

PAXTON-BUCKLEY-LODA COMMUNITY UNIT SCHOOL DISTRICT NO. 10

2009 / 2010

FACULTY HANDBOOK

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FACULTY AND STAFF DIRECTORY

PBL BOARD OF EDUCATION:

Michael Short	Board President
Dave Dowling	Board Vice President
Dean Swan	Board Secretary
Dawn Bachtold	Board Member
Cris Thompson	Board Member
Jeff Jarboe	Board Member
Shawn Young	Board Member

UNIT OFFICE STAFF:

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Molly Steiger	Transportation Director	

CLARA PETERSON ELEMENTARY

Trent Eshleman	Principal	teshleman@pbl.k12.il.us
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Doug Eichelberger	Custodian	
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Sandy Ecker	Cook	
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Susan Naugle	1st Grade	cp1@pbl.k12.il.us
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Jacob LeClair	2nd Grade	jleclair@pbl.k12.il.us
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EASTLAWN ELEMENTARY

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EXTRA-CURRICULAR ASSIGNMENTS

JUNIOR HIGH SCHOOL SPORTS

Kelli Vaughn, Athletic Director

Mike Brehm, Cross Country Coach

Daron Johnson, 8th Grade Girls Basketball Coach

Stacy Johnson, 7th Grade Girls Basketball Coach

Jessica Hendershot, 6th Grade Girls Basketball Coach

Rick Johnson, 8th Grade Boys Basketball Coach

Jeff Sinn, 7th Grade Boys Basketball Coach

Bill Houtzel, 6th Grade Boys Basketball Coach

Jodi Coplea, Track Coach

Marshal Thompson, Assistant Track Coach

Bret Graham, Assistant Track Coach

Jessica Hendershot, Assistant Track Coach

Kelli Vaughn, 8th Grade Volleyball Coach

Kara Harrison, 7th Grade Volleyball Coach

Rick Johnson, 8th Grade Baseball Coach

Scot Vogel, 7th Grade Baseball Coach

Lindsey Rose, Head Softball Coach

Jan Weston, Assistant Softball Coach

JUNIOR HIGH SCHOOL ACTIVITIES

Jayne Sinn

Student Counsel Sponsor

Sherrie Jacobs

Student Counsel Sponsor

Elizabeth Nuss

Band/Jazz

Tim Hess

Concert/Mini-Band

Ruth Davis

Vocal/Show Choir/Boys/
Girls/Mixed Chorus

Cindy Haile

Speech and Drama

Sally Ellis

Yearbook

Kelly Reid

Cheerleading

PBL HIGH SCHOOL

John Rawdin	Principal	jrawdin@pbl.k12.il.us
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Art Nelson	Custodian	anelson@pbl.k12.il.us
Pat Alderson	Cook	
Elizabeth Bowen	Cook	
Lisa Cox	Cook	
Betty Hull	Cook	
Betty Wisher	Cook	
Sherry Williams	Cook	
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Doug Anderson	Ag / ICE	danderson@pbl.k12.il.us
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Samantha Schwartz	Math	sschwartz@pbl.k12.il.us
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Steven Waugh	Paraprofessional	swaugh@pbl.k12.il.us
Cathy Rigsby	Paraprofessional	crigsby@pbl.k12.il.us
Nancy Hall	Paraprofessional	nhall@pbl.k12.il.us
Hope Miller	Paraprofessional	hmiller@pbl.k12.il.us
Jill Schrodt	Paraprofessional	jschrodt@pbl.k12.il.us

EXTRA-CURRICULAR ASSIGNMENTS

HIGH SCHOOL SPORTS

John Overstreet, Athletic Director

Greg Wood, Head Football Coach
Justin Kean, Assistant Football Coach
Jim Zenner, Assistant Football Coach
Jim Gramley, Assistant Football Coach
Steven Waugh, Assistant Football Coach
Adam Schonauer, Assistant Football Coach

John Overstreet, Cross Country Coach

Kristin Oyer, Head Volleyball Coach
Kara Harrison, Assistant Volleyball Coach

Scot Vogel, Head Boys Basketball Coach
Mark Coplea, Assistant Boys Basketball Coach
Adam Schonauer, Assistant Boys Basketball Coach

Travis Duley, Head Girls Basketball Coach
Josey Polson, Assistant Girls Basketball Coach
Steven Waugh, Assistant Girls Basketball Coach

Peggy Seibring, Cheerleading Coach

Rick Johnson, Head Baseball Coach
Doug McCoy, Assistant Baseball Coach

Lindsey Rose, Head Softball Coach
Jan Weston, Assistant Softball Coach

John Overstreet, Boys Track Coach
Jim Carley, Girls Track Coach

HIGH SCHOOL ACTIVITIES

Stan Daro Student Council Sponsor

Tim Hess Band/Honor Guard Director
Elizabeth Nuss Flagg/Jazz Band Director

Ruth Davis Show Choir/Chorus Director
Jenilyn Etheridge Madrigals/Musical Director

Audra Nuckols FBLA Sponsor

Doug Anderson FFA Sponsor
Mike White FFA Sponsor

Nancy Dewey FCCLA Sponsor

Sheila Pickens Math Team
Mindy Duley Math Team

Stan Daro Speech Team Coach

Tina Hyde Visions Sponsor

Justin Kean Weight Lifting Sponsor

Nancy Streitmatter National Honor Society

GENERAL INFORMATIONVISION STATEMENT:

“Excellence through Rigor, Relevance, and Relationships”

- Rigor:** PBL is dedicated to providing a rigorous curriculum, coherent across grade levels, where students learn, think, comprehend, and communicate analytically.
- Due to a rigorous curriculum:*
- *I can achieve anything by giving maximum effort, using my academic skills to think critically, to solve problems, and to communicate with others.*
- Relevance:** Relevance is reinforced at PBL by making curricular connections between learning objectives and real life experiences. Students will prepare for adult roles by learning and applying fundamental skills and competencies.
- My educational experiences are relevant to me because:*
- *I can be a self motivated, life-long learner.*
 - *I can be accountable to myself and others.*
 - *I can plan for the future by adapting easily to change and managing new technologies and information.*
- Relationships:** Positive relationships are the foundation for all learning experiences at PBL. Students, staff, parents, and community members will collaborate to create and foster a safe environment where respect for others and tolerance of individual differences are modeled and expected at all times.
- To build positive relationships:*
- *I can be tolerant and accepting of individual differences.*
 - *I can demonstrate responsibility through good decision making.*
 - *I can display good citizenship by representing myself, my school, my community, and my country with pride.*
 - *I can achieve my goals through self motivation and by encouraging and working with others.*

MISSION STATEMENT:

It is the mission of Paxton-Buckey-Loda Community Unit School District No. 10 to prepare each student to be a successful citizen as demonstrated through strong character, responsible actions, and a passion for life-long learning. PBL students will be empowered with the skills that allow them to read with comprehension, communicate clearly, utilize technology, think critically, work effectively with others, and use information to solve problems. PBL is committed to a systematic approach of support and intervention to assist each individual in reaching his or her full potential. We are dedicated to providing a safe environment while fostering a climate of high expectations for our students, staff, and the communities we serve.

PROFESSIONALISM

As educators, we all want to be treated as professionals by students, parents, and staff. In order to gain that respect we must;

- Dress in an appropriate manner
- Teachers must be appropriate role models for students
 - Avoid the use of profanity in the presence of students
 - Do not smoke on school district property.
 - Do not eat food or drink beverages in any classroom during class time.
- Always be prepared
- Never criticize students, parents, or peers
- Treat everyone with respect
- Remember that all school information (grades, attendance, conduct, discipline, etc.) is CONFIDENTIAL
- Turn in all request forms and information on time
- Be open to new teaching methods, ideas, and information
- Be lifelong learners

SCHOOL DAY / WORKING HOURS

All teachers are expected to be at work no later than 7:45 a.m. and leave from work no earlier than 3:30 p.m.

SMOKING / TOBACCO

PBL CUSD No. 10 has been designated smoke / tobacco free. There is no smoking or tobacco use allowed on school property at anytime.

DRUG AND ALCOHOL FREE WORKPLACE

It is the policy of PBL CUSD No. 10 School Board that all district workplaces shall be free from drugs, tobacco, and alcohol. All employees and/or chaperones shall be prohibited from:

- The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District.
- The distribution, consumption, possession of or being under the influence of alcohol while on District premises or while performing work for the District.
- For purposes of this policy a controlled substance is one which is:
 - Not legally obtainable
 - Alcohol

TEACHING CERTIFICATE

Each teacher is to register his/her teaching certificate in the Regional Office of Education. A copy also needs to be on file in the PBL Superintendent's Office.

PAY PERIODS

School employees are paid twice a month – on the 15 and 30 of the month (earlier if these dates fall on the weekends or vacation days). Paychecks will be delivered to each building during the school year and mailed during the summer months. Be sure the Unit Office is aware of the address you wish to have your paycheck mailed to during the summer. PBL provides the opportunity for employees to utilize direct deposit. Please inquire about direct deposit in the Unit Office.

LESSON PLANS

Teachers should complete daily lesson plans and are instructed to leave plans, seating charts, and emergency procedures visible in case of an absence. A copy of emergency procedures is included in this handbook, and you should become familiar with its contents.

SUBSTITUTE FOLDER

Each teacher will create and keep on hand a Substitute Folder. Teachers may be provided a substitute folder. Teachers are to place it in their plan book or in the top drawer of the teacher's desk. All information in the folder will be kept current and continually updated. It shall include at least:

- Teacher's name, grade, subject area.
- Class schedules, daily schedules detailing times of periods, classes, special classes, and duties

- Current seating chart for any and all student groups that will be in the room.
- Class lists for all student groups that will be in the room.
- Special information concerning students, lesson plans, etc.
- Make note of students that have any special medical needs, physical needs, or academic needs.

- Class room rules, consequences, and rewards.

INTERNAL SUBSTITUTING

Teachers may be asked during the day to substitute in a classroom during a planning period. If the teacher accepts, he/she will be paid at the rate that has been agreed upon in the current teacher contract.

FACULTY MEETINGS

Faculty meetings will be held on a monthly basis on dates scheduled by the building principal following the school board meeting of each month. Meetings will usually run from 15 – 45 minutes. Attendance is required unless prior arrangements have been made.

SUPERVISION BY TEACHERS

One of the primary responsibilities of every member of our staff is that of providing an environment and atmosphere that is conducive to learning. In order to do this, cooperation of the entire staff is necessary. Each member of the staff shares in this responsibility. The responsibility starts before school and is with us all the time that we are here or have students under our supervision. In addition to the responsibility for supervision of your classes, each member of the staff is to supervise students in the halls before school, during passing periods, and immediately after school. **All teachers are asked to step into the hallway between classes.** Teachers may also be asked to supervise in the lunchroom, hallways, parking lot and gym. In regards to classroom supervision, **never leave a class unattended.** If you must leave your classroom for some reason, get another teacher or the principal to cover for you.

- **After School / Extra-Curricular** – Teachers are on duty until 15 minutes after students are dismissed. If a teacher has a student stay after school for some reason, the teacher is responsible for supervising that student during the time the student is in the building.
- **Assembly Supervision** – Teacher should remain with their students during assemblies. Place those students requiring extra supervision near you.
- **Before School** – Teachers should either be in their rooms or at their assigned hall duty station when the students begin entering the building. Refer to Duty Schedules as provided by building principals for specific assignments.
- **Cafeteria Supervision** – Cafeteria supervision will be carried out by assigned personnel. It is expected that in times of extreme or unusual circumstances that teachers may be asked to help supervise. Teacher will be provided a duty free lunch. At the Elementary, all teachers are to escort and supervise their own class to the cafeteria. A disciplined and orderly line is to be maintained.
- **Hallway Supervision** – All teachers are to contribute to hallway supervision. Staff members should feel free to correct any student in regard to unruly behavior in the halls. At the Elementary level, when passing between classes, and to and from assemblies, teachers are responsible for escorting the students to their destinations.
- **Recess supervision (Elementary Level)** – When students are at recess, teachers may be assigned supervision duty. If assigned a supervision duty for a recess, the person on duty shall remain with the students for the scheduled period. If recess is inside, the teacher on duty will circulate between rooms to provide supervision.

DUTIES (SUPERVISION)

In order to maintain discipline within each school of the district, hall, playground, and recess duties are required of teachers. Each building will have a schedule of these duties. Please check your handbook for this schedule.

CLASSROOM RULES / DISCIPLINE

It is the responsibility of all staff to maintain discipline in the classroom, halls, and restrooms etc. We need everyone's help to make the school safe as possible. Please make every effort to be in the halls or near your door during passing periods. Please visit student restrooms to check on vandalism and smoking.

Please write out, distribute, and post your class rules and expectations to your students. This includes behavior, homework, grading, etc. Please give a copy of this to the principal. Do not make rules that you can not enforce.

Bell to bell instruction that emphasizes time on task is a teacher's most effective tool in dealing with students.

FIRE DRILLS AND OTHER EMERGENCIES

Each teacher has an emergency code sheet in this handbook. The fire drill and tornado drill plans are to be posted in every classroom. ***Remember to take your grade book with you during a fire drill, take roll and report absent students to the administration.***

THREATS – STATE TIP LINE

Illinois State Police Director Larry Trent has issued a reminder that threats of Violence at School can be reported on the School Tip-Line. The statewide 24-hour toll-free number is **1-800-477-0024**. The School violence Tip-Line is a collaborative project of the Illinois Attorney General, Illinois State Police, and Parent/Teacher Association. The tip-line was established as a means for students, faculty, or the general public to report threats of violence and weapon violations on school grounds. The identity of the caller remains anonymous, all information received is forwarded to the appropriate local sheriff or police department and nearest state police headquarters.

TEACHER AVAILABILITY – STUDENT ASSISTANCE

Teachers should make themselves available to students 15 minutes before class starts each day and 15 minutes after school. Teachers should be found in their rooms at this time.

SCHOOL CLOSINGS

In cases of inclement weather, the superintendent will decide whether or not to close the school for the day. Efforts will be made to have the decision made no later than 7:00 a.m. If school is closed, the District's emergency phone tree will be activated, as well as the Skyward communication system. Please keep a copy of this phone tree with you at home for reference and make the phone call required of you. Skyward is a communication service that our school will utilize during the year that will provide information in a timely manner regarding school and extra-curricular cancellations, early dismissals, special announcements, and information pertaining to the District's crisis management plan.

In addition to the phone tree, inclement weather school closings will be broadcast on the following radio and television stations:

WHPO
WGCY
WPXN
WBGL

WDWS
WICA
WICD

SECURITY

Building security is a priority that needs constant attention by every staff member. Employees are issued building key fobs on an as needed basis. A record is made of each key fob issued and a periodic key check is made. Immediately report any lost key fobs to either the Principal's office or Unit Office. Do not loan your key fob to students or community members.

Students are not allowed in the academic areas of the building during lunch time.

All visitors to the school must check in at the office and have a visitor's pass to be in the building.

The district's security systems are activated in each school's entrance.

Please double check all exterior doors and your room's windows as you exit the building.

PARENT-TEACHER COMMUNICATION / CONFERENCES

Parent-teacher conferences are held at various times throughout the year. Any teacher experiencing difficulty with a student (after having sent reports home) should contact the parents and arrange a conference. This process should be arranged on your time (prep period, before or after school) and with the knowledge of the principal. If the teacher feels that a controversy is likely or possible, arrange the conference and ask the principal to assist in a manner of an interested third party. Parent should be notified ahead of time as a courtesy. Be prepared with all necessary materials (grade books, tests, textbooks etc.). All conferences are to be logged and dated as to avoid future misunderstandings or disputes that might possibly arise.

Parent-Teacher conferences will officially be scheduled once during the school year. See the official school calendar for the exact dates and times. Parents, teachers, guidance councilors, and administrators may request additional conferences as needed. Teachers are expected to accommodate parental requests for conferences whenever possible.

DISTRICT WIDE FORMS

All District-wide forms can be found under "District Information" on the PBL website - www.pblunit10.com

GRADING / GRADING REPORTS

Grading at PBL represents required skills, practices, and expectations outlined in the goals that have been established by the PBL School District. Specifically, these goals reflect the descriptors of the Illinois State Learning Standards.

Report cards are sent home with the students to parents each quarter. "Interim" reports will be mailed to parents at the discretion or per parent request of school officials each five-week period following the quarterly report. Skyward grade portal shall be updated at least once per week and no later than 12:00 p.m. each Friday.

The **Official Grade Scale**, as approved by the school board, is:

- A 100 - 92
- B 91 - 83
- C 82 - 73
- D 72 - 65
- F Below 65

Each teacher will inform his/her students at the beginning of the school year of the grading percentage scale used and the corresponding letter grades.

High School Semester Grades

Teachers use percentage grades (not the letter) to determine semester grades. Each quarterly grade will be worth 40 %; the semester exam grade will be worth 20 %. For example if a student has a 95 % for the first quarter, and an 85 % for the second and 93 % on the semester exam, the **semester grade** will be determined according to the following formula:

First quarter percentage X 2	Example:	95% x 2 = 190
Second quarter percentage X 2		85% x 2 = 170
Semester Test percentage X 1		93% x 1 = 93
TOTAL divided by 5		453 ÷ 5 = 90.6

In order to keep grading practices uniform, any grade .5 or above would be rounded up to the next level. Anything under .5 would be the lower grade. In the example, the student would receive a 91%, or a grade of B.

TEACHER ABSENCES

If a staff member is anticipating an absence due to illness, the principal should be notified no later than 6:00 a.m. on the day of the aforementioned illness.

TEACHER MAIL

Teacher mailboxes are located in the office or other assigned area. Please check your mailbox regularly. Messages will be placed in your mailboxes from time to time as well as mail. **Please do not ask students to get mail from your mailbox.** The principal must approve information for general distribution before it is placed in the mailboxes.

ATTENDANCE (SKYWARD)

Because of the State Aid involved, a primary responsibility of every teacher is correct attendance reporting. Attendance is to be checked each period for the High School and Junior High.

A student is to be considered absent from class if he/she is more than 15 minutes late to class without a valid excuse (pass from office).

Do not mark any student absent who is on a school sponsored activity for that period. You will receive a notification list of the students who will be absent from your class prior to the school activity either by e-mail or by memo.

At the high school and junior high, a student monitor will pick up your attendance form each period and deliver it to the office. At the end of the day the office will prepare a list of absentees and place them in your mailbox or send it to you by e-mail.

SUPPLIES

General supplies such as paper, pens, pencils, chalk, etc. can be obtained from the secretary in the building office.

Other supplies needed for your classroom must be obtained through the purchase order process (see Purchase Order Section).

PURCHASE ORDERS

Equipment, materials, and supplies are purchased through a printed purchase order form (see example in forms section). These forms can be obtained from the office secretary. Complete each form in quadruplicate – the white copy to the vendor, the yellow will remain in the unit office, the pink in the appropriate school building, and the green copy returned to you.

When filling out the purchase order form, include the following information about the vendor in the space provided in the upper left hand corner of the form titled “**To**”.

- Name
- Address
- Phone Number
- Fax Number
- Website Address

Fill in the date this form is processed. Be sure to include the catalog number of each item you are ordering. Be sure to write neatly so it is clearly readable by those processing the order.

In the section titled “**Ship to**” include the following:

- Your Name
- Your School Building Name
- Building Address
- Paxton, IL 60957

If you have a preference of when the order is shipped, fill in the “**When**” section of the order. Be sure to sign your purchase order form. Purchase orders are pre-numbered and if you have extras copies or a voided copy, please turn it back in to the office secretary.

Upon completion of the purchase order, return all copies to the building secretary. It will be given to the principal for his/her signature. No purchase can be made without an approved purchase order form.

Try to anticipate your needs several weeks in advance to reduce the number of small orders. Often, by careful planning, several items can be included on one purchase order form.

FIELD TRIPS

Board policy states that field trips must be administrator approved and arranged in advance. It must be related to the curriculum. Field trips are taken at various times throughout the school year. To participate in a field trip, a student must meet certain requirements:

- Have on file a signed parent permission form, emergency form, and emergency phone number.
- Have met individual classroom standards.
- Agree to follow all rules applying to bus conduct and normal school conduct.

All field trips are to be arranged in advance and authorized by the principal. Staff members in charge on the trip are responsible for the behavior of students going on the trip. All students going on a trip are required to ride on the school provided bus, and must return to school on the same bus unless written permission is provided. This permission must be signed by the parent or legal guardian and countersigned by the principal.

FIELD TRIP PROCEDURES

The following procedures should be followed for field trips:

- A permission form should be completed and given to the principal.
- The form must be approved by the principal. It is then sent to the superintendent. If approved, the principal will notify the bus garage about scheduling a bus.
- Copies of the approved form are sent to the initiating teacher, the principal, and the building secretary.
- The building secretary will schedule a substitute teacher if necessary.
- The teacher should check with the secretary to ensure a substitute has been secured and to provide lesson plans for the substitute teacher.
- The teacher must have each student complete a form including a parent/guardian's signature indicating approval of the trip.
- The teacher must provide the principal a copy of each student's permission form prior to the student leaving on the trip.
- The teacher must fill out a Field Trip Transportation Form and give it to the building secretary or principal.

BUS CHAPERONES

Bus chaperoning is an important function. Chaperones will be scheduled as far in advance as possible. Staff members who would like to chaperone should inquire in the principal's office for dates and times. Chaperones may be school employees or parents. The chaperones should be familiar with the times, route and destination in advance. They should arrive 15 minutes before the scheduled departure time. In order to ensure that all students are returned to school, an accounting of students should be initiated as students enter the bus on every leg of the field trip. Prior to departure, chaperones will inquire with the bus driver what expected student behavior will be.

DISTRICT VEHICLES

Occasionally, staff may find it necessary to use a district van or vehicle. In order to reserve a vehicle all staff must first check the availability of the vehicle by calling the High School Athletic Director. All vehicles are reserved according to a first come first serve basis. Each vehicle must be returned with the beginning and ending mileage recorded and the fuel tank filled. This is done out of courtesy for the next staff member using the vehicle.

ADVERTISEMENTS AND SOLICITATIONS

No teacher or other employee will permit any commercial advertisement to be read or distributed, nor lists of names of pupils to any commercial advertiser or vendor, nor collect any contributions of money from pupils unless it directly pertains to necessary schoolwork except upon authorization of the principal.

PAYMENT FOR LOST AND DAMAGED BOOKS AND EQUIPMENT

Should a student textbook, library book, or equipment become lost or damaged, notify the office and/or building Principal.

TEXTBOOK ISSUANCE

Teachers should record textbooks assigned to students.

FUND RAISING ACTIVITIES

As outlined in PBL District policy, the building principal and district superintendent must approve all fund raising activities. Students will not be used to promote fund raising activities by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.

Competitive activities between students or groups of students shall be avoided unless approved by the principal.

Stringent accounting procedures have been instituted which require strict care in the handling of moneys generated by student activities. Those procedures are as follows:

- Students and sponsors will verify receipts together.
- All monies will be counted and turned into the principal's office within 48 hrs of collection.
- All monies will be stored in the school safe until a daily bank deposit is initiated.

PROBLEM SOLVING / SECTION 504 TEAMS

In accordance with federal guidelines, PBL CUSD #10 school buildings will have an active Section 504 committee composed of administration, teachers, and staff that meet regularly to brainstorm, discuss, and evaluate how well students are being served in the school. Referrals to the team may be made by any staff member. Other referrals may be made by parents via the administration.

Concerns are brought to the team and a case manager is assigned to the student. The case manager endeavors to find out all related information and reports back to the team. This process may include interviewing the teacher(s) having contact with the student, interviewing the student, reviewing past records, reviewing medical or academic records, etc. This information is then presented to the team.

If needed, the team works together with the homeroom teacher, case manager, parents, and referring staff member to decide the best way the school can assist the child in dealing with the problem. This process may result in information of a formal Section 504 Education Plan or a more informal alternative intervention plan. If a formal 504 plan is developed, teachers that are affected by the plan are required to make any needed accommodations as set forth in the plan. Additional information concerning the Section 504 committee and Section 504 policies are available in the office.

Testing and referrals for an individualized education plan will follow guidelines outlined through the District's Response To Intervention (RTI) plan. The process may result in student qualification for Tier II or III eligibility.

TEACHER WORKSHOPS AND INSTITUTES

Teacher workshops and institutes are held on days designated on the school calendar. Therefore, all teachers are required to attend. **Salary reductions could be made for failure to attend.**

PROFESSIONAL LEAVE

Requests to attend professional meetings must be made on the appropriate form and turned into the principal. This form can be found in the Forms Section at the PBL website.

TRAVEL / MEAL / LODGING EXPENSE FORM

Essential travel, lodging, and meal expenses occurred at a professional event may be reimbursed when the appropriate paperwork is completed and turned into the principal. This form must be filled out in full prior to the expense occurring and can be found in the Forms Section and found online at the PBL website.

STUDENT INJURIES

All injuries should be reported to the office in a timely manner. The staff person who was in charge when the accident occurred must complete an accident report and submit it to the office as soon as possible. Document everything.

TEACHER INJURIES

Teachers and employees of the school are legally covered by Workman's Compensation for accidents sustained while on the job. All injuries must be reported to the office immediately and First Report of Injury or Illinois Report must be completed. The office will in turn report these injuries to the school nurse. Failure to report any such cases may result in the employee becoming liable for all bills.

FIRST AID

First aid may be administered by a school employee for minor injuries. The office should be consulted for serious injuries or if medical treatment might be indicated. In the absence of office personnel, and when in the teacher's judgment medical care might be needed, the teacher should apply first aid and then contact the parents or responsible person for the injured student.

Students should be taken to the emergency room at the hospital only after every attempt is made to notify the parents and to secure their direction or the directions of the physician of choice according to the child's emergency card.

Seriously injured students should not be moved without qualified medical advice. Try to make the pupil comfortable without unduly moving him/her when seriously injured.

MEDICATIONS

Teachers should not dispense any kind of medication to students. Office personnel or the school nurse will administer all medication.

VISITORS

Any non-student must have permission from the administration to be on school grounds. Send all visitors to the office to sign in. If a visitor is granted permission to be here, they will have a visitor's pass issued to them from the office. If you observe a person on school grounds without proper identification, politely confront them and ask if you can help them, then escort them to the office. Let the principal or other building administrator know immediately if you have concerns about a visitor at your school.

DAILY ANNOUNCEMENTS

Information for both students and teachers is found in the daily announcements. Feel free to use the announcements for your clubs and activities. Announcements should be in the office before the start of school to be included in that day. Type or print all announcements. Please keep your announcement as short as possible. The following information needs to be included in order for the announcement to be read:

- Sponsor's signature
- Dates to be read
- Principal's approval

MEDIA / PRESS COMMUNICATION

In order to provide consistency, all media communication from the PBL school district must be processed through the principal's office or superintendent's office.

TELEPHONE

Teachers will not be called from class to take a telephone call except in case of emergency. If you are expecting an emergency call, let the office know and you will be called to the phone. If a call is not urgent, a message will be placed in the teacher's mailbox. Do not charge personal toll calls to the school.

CELL PHONE USAGE

Cell phones should not be used to conduct personal business during class time and should be shut off or on silent mode.

CARE OF BUILDING

- Teachers are responsible for keeping their shop, classrooms, or lab in good order. Good housekeeping practices in your classes will result in better student attitudes, safety, and general appearance.
- Teachers are expected to see that desks, books, chairs, and other equipment receive proper care.
- Teachers are to lock their classroom during their lunch period and when they leave after school is dismissed.
- Do not give school keys to students at any time.
- When leaving the building in the evening, after the janitors have left, be sure to turn off all lights, close all windows, and lock all doors. Before leaving double check to see that the outside doors have closed and locked.
- Do not use scotch tape on the walls and painted surfaces. Do not permit students to use scotch tape on the wall and painted surfaces.
- Do not permit students to bring food or drink into the classroom.
- Spillage of staining liquids or materials on floors, furniture, or other surfaces should be immediately reported to the custodial department.
- Reports of vandalism or writing on walls in the restrooms or outside of buildings on walks, or brickwork, any broken or cracked windows should be reported. Instant remedial action lessens further cause.

REPAIR AND MAINTENANCE

If teachers discover a needed repair or maintenance problem within their classroom, they are to come to the office and fill out a repair request form. This will need to be filed with the custodian or maintenance director for processing. Teachers discovering a needed repair or maintenance problem with their **computer** are to email Dr. Brehm to request a repair.

COPIER USAGE

Photo copier usage is for school purposes only. If the copier is in need of repair, please report it to the building secretary immediately. Personal copies are 35 cents a piece.

USE OF BUILDING

Teachers are provided keys that will allow access to the building after hours. **If you need access to the building after hours, please do not send children, relatives, or friends to school with your keys due to security and safety concerns.** When you come to the building after hours, please let the custodian if he/she is there of your presence. When leaving the building, please make sure that your lights are out, windows closed, and door is locked. Please also inform the custodian of your departure, and check to make sure the outside doors close and lock behind you.

INVENTORY

Teachers are to maintain an updated inventory of equipment for the classroom. The inventory will include a list of materials and equipment on hand, condition of the equipment, original purchase date, and estimated cost of replacement. Texts listed on the inventory should include information regarding publisher, copyright, and condition.

CHILD ABUSE REPORTING

All staff members are required by law (325 ILCS 5/4) to report suspected cases of child abuse or neglect to the Department of Children and Family Services (1-800-252-2873). As a practice, discuss students who you believe may have been abused with the building principal. Law also mandates school personnel to report to DCFS cases of student abuse by other staff members. A form is to be filed with the principal immediately after a referral is made. The referral is necessary in the event that DCFS desires to initiate a delayed parental notification.

HALL PASSES

Hall passes should be held to an absolute minimum and should be issued only when absolutely necessary. Students should be required to bring necessary books and materials to class so as to eliminate the need for returning to their locker. When it becomes necessary for a student to leave for any reason, a pass should be issued for that student only.

GUEST SPEAKERS

All guest speakers must be pre-approved by the principal before they are allowed in the classroom to speak. Guest speakers should also be linked to the school approved curriculum.

CONTINUING EDUCATION

Teachers will be reimbursed \$150 per semester hour or actual cost, whichever is less, for job-related course work as described in the contract (section 7.5 p. 22). A job-related course is defined as any course that meets any of the following qualifications:

- Any taken as a requirement in a master's degree or advanced degree in the teacher's curriculum assignment.
- Any education course
- Any course in teaching curriculum assignment of the person taking the course.
- Any course associated with the employee's extra-curricular duty assignment.
- With the Superintendent's approval, any course to qualify for a curriculum assignment or extra-duty assignment as requested by the District.

All graduate and undergraduate level course work must be approved by the Superintendent in order for it to be counted for horizontal movement on the salary schedule for reimbursement. Approval and reimbursement forms can be found on the PBL website.

OFFICIAL TRANSCRIPTS

Teachers that wish to have credit for course work taken, need to have official transcripts on file in the unit office before the start of the next following school year.

HOMEWORK

Students are expected to perform independent study activities regularly during each week. Homework may be used to help individual students with extra practice and to make-up missed lessons due to illness or other excusable reasons. In addition, homework may be beneficial as a review of materials studied, advanced preparation for material to be studied in class, and demonstration of extra effort. Homework may be assigned as part of the regular instructional program when work on a given skill has begun in class under teacher supervision but need completion at home to assure adequate practice. **Homework should never be assigned as a disciplinary action. It must be purposeful, beneficial, and appropriate to the contents of the Illinois State Learning Standards and to research-based best practices for learning.**

REPORT CARDS

Report cards will be issued every nine weeks. The Principal and Guidance Counselor will provide instructions and deadlines.

RECORD KEEPING

It is vital to keep accurate records for absences, tardies, grades, and behavior.

PUBLIC RELATIONS

The public relations representative of the school is the Principal. All information to be published in the newspaper or for other public consumption must be approved by him/her.

CONTROVERSIAL ISSUES AND AGE APPROPRIATE ISSUES

Preparing and teaching a lesson that uses materials for class instruction that might be deemed controversial in nature to the general public or preparing and teaching a lesson that uses materials that could be considered inappropriate for a particular age group must first have prior approval from the administration. This material includes, but is not limited to the following:

- Text
- Movies/Video - All movies must be approved prior to showing and must be related to content area and learning standards.
- Computers/Internet
- Guest Speakers
- Music

INTERNET ACCESS

All student and employee (users) use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research. This authorization includes examples of rules about network and Internet use. It does not attempt to state all that may be required of users, or prescribed behavior. **The failure of any user to follow the terms and conditions of Internet access will result in the loss of those privileges, and may result in disciplinary action. Misuse of computers, network, and Internet may result in legal liability of the employee, student and/or his or her parents.**

The purpose of providing Internet access in the school environment is to provide access to new means to gather information, provide research experience, and to teach responsible use of computers, network, and the Internet. To that end the District reserves the right to limit access to everyone, and to prohibit access to network resources, Internet files, information or sites which certificated employees believe are not appropriate to the educational activity assigned or permitted.

Please refer to the Acceptable Use Policy posted at <http://www.pblunit10.com/districttech.html>. This site includes terms and conditions, web publishing guidelines, e-mail etiquette, publishing expectations, and copyright and fair use guidelines.

HAZARDOUS MATERIALS / INFECTIOUS DISEASES

Asbestos Hazard Emergency Response Act

This is to inform you of the status of the asbestos management plan for the Paxton-Buckley-Loda Community Unit Schools. Law requires that all buildings be inspected once in three years by a certified inspector with visual surveillance each six months. The last three-year inspection occurred October 2003, with the last six-month surveillance August 2004.

The inspection/management plan is available for public review in the Unit Office at Pantherway, Paxton, Illinois

Training

Training for all employees will be conducted to initial assignment to tasks occupational exposure may occur. Training will follow OSHA and Illinois Department of Public Health Standards. Employees will also receive annual refresher training.

Universal Precautions

Universal Precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All human blood and certain human bodily fluids are to be treated and considered infectious regardless of the perceived status of the source or individual.

Blood Borne Pathogens

This section applies to all occupational exposure to blood or other potentially infectious material. Urine, vomit, feces, saliva, sweat, and tears are not covered unless they are visibly contaminated with blood. The district will offer Hepatitis B vaccination to all employees.

Cleaning, Repair, and Replacement

The cleaning, repair, and replacement of all personal protective equipment shall be made by the district at no cost to the employee. All disposable protective equipment is not to be washed or decontaminated for re-use.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis by appropriate personnel.

Hepatitis B Vaccinations

All faculty and staff will be offered a free Hepatitis B vaccination. Employees who decline such vaccine will sign a waiver.

Engineering and Work Practice

Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall be used. These controls shall be examined annually, or on an as needed basis to ensure their effectiveness.

Follow-Up Procedures

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up as per OSHA standards. The follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- The identification and source of the individuals involved.
- The results of the testing (if completed) will be made available to the exposed employee.
- Depending upon the incident status, the employee will have the option of having their blood collected and testing for HIV, HBV serological status
- The employee will be offered post exposure prophylaxis.
- The employee will be given appropriate counseling.

Grievance Procedure

All employees have the right to file a complaint to the Illinois Department of Public Health if they perceive a health or safety risk exists. All complaints shall be in writing and shall follow school district policy for filing of such complaint. For other grievances follow the procedures established in the teacher-district contract and with school district policy.

Handwashing

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If exposure to their skin or mucous membranes occurs, then those areas shall be washed or flushed with water as soon as possible after contact.

Infectious Disease

This section shall pertain to all staff members and students enrolled at PBL CUSD #10 School District. This includes children with chronic infectious diseases who may, but not necessarily require special education.

This includes those students who are in compliance but unprotected against any communicable disease for which the district has been notified by the health department or a physician as being threatening to the health and/or welfare of the student or employee.

To determine the risk to the school community, each afflicted person will be individually evaluated. The school will work with the individual, family, family physician, health officials, necessary school personnel and school attorney to determine the most appropriate placement program or assignment for the afflicted individual.

All children will be guaranteed a free education. However this may or may not be in the regular class setting. If it is determined to be in the best interest of the student, homebound instruction or another method of instruction may be provided. Also it may be necessary to change the assignment of the school employee.

Knowledge about students and/or staff having infectious diseases shall be confined to persons with a direct need to know. Any school personnel informed of the identity of those individuals having an infectious disease shall be informed of the legal requirements for the information to remain confidential.

If the decision as to the placement of the individual with infectious disease is to be challenged, it must be done in writing to the Superintendent of Schools. Individuals, parents, guardians, or students involved have the right to challenge the placement.

The Superintendent shall respond within five working days to the complaint to establish a hearing. The hearing shall be made as soon as possible, within 30 working days. After the hearing, the Superintendent shall within 10 working days, notify the complainant as to the decision.

The Board of Education shall serve as the hearing officer. Nothing in this section restricts the Board from employing an impartial individual or a committee to advise them concerning this matter. The decision of the Board of Education shall be considered final.

The Board reserves the right to limit the number of hearings per individual case. If more than one individual requests a hearing, nothing shall limit the Board to have one hearing represent several individuals. After the hearing, the school district shall have 10 working days to implement the program of assignment to the student or employee.

Laundry

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags and washed in the janitors' work area. Contaminated laundry that cannot be cleaned will be placed in proper containers and stored or disposed of according to the rules and regulations of the State of Illinois.

Needles and Sharps

Contaminated needles and other sharp objects will not be bent, recapped, removed, sheared, or purposely broken. Contaminated sharps are to be placed in the appropriate container.

In work areas where there is a chance of exposure to blood or other potentially infectious materials. Employees are not to eat, drink, apply cosmetics, or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets or on counter tops where blood or other potentially infectious materials are present.

Specimens of blood (used in cleanup) or other potentially infectious materials will be placed in a leak proof container which will be labeled and coded according to standards for shipping or storage.

Personal Protective Equipment

The district shall provide and ensure that personal protective equipment, for all appropriate employees, is readily available when there is occupational exposure. There will be no cost to the employee for said equipment. Personal protective equipment shall be but not limited to gloves, gowns, laboratory coats, face shields or masks, and eye protection, and mouth pieces, resuscitation bags, pocket masks, or other ventilation devices.

The appropriate personal protective equipment shall be worn at all times unless according to the employee's professional judgment its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. These incidences shall be investigated to determine if changes should be instituted to prevent such future occurrences.

Record Keeping

When an exposure incident occurs, it will be reported to the school nurse who will complete the exposure report and send a copy to the central office. If the nurse is not available, the report will be completed by a school administrator. All records required by OSHA and the Illinois Department of Public Health will be maintained and/or filed.

AUTOMATED EXTERNAL DIFIBRILLATOR (AED)

Each school building in the PBL district is equipped with an automated external defibrillator or AED. An AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm. PBL offers yearly AED and CPR training for interested staff members. Please contact your building administrator for training details and to locate the AED in your building.

INTEGRATED PEST MANAGEMENT

The Paxton-Buckley-Loda School District believe the best way to control pest infestations is through the use of an Integrated Pest Management plan (IPM). The District understands that an effective IMP plan in schools involves the cooperation of school staff and pest control personnel to combine preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with preference for products that are less harmful to human health and the environment. PBL School District or hired contractors will keep records of all past pest control measures, pesticides used, and amounts and locations of treatments. These records shall be made available to staff and the general public during normal school operating hours. The PBL School District is establishing a registry of people who wish to be notified prior to each unscheduled pesticide application. The regular schedule is the first Thursday of each month. Please refer to School Board Policy Nos. 4:160 and 4:160-AP for more information regarding the PBL IPM plan or contact the Unit Office for a copy of the IPM plan.

SEXUAL HARASSMENT

The School District shall provide employees an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law. District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offense working environment. Sexual harassment prohibited by this policy includes verbal and physical contact. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowing false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to Nondiscrimination Coordinator and/or use the Board policy 2:260 *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Non-discrimination Coordinator and Complaint Managers.

Non-Discrimination Coordinator

Cliff McClure
Pantherway – Unit Office
Paxton, IL 60957
217-379-3314

Complaint Managers

Trent Eshleman
Clara Peterson Grade School
580 E. Franklin, Paxton IL, 60957
217-379-3314

Janice Crank
PBL High School
Pantherway – H.S., Paxton IL, 60957
217-379-4331