	7:50-3:20
Park East/West School	7:50-3:20



### **Student Teachers**

CCSD 46 currently accepts student teacher, practicum, intern placements and observation requests for both the fall and spring semesters. Our administrative staff reviews requests for fall requests in the spring and spring requests in the fall. We typically do not review requests during the summer months.

If you would like to place a student teacher/intern or complete observation hours, please see <http://ww2.d46.k12.il.us/district/distpdf/studentteacher.pdf> or contact Amanda Woodruff.

Please do not have students contact building principals or teachers. Parents and/or current district employees will not be placed at their home school or place of employment. Additionally, if a student has family members working in the district, students will not be placed in the same building as their family member.

CCSD 46 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.

### **Pupil Personnel Services Department**

CCSD 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 located at Prairieview School.

### **Mandatory Compliance Training**

Information regarding mandatory compliance training is attached and will be sent out.

**ONE  
DISTRICT**



**ONE  
DIRECTION**