

Employee Handbook



2018-2019

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 focus for the 2018-2019 school year will be “reaching new heights together”! You all worked very, very hard last year and made some significant changes in not only “what” you teach but “how” you teach, by using engagement strategies and thinking maps.

We will continue our “climb” towards helping our students reach new heights, by providing support and challenging their thinking.

I hope you all had an opportunity to get some much needed rest and relaxation over the summer and are ready to hit the ground running!

As we begin the new year, I want to thank each and every one of you for your efforts, devotion and passion for your work with children. You are awesome!

Have 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 2017-2018

District 46 will maximize the academic achievement of our diverse student population and provide a safe environment that fosters the social and emotional well-being of ALL students.

District 46 will analyze its organizational capacity and increase efficiency by assessing current and future curriculum and resources.

District 46 will support and foster a climate of collaboration and effective communication with all community stakeholders.

CCSD 46 Board of Education Members:

President	Steven Strack	Term Ends April 2021
Vice President	Jim Weidman	Term Ends April 2021
Secretary	Stephen Mack	Term Ends April 2021
Member	Jason Lacroix	Term Ends April 2021
Member	Tom Meskel	Term Ends April 2019
Member	Kristy Braden	Term Ends April 2019
Member	Kathleen Parkinson	Term Ends April 2019

Board Meeting Calendar for 2018-2019

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
Chief School Business Official:	John Herrin
Assistant Superintendent of Teaching, Learning & Assessment:	Paul Louis
Teaching, Learning, Assessment & RTI Coordinator:	Amanda Woodruff
Director of Pupil Services:	Heather Lorenzo
Assistant Director of Pupil Services:	Wendy Chiswick
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.

School	Address	Phone Number	Fax Number
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>

CCSD 46 Diversity Committee Beliefs

Preamble

We, the families, students, teachers, administrators and staff of Community Consolidated School District 46, believe in the fundamental and inherent equality, dignity, and value of all who study, participate, and work in our school community. We believe, that we, the above listed stakeholders, have a collective responsibility to create a positive, inclusive, and equitable learning environment. We acknowledge the uniqueness of each individual, and are committed to understanding personal, cultural, and historical aspects of identity and how these contribute to and enrich our community. We believe in the freedom of speech and encourage the expression of diverse opinions and ideas. We reject words and actions of hate, intolerance, fear, and disrespect. We affirm that our district and our schools are safe places for learning, sharing, relationship building, and growth.

Supporting Beliefs, Values, and Guiding Principles

- 1) We reject hate, discrimination, and intolerance in all its forms.
- 2) We support academic excellence for all, and recognize our diverse community and the contributions that all make to successful learning.
- 3) We seek to build strategies and solutions to combat and eliminate all forms of discrimination in our school community.
- 4) We value, as teachers, administrators, Board members, staff and volunteers our role in modeling culturally responsive and socially responsible practices for all students.
- 5) We encourage curiosity and inquiry in order to learn from diverse life experiences.
- 6) We support all of our students, and we provide safe environments for them to express ideas and concerns.

Diversity Committee approved May 3, 2017

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, 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 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. Families will be allowed to bring lunch for their child only, due to allergies.

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. **No flip flops or shorts** (see picture above) will be allowed. It is expected that staff will follow the guidelines of the Student Handbook regarding dress. Please refer to the Student Handbook, pg. 22.

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 \$2200 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:

$$(Appropriate\ yearly\ amount)/total\ professional\ growth\ dollar\ claims = \underline{\hspace{1cm}} \%$$

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 \$1,614 per PSRP per year for Master Degree or higher degree coursework; up to \$807 for Baccalaureate Degree coursework and/or, with the approval of the Superintendent or designee, certification programs coursework and; up to \$403.50 for Associate Degree.

The Board will reimburse the cost of course tuition, per year, including all required textbook fees, up to \$824 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 \$15,450 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:

$$(Appropriate\ dollar\ amount)/total\ professional\ growth\ dollar\ claims = \underline{\hspace{1cm}} \%$$

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.

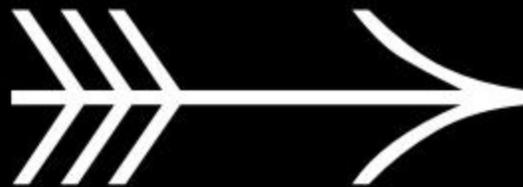
Pupil Personnel Services Department

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 will be sent out.

**ONE
DISTRICT**



**ONE
DIRECTION**