

# Faculty/Staff Handbook

## 2020-2021



***Home of the Warriors!***

Phoebe A. Hearst Magnet School  
4640 S. Lamon Avenue  
Chicago, Illinois 60638  
773-535-2376  
[www.hearst.cps.edu](http://www.hearst.cps.edu)

**Mrs. Teresa Chrobak-Prince, Principal**



## **IMPORTANT - PLEASE READ DISCLAIMER**

*The school employee handbook is not a contract of employment or a collective bargaining agreement and should not be treated as one. Unlike a contract or a collective bargaining agreement, an employee handbook may be changed at any time and is not enforceable like a contract or collective bargaining agreement is. Employee rights are contained in collective bargaining agreements or in rules and policies adopted by the Chicago Board of Education. No rights are created for employees in the school employee handbook.*

*"DISCLAIMER OF RESPONSIBILITY Chicago Public Schools is not responsible for the loss or theft of any personal items brought to school by employees. Employees are encouraged to leave valuable personal items at home. Those items may include, but are not limited to, personal vehicles, cell phones, laptops and other electronics, jewelry, and other personal items."*

Employees can consult their applicable collective bargaining agreements at <http://cps.edu/Pages/CollectiveBargaining.aspx>, Board rules at <http://www.cpsboe.org/rules> and Board Policies at <http://policy.cps.edu/>.

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## **WELCOME HEARST WARRIORS**

Dear Hearst Employee,

Welcome or welcome back to Hearst! The school administration is looking forward to a successful school year for our students, staff and teachers.

In order to help things run smoothly, we have updated the Hearst School Staff Handbook, which has information about the school and its operations, policies and procedures. It also includes information about Board policies and rules. Please make good use of it.

The school administration is here to help you educate our students. We welcome your participation and feedback. Please do not hesitate to email us or set an appointment to see any member of the administrative team.

Best wishes,

Teresa Chrobak-Prince  
Principal  
[thchrobak-prince@cps.edu](mailto:thchrobak-prince@cps.edu)

Kristin Blathras  
Assistant Principal  
[Kblathras@cps.edu](mailto:Kblathras@cps.edu)

## MISSION AND VISION

### Chicago Public Schools



**FIVE-YEAR VISION**  
2019-2024

At Chicago Public Schools, our mission is to provide a high quality public education for every child, in every neighborhood, that prepares each for success in college, career and civic life. To fulfill our mission, we make these three commitments to our students, their families and to all Chicagoans: academic progress, financial stability, and integrity. To review CPS' mission, click the following link: [http://www.cps.edu/About\\_CPS/vision/Pages/vision.aspx](http://www.cps.edu/About_CPS/vision/Pages/vision.aspx).

### Phoebe A. Hearst Elementary

#### **Mission:**

The Hearst community will develop their capacities through rigorous **Learning** activities devoted to academic and professional growth. Through **Collaborative** efforts we will set a course for college and career preparedness **Resulting** in the achievement of our goals.

#### **Vision:**

Hearst students will become lifelong learners, critical thinkers, and responsible leaders of a global society.

## Chapter 1 - Operations

### SCHOOL ORGANIZATION

#### SCHOOL ADMINISTRATIVE TEAM

Hearst’s administrative team is here to support you in providing our students the very best instruction in a clean, safe and inviting environment. The administrative team members are:

- Teresa Chrobak-Prince, Principal
- Kristin Blathras , Assistant Principal
- Samantha Pentz, Counselor
- Terrance Bentley, Dean of Students
- Stacy Czub,Case Manager
- Felix Mejia, Clerk
- Theresa Brooks, Lead Security Officer
- Anthony Tado, Engineer
- Quincy Attah, Lunchroom Manager

Do not hesitate to tell us what you need and how we can help you.

#### DEPARTMENT AND GRADE BAND TEAMS

To foster teacher collaboration, teachers meet in the following grade level or department teams. Principal Directed Meetings will take place on Wednesdays. Outside of PDP, teacher teams are expected to meet for planning and preparation to support student learning.

<b>9:00-10:00</b>	Upper Middle: Sixth, Seventh Grade & Eighth Grade <ul style="list-style-type: none"> <li>● Jennifer Harris, Jennifer Krzak, Sherry Loftin, Michael Sacharski</li> </ul>
<b>10:00-11:00</b>	Lower Middle: Fourth Grade, Fifth Grade, and Sixth Grade <ul style="list-style-type: none"> <li>● Samantha Lizak, Courtney Tyler, Brooke Pelachyk, Donna Hardnett, Susan O’Neill</li> </ul>
<b>11:00-12:00</b>	Ancillary Team : (Art, PE, Library, Technology) <ul style="list-style-type: none"> <li>● John Rivera, Cecilia Park, Danielle Erickson, Kristina Welchko, Samantha Pentz</li> </ul>
<b>12:00-1:00</b>	Early Childhood <ul style="list-style-type: none"> <li>● Laura Figueroa, Alicia Gonzale, Matilde Romero, Hannah Ferguson</li> </ul>

<b>1:45-2:45</b>	Primary II: Second Grade & Third Grade <ul style="list-style-type: none"> <li>• Elisa Lopez, Sherry Stephens, Luba Chernov, Edward Herbeck</li> </ul>
<b>2:45-3:45</b>	Primary I: Kindergarten & First Grade <ul style="list-style-type: none"> <li>• Lleni Margil, Kiah Nolan, Amanda Frohne, Sidney Reed</li> </ul>

\*Special education teachers meet with the team that matches the majority of their students; in upper grades special education teachers meet with the Language Arts/Social Science Team.

\*\*Counselor will meet with the upper grades

## SCHOOL COMMITTEES

Successful schools have teams that work together to educate students in which staff can make their voices heard. We encourage you to communicate with members of the various school committees to make your suggestions and needs known.

- **The Professional Personnel Leadership Committee (PPLC)**, which helps guide professional development and advises on curricular issues. The PPLC is elected from among licensed educators shortly after the start of the school year. Information regarding its creation and operation can be found at [http://www.cps.edu/EmployeeEngagement/Documents/PPLC\\_Guidelines.pdf](http://www.cps.edu/EmployeeEngagement/Documents/PPLC_Guidelines.pdf).
- **The Professional Problems Committee (PPC)** is a CTU committee elected by school CTU members or appointed by the CTU delegate. It works with the school principal to solve problems at the school identified by the staff or the school administration.
- **The Continuous Work Improvement Plan (CIWP) Team** is a group of school staff members, including the principal, who develops and monitors the school's plan for continuous improvement. A new plan is developed biennially in even-numbered years.
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## THE LOCAL SCHOOL COUNCIL

Hearst's 12 member local school council is responsible for approving the school's budget, certain local policies and principal selection and evaluation. Our local school council members are:

Teresa Chrobak-Prince	Principal	Vacant	Parent Member 6
Lizette Chacon	Parent Member 1	Vacant	Community Member 1
Elvia Bustamante	Parent Member 2	Vacant	Community Member 2
Rosa Alanis	Parent Member 3	Susan O'Neill	Teacher Member 1
Vacant	Parent Member 4	Sherry Stephens	Teacher Member 2



Vacant	Parent Member 5	Gloria Higgins	Support Staff Member 1
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## THE NETWORK

Hearst is part of Network 10, one of 17 geographical networks throughout the City. Our Network Chief is Alfonso Carmona. The network offices are located at 11424 S Western Ave, Chicago, IL 60643. Our network office and staff supports us by providing content coaching and other supports throughout the school year.

## ACADEMIC CALENDAR

The Board's academic calendar can be found at <https://cps.edu/SiteCollectionDocuments>.



Dr. Janice K. Jackson  
Chief Executive Officer

### 2019-2020 CPS CALENDAR ELEMENTARY AND HIGH SCHOOLS

AUGUST					NOVEMBER					FEBRUARY					MAY				
			1	2					1	3	4	5	6	7					1
5	6	7	8	9	4	5	6	7Q	8#	10	11	12	13	14	4	5	6	7	8
12	13	14	15	16	11*	12	13ESPT	14HSPT	15	17*	18	19	20	21	11	12	13	14	15
19	20	21▲	22	23	18	19	20	21	22	24	25	26	27	28	18	19	20	21	22
26*	27+	28+	29+	30+	25	26	(27)	28*	29*						25*	26	27	28	29

SEPTEMBER					DECEMBER					MARCH					JUNE				
2*	3	4	5	6	2	3	4	5	6	2	3	4	5	6	1	2	3	4	5
9	10	11	12	13	9	10	11	12	13	9	10	11	12	13	8	9	10	11	12
16	17	18	19	20	16	17	18	19	20	16	17	18	19	20	15	16Q	17#	18*	19e
23	24	25	26	27	/23/	/24/	/25/	/26/	/27/	23	24	25	26	27	22e	23e	24e	25e	26
30					(30)	(31)				30	31				29	30			

OCTOBER					JANUARY					APRIL					JULY				
	1	2	3	4			(1)	(2)	(3)			1	2	3			1	2	3
7	8	9	10	11	6	7	8	9	10	/6/	/7/	/8/	/9/	/10/	6	7	8	9	10
14*	15	16	17	18	13	14	15	16	17	13	14	15	16Q	17#	13	14	15	16	17
21	22	23	24	25	20*	21	22	23	24	20	21	22ESPT	23HSPT	24	20	21	22	23	24
28	29	30	31		27	28	29	30Q	31#	27	28	29	30		27	28	29	30	31

## BELL SCHEDULE/STAFF & SCHOOL HOURS

**DAILY SCHEDULE 8:45AM - 3:45PM**

7:30AM - 3:15PM Mr. Felix

8:30AM - 4:15PM SECAs

8:30AM- 4:00PM Dean of Students  
8:00AM - 4:30PM Security  
8:45AM - Teachers/Students Instruction begins  
8:45AM - 3:45PM Instructional Day  
8:45AM - Receive students  
8:50AM - Universal Breakfast  
8:52AM - Tardy Bell  
3:40PM - Dismiss bus students  
3:45PM - Students exit the building

The school building is open at 7:30 a.m. during the school year; engineers and custodians may be present earlier than that. The building generally closes at 4:30 pm except on evenings when there are special school events or after school scheduled.

The teacher and student day starts at 8:45 and ends at 3:45. Teachers must be ready to receive students at 8:45.

Student lunches/recesses are in 45-minute increments beginning at 11:00 and ending at 1:15. Teacher lunches are scheduled during the same period.

Specials classes and teacher preparation periods are scheduled in 60 minute blocks throughout the school day.

Students are dismissed and after-school programming begins at 4:00.

Teachers will be provided individual schedules at the start of the school year.

PSRP/ESP are scheduled to work 8:30 am. to 4:15 p.m.. PSRP/ESPs will be provided individual schedules at the beginning of the school year.

## **ARRIVAL PROCEDURES**

Hearst Elementary School doors open for children at 8:45 a.m. each morning. Staff members on duty must be at duty post at 8:30 actively watching children near the playlot and Door 5. At 8:40, a whistle/bell will signal students to line up behind the assigned classroom number. Classroom teachers will pick up their students stationed along the assigned classroom number no later than 8:45 a.m.. The tardy bell will ring at 8:52 am.

### **TARDY**

All students should be in their classrooms by 8:45 a.m. The tardy bell will ring at 8:52 a.m.

Students entering the building during or after the tardy bell, must report to the security desk for a tardy slip. **Students entering your classroom after the tardy bell, must hand you a tardy slip. Students are to be marked tardy in ASPEN.**

## **REPORTING DAILY ATTENDANCE**

Daily attendance must be entered in ASPEN by 9:00am by the Homeroom teacher.

## **BREAKFAST**

Breakfast begins at 8:45 a.m. and ends at 9:00 a.m. At Hearst, we use the “Grab-n-Go” breakfast model. Teachers will walk their students through the breakfast line after entering the building and before going to their classrooms. Please teach students responsibility by making sure they take all breakfast items when they walk through the line. Students are not allowed to return to the breakfast service table for any reason. If students arrive after the breakfast service tables are taken down, they will not have an opportunity to get breakfast.

## **DAILY MORNING OPENING ACTIVITIES**

1. Students are to be picked up from the designated location on time so that breakfast can begin by 8:50 am Breakfast will be in the classrooms.
2. Students are to immediately remove all outerwear and materials from their book bags and store them in the lockers according to teachers’ procedures.
3. If it is observed that a student has candy, gum or food, outside of food for lunch, immediately confiscate it.
4. Morning Exercise -Teachers must be in their classrooms leading and directing students during the morning exercises; no other activity should be occurring.

Teachers and students should stand and do the following:

1. Pledge of Allegiance
2. Listen to Morning Announcements
3. Mindful Minutes
4. Proceed to carry out well organized, established classroom routines

## **RECESS/LUNCH**

Teachers will walk their students to recess at Door #5. After lunch, teachers will walk down to the lunch room and pick up their students. Please be on time!

Recess and Lunch monitors are NOT responsible for pick-up of students or walking them back to class. In cases of Indoor Recess, monitors will report to classrooms and escort students to the lunchroom.

## **DISMISSAL PROCEDURES**

The instructional day at Hearst Elementary School ends at 3:45 p.m., following afternoon announcements. **ALL TEACHERS ARE RESPONSIBLE FOR THE DISMISSAL OF THEIR STUDENTS.** All teachers will walk their perspective classrooms out the assigned exit door. The safe and orderly dismissal of the children is a priority at our school. Primary teachers will wait with their students until all students have been picked up by a family member. Assigned staff will escort any remaining students to main office where student will wait for approved guardian to pick them up from school. Students responsible for picking up younger siblings will pick up their sibling next to room 107. Any before or after school activity must have prior approval from the principal. Parental approval is also needed for before and after school activities.

Please complete [THIS](#) Google Doc if your student has an older sibling responsible for picking them up after school.

## **BUILDING SECURITY**

The school building hours are **7:30 a.m. to 5:00 p.m.** For the safety of all staff members, no employee should be in the building without permission from the principal. No staff should be in the building before the arrival of security. **Security staff is on duty starting at 8:00 each day.** Any exceptions to this time are to be approved by the principal. The building will close at 4:30 p.m. on Fridays. In addition, the building will be open late for after school programs. Teachers are welcomed to stay during those hours. However, teachers **MUST SWIPE OUT** by 5:00 p.m. and sign in on the extended hours log. Remember to indicate the purpose for your stay. Staff who arrive before 8:00 am will be required to sign-in the extended hours log. The building Engineer will be responsible for making sure that all classrooms and common areas are unlocked upon his arrival in the morning. If the Engineer is absent, the morning custodian will assume this responsibility. Classroom keys are the property of Chicago Public Schools. Staff is prohibited from taking keys home. Keys will be available each morning by 7:30am. The Clerk will be responsible for making staff keys available.

The school building opens to students at 8:45. Students must be in their classes and ready to begin their day at 8:45. If a teacher schedules a meeting or tutoring before school with a student, the student should have a pass and tutoring or meeting with parents must be approved by administration. A student should not enter the building before 8:45 without a pass.

The school building closes at 4:30. No school activities will take place after 5:30. All visitors, including parents, must obtain a pass in the main office. If you see a visitor without a pass, immediately redirect him/her to the main-office.

### **LOCK ROOMS**

All rooms should be locked when not in use. At the end of the day, the rooms should again be locked and the classroom keys should be hung on the key rack located in the main office.

**DO NOT TAKE KEYS HOME.**

### **ROOM KEYS**

At the end of each school day, the keys to the classrooms are to be hung on the rack in the main office. Please do not take them home. We must provide the substitute teachers with room keys and bathroom keys. The school clerk will issue teachers keys at the beginning of each year. Keys will be collected on the last day of school. If a room key is lost, teachers must notify the administration and the engineer. Teachers will pay the appropriate cost to replace the lost key.

## **EMERGENCY LESSON PLANS & SUBSTITUTE FOLDERS**

### **Emergency Lesson Plans**

Sample Emergency Plan [HERE](#).

**Emergency Lesson plan packets for 3 days are due in the office by September 6, 2019. Once a packet has been used, it must be replaced immediately after the teacher returns to work.** Emergency plans are stored in the Main Office.

Emergency lesson plans are meant to ensure the efficient continuation of the classroom routine by the substitute teacher when the classroom teacher is absent and does not have prepared substitute plans. These plans are for use in the event the regular lesson plan book is not available.

It is the responsibility of all teachers to maintain emergency substitute plans for substitute teachers.

When preparing emergency lesson plans, do not make them a conglomerate of worksheets. Include activities that review, reinforce, or provide practice on material that students have mastered. Include activities in which the substitute can interact with students:

1. Plans should provide practice, review and the extension of skills you have already introduced in the various curriculum areas: Literacy, Social Studies, Science, Math
2. Outline games, activities, or projects that students might be involved in and which would support the achievement of overall goals for that class
3. Please incorporate board work and textbook assignments
4. Include homework assignments to be given

## **Planned Absences**

Emergency plans are for emergencies and should not be used if you plan to be absent. When you plan to be absent, you should leave instructions, along with your lesson plans and work to continue the instruction taking place prior to your being out. These plans should be placed in a visible location on your desk or table.

## **Substitute Folders (Contained within your emergency lesson plan folder)**

Each substitute folder should include:

1. Updated class list
2. Updated seating chart
3. Schedule of the classroom routines and procedures
4. Time distribution sheet
5. Plans for each subject
6. Instructions regarding instructional groups
7. List of students being pulled out for special programs, and identification of any student with special medical or dietary needs (food allergies).

After each absence, check the folder carefully to see that all assignments have been collected and that all necessary papers are accounted for, i. e. class rosters, unused lesson plans, etc. Substitute folders will be regularly checked by administration to ensure that students in classrooms where the teacher is absent receive high quality, authentic instruction that is tied to standards.

**Deviation from these expectations may result in appropriate employee discipline.**

## **HALL PASSES**

All teachers will receive universal “Bathroom” and “Office” passes that must be used by students when in the hallways. Students should not be issued passes during the first or last 10 minutes of class. Students may not leave the lunchroom to meet with teachers unless they have obtained a

pass in advance from their teacher. If your student needs a pass for a reason other than the bathroom or office, a written note, on Hearst pass form should be used. Students tardy to first period will be sent directly to class and will not be allowed to go to their lockers.

**If a student abuses hall pass privileges, teachers should make a note in Student Logger. Teachers should not send agitated students to any office in the building unescorted, even with a pass. They are to be accompanied by a security guard or other staff member.**

**IMPORTANT NOTE: Teachers may not send students to their lockers during a class period to retrieve materials.** Teachers should keep extra copies of textbooks and materials on hand to provide to students who have forgotten theirs. If the student has forgotten an assignment, teacher classroom policies for late or missing work apply.

## **BATHROOM PRIVILEGES**

Teachers should schedule two (2) toilet/water fountain breaks in which the teacher takes the entire class to the washroom and actively supervises the students. Students should only be sent out of the classroom in the event of an emergency. In the event of an emergency, keep a log of who leaves your classroom, what time they left and what time they return. **Never send a student alone to the washroom.** A classmate must accompany a student during **unexpected, occasional, and rare emergencies**. Encourage students to use the bathrooms only at these designated times. However, be mindful that occasionally, there are emergencies! Use good judgment in deciding when to allow students to use the restrooms.

## **Fire/Emergency Procedures**

Teachers should immediately familiarize themselves with the procedures for fire and disaster drills. This includes knowing the exits to be used in the event of a fire (drill) and the classroom assigned location for disaster drills. **The Fire and Disaster Drills must be posted near the classroom exit door.** **Teachers must always take their attendance roster with them during a fire or disaster drill and should turn off their lights and close their classroom doors.** Teachers MUST report any missing students to the Main Office immediately. These directives must be displayed in a prominent and visible location near the classroom door at all times. **Teachers should review the procedures with students at the beginning of the year and then as needed.** A GREEN binder/ folder will be used in every classroom to keep rosters, sitting charts, procedures and additional information pertaining to emergency procedures.

## **Nurse**

All students sent to the nurse are to be sent with a Nurse Referral Form. Please do not send students to the nurse for band-aids, aspirin, Tylenol or minor aches and pains. Students are not to be out of your classroom (with the nurse) for more than 20 minutes. Teachers who send students to the nurse MUST follow up with a phone call home to advise parents of the child's "illness or injuries". All teachers who send students to the nurse are to keep a log. This log is to be turned in to the office at the end of each week.

## **SUPERVISION OF STUDENTS**

Students must be supervised at all times. Never leave your classroom unsupervised. A teacher should ask another teacher or an ESP to temporarily cover his/her class during an emergency.

## **SUPERVISION OF STUDENTS / VISITORS IN HALLWAYS**

All teachers and all staff members are to help supervise students during passing times. Teachers are to stand in front of their respective classrooms; a welcome and a smile can make a difference for the rest of the day! Homeroom teachers and non-homeroom teachers should actively supervise students as they go from the cafeteria to their home rooms in the morning after breakfast, as they travel from room-to-room during the day, and as they are dismissed at the end of the day. Homeroom teachers are to escort their homerooms to the exit doors at the end of the day. Please ensure that there is order during these times. There should be no running in the halls. When the homeroom teacher is escorting the students from one location to the next, they are to ensure that the class remains as a group and that this process is quiet and orderly. Establish these routines on the first day of school. Students should know how far to walk before having to stop to allow the students behind them to catch up. Teachers must escort the students to the cafeteria for lunch and to all specials' classes and to the exit doors on the ground floor at dismissal times. **The school day ends at 3:45. Please do not line up by the Kronos machine before 3:45 p.m.**

## **IDENTIFICATION CARDS**

**All staff members must wear an ID card at all times.** Every staff member within the walls of Hearst School should wear an ID as a critical measure to ensure the safety of staff and students.

## **INTERCOM - ALL CALLS**

The intercom will only be used to communicate emergencies and special announcements. Administrative pre-approval is necessary to interrupt class time to make announcements. If an intercom announcement is desired during the daily announcements, please email Ms. Chrobak. Announcements are made during morning and afternoon announcements only. No announcements will be made throughout the school day.

## **MAIL-USPS/GSR**

The school mail system provides postage-free mail to Central Office and all Chicago Public Schools. You must include Hearst and GSR #44 as a return address. Find the mail run number of the addressee in the online [School Directory](#). The school mail system is limited to transmitting printed material that pertains to the day-to-day operations of the schools, such as official reports, bulletins, requisitions, and school correspondence. The school mail system must not be used to transmit printed material unrelated to school operations, such as announcements for a professional organization, social events, or commercial advertising.

## **REIMBURSEMENT AND PURCHASING**

**Each teacher is eligible to receive reimbursement up to \$250.00 for purchasing instructional materials.** A school tax-exempt form, available in the main office, must be taken to the store where the goods are purchased. Sales tax is not reimbursable. All reimbursement

requests must be submitted and entered into the designated financial system **within 60 calendar days of purchase/return or within the current fiscal year, whichever ends earlier**; exceptions will not be made. Reimbursements submitted and entered after 60 calendar days from purchase/return or after the current fiscal year, whichever ends earlier, will be rejected from the system and will not be reimbursed.

**The reimbursement form is available at:**

[http://clerks.cps.edu/Finance/Forms/Reimbursement\\_Form.pdf](http://clerks.cps.edu/Finance/Forms/Reimbursement_Form.pdf).

The travel reimbursement form is available at:

[http://clerks.cps.edu/Finance/Forms/Travel\\_Reimbursement\\_Form.pdf](http://clerks.cps.edu/Finance/Forms/Travel_Reimbursement_Form.pdf)

**For other school purchases, you must receive approval in advance before purchasing items for the school if you are going to seek reimbursement.** Please note that money collected by staff from students/parents may not purchase goods/resources directly. Money collected must first be deposited. After deposit, a check will be prepared for purchase of needed materials, resources, or supplies.

If you run a program that has a budget or you have been authorized to create a requisition for a vendor, (ex. AP grant purchases from a certain textbook publisher) the form can be found here: [http://clerks.cps.edu/Finance/Forms/Requisition\\_Worksheet.pdf](http://clerks.cps.edu/Finance/Forms/Requisition_Worksheet.pdf).

If you are requesting a check from the school checking account (Ex. Sports Officials, checks from funds that were raised) the form can be found here: [http://clerks.cps.edu/Finance/Forms/School\\_Expenditure\\_Req\\_Order.pdf](http://clerks.cps.edu/Finance/Forms/School_Expenditure_Req_Order.pdf).

## **PURCHASING PROCEDURES**

1. Teachers must maintain a payor's list for all student fees collected on a daily basis and must turn in all money collected to the office by the end of the school day.
2. Do not send money to the office with students. Any teacher who keeps money overnight will be formally disciplined according the Chicago Board of Education's employee discipline code.
3. No money is to be left on a desk or in a room. Instruct students never to leave money in desks or lockers. Issue individual receipts for any and all monies collected.
4. No teacher, organization, or activity is to make purchases without authorization by the principal.
5. Teacher is responsible for any money received until they submit the money and receipts to the school treasurer

Receipts for reimbursement must include **ONLY** school items. No personal items may be on the same receipt as items for reimbursement. Pre-approval must be received before purchasing items for reimbursement.

## **SAFETY AND BUILDING MAINTENANCE**

### **Safety Emergencies, Serious Incidents, and Criminal Activity**

**Immediately notify administration of all safety emergencies, serious incidents, suspicions of physical abuse, sexual abuse or grooming behaviors, and criminal activity.**

Examples include:



- Serious threats to school, students, or staff
- Serious injury to a student or staff member
- Incidents involving large numbers of students
- School lockdowns
- **Any** incident involving weapons or dangerous items found on a person or on school grounds
- Incidents in the vicinity of the school that affect school safety
- Theft or property-related damage
- Criminal-related behavior
- Grooming: behavior an adult uses to build an emotional connection with children to gain their trust and break down their inhibitions for the purpose of sexual abuse. An adult may be “grooming” a child or engaging in inappropriately intimate behavior with a child when the adult creates isolated, one-on-one interactions with a child (e.g., transporting a child without the written authorization of the principal and the parent, texting or direct messaging); gives gifts to a particular child (e.g., money, clothing); crosses physical boundaries (e.g., touching, giving prolonged frontal hugs, or making the child sit on the adult’s lap). Refer to the handouts distributed at the mandatory training. That Important information on appropriate boundaries between students and staff can also be found [here](#).

Immediately contact 911 for emergencies, serious incidents, and criminal activity. Also notify administration and contact the Student Safety Center (773-553-3335). For emergencies or serious incidents that occur during late night hours, on weekends or holidays, the Student Safety Center should still be contacted, as it is open 24 hours a day, 7 days a week.

All emergencies, serious incidents, and criminal activity must be reported in the VERIFY Incident Reporting system. Information regarding VERIFY can be found at [http://impact.cps.edu/downloads/IMPACT\\_Verify\\_FAQ.pdf](http://impact.cps.edu/downloads/IMPACT_Verify_FAQ.pdf).

## **Imminent Threat or Escalating Conflict Towards School**

Immediately notify administration of any threat or imminent threat to the school.

Examples include:

- A student reports that a classmate has a weapon
- Social media posts of a student threatening to use a weapon at school
- School office receives an anonymous call that there is a bomb in the school
- Social media post of a student making a threat to the school (future)
- Social media post of a student displaying a gun or showing indications of negative/gang activity (e.g., hand signs, colors, verbiage, narcotics)
- Social media post of escalating conflict between two students
- Conflict involving students (including, but not limited to, gang-related concerns)
- Conflict involving adults (including parents and community members)
- When additional intervention supports are required

In such cases, the school’s Network Chief and the Student Safety Center (773-553-3335) must be contacted. Such threats must also be put into VERIFY.

In cases of suspected bullying between students, please refer to the Board's Anti-Bullying Policy, which can be found at <https://policy.cps.edu/download.aspx?ID=264>.

## **CHILD ABUSE**

Illinois law requires all school staff to report any reasonable suspicion they have that a child has been abused or neglected to the Illinois Department of Children and Family Services Hotline, so that the agency can take steps to protect the child. The CPS policy on reporting child abuse or neglect can be found at <http://policy.cps.edu/download.aspx?ID=156>. That policy requires all employees to take this mandated reporter training every year, so they can identify the signs of child abuse and neglect:

(<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action;jsessionid=AEE3C703831C1A432B7F23C6377F1A8F>)

If you suspect that a child has been neglected or abused at home, by any school employee, or by anyone who works at a school or with students, call the Hotline at 1-800-25-ABUSE/1-800-252-2873. If you are unsure whether a particular circumstance requires you to report, you must consult with a member of the administration or call the Law Department (3-1700).

Your legal responsibility as a mandated reporter is not fulfilled by reporting your suspicion to another staff member, such as the case manager. It is your individual responsibility to make the Hotline call. If you fail to report your reasonable suspicion of child abuse or neglect, you can be disciplined by the Chicago Board of Education, and the Illinois State Board of Education can suspend your educator's license.

Under CPS policy, you are also required to notify your principal or network chief of your Hotline call, so that appropriate social and emotional support can be provided to the student. Administrators who discourage you from calling the Hotline or ask you to change your report are subject to discipline. Report any supervisor who attempts to interfere with your reporting to the Law Department at 3-1700.

### **CORPORAL PUNISHMENT PROHIBITED**

CPS Board rules state: No employee of the Board of Education may inflict corporal punishment of any kind upon persons attending the public schools of the City of Chicago. (Amended 04-07-82) Accordingly, students are not to be placed in the hallway as punishment, in a corner facing the wall, or in a closet. Students are not to be physically punished. An entire class cannot be punished for the infraction of a few students. Alternative discipline measures must be meaningful. Repetitive writing assignments are not meaningful and are not to be used as a consequence for misbehavior.

## **STUDENT DISCIPLINE**

### **[Student Code of Conduct \(SCC Groups 1 through 6\)](#)**

Student misconduct must be reported in VERIFY, consistent with the Board's Student Code of Conduct. The Student Code of Conduct can be found at <http://policy.cps.edu/download.aspx?ID=263>.

## Student Logger Incident Management System

Student Logger is a simple, centralized, communication tool available in FOCUS in the [Student Information System](#). Student Logger is located in the Incident Management module and allows you to view and create logs for students. It helps to create a culture of support focused on increasing student performance by providing a mechanism for private and secure documentation of school-related interactions. At-risk students can be identified earlier and behavioral interventions staged promptly and positive activities can be documented for future rewards. Communications can be generated for individual students or for a group or team in a few simple clicks. StudentLogger revolutionizes classroom accountability, interactions and environment by putting communication first.

[Verify: Instructional Management Program & Communication Tool Guide](#)

### **CPS STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

Every student has *rights*. A *right* is a freedom or protection that a person has. Rights define what is allowed of a person or owed to a person.

The rights listed in the document come from many sources: existing local, state, and federal laws including, Chicago Board of Education policies, and examples of SBORs from other school districts. The CPS SBOR is also inspired by the Universal Declaration of Human Rights which expresses the basic freedoms owed to all human beings. More information about the source of these rights can be found by clicking the blue hyperlinks, or following the sources at the end of the document.

Refer to the [CPS Student Bill of Rights and Responsibilities](#) for access to full document.

### **Disciplinary Protocols**

1. Always call a parent and notify student that you are calling their parent to discuss the infraction or concern.
2. When sending a student to the Dean's office, first contact the Dean's office or security. If leaving the classroom alone is problematic for you or the student, do not argue with the student. Call the Dean's office, security, or the main office. Do not engage verbally and wait until one of the security guards, administration, or dean arrive to assist in removing the student from your classroom.
3. Inform the student when you are writing him or her up for an infraction. Document the infraction in Student Logger. Request a parent conference if necessary and forward the write-up infraction to Mr. Bentley via Student Logger requesting Dean Support. Students grades Prek-4 should forward the write-up to Ms. Pentz.

#### **1. Defining Classroom vs. Office-Managed Behaviors**

To begin building an effective, efficient disciplinary referral system, schools should first determine which behaviors will be managed by teachers and which behaviors will be referred to the office. Doing so gives teachers and staff clear expectations for managing behavior and

creates consistency around when students are sent to the office. The T-chart below ensures that expectations are known and upheld by all staff. The chart below is one example and should not be held as the district standard. Categories of behaviors align to the [CPS Student Code of Conduct](#).

Classroom-Managed Behaviors	Office-Managed Behaviors
Noncompliance/not listening to teacher	Alcohol/drugs
Arguing with Teacher	Mutual fighting with or without injuries
Talking/Excessive Noise	Threatening to injure students/staff
Cursing/name-calling/rudeness	Injuring students/staff
Off-task behavior/not participating in class	Severe, repeated, targeted harassment of another students
Disrupting/bothering other students	Sexual Behaviors
Horseplay	Gang-related behaviors
Misuse of cell phone/Technology	Physically dangerous behaviors
Teasing/arguing with peers	Property Damage
Tardy	Misuse of cell phone/Technology
Unprepared for Class	Cheating
Out of Uniform	Weapon or look alike weapons

**Non-Negotiables regarding school practices and professional courtesies:**

1. Students **MUST** be picked up on time from locations and activities during the school day.
2. Students **MUST NOT** be sent to the office or to an Administrator without a written statement of the problem, they **WILL BE SENT BACK TO THE CLASS** without question. The problem must be in writing.
3. Students **MUST NOT** be placed outside in hallways.

## **RESTORATIVE DISCIPLINE**

*The warrior in me honors the warrior in you.*

*“Human beings are happier, more cooperative, and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them.”*

*From the IIRP website, [www.orgwhatisrp.php](http://www.orgwhatisrp.php)*

Restorative discipline is one of our three goals in our CIWP. Restorative practices evolved from restorative justice, which is a field of study that can positively influence human behavior and strengthen civil society around the world.

In schools, restorative practices are processes that proactively build healthy relationships and a sense of community to prevent and address conflict and wrongdoing.

The Hearst SEL committee, together our Dean of Students and School Counselor, will lead Hearst staff and students through a cycle of improvement focused on restorative discipline.

## **CLEANLINESS AND MAINTENANCE OF THE BUILDING**

### *Rodent*

### *Activity:*

If activity is found within your school, please notify your building engineer and building manager so that they can address the issue immediately and notify the assigned Pest Vendor. Areas of suspected or indicated rodent activity should be checked and cleaned daily.

### Tips for prevention:

- Ensure building is cleaned daily
- Ensure all crumbs and spilled food is cleaned immediately
- Restrict where food is eaten- No preparation of food in classrooms
- Seal all cracks and crevices to keep rodents out
- Make sure all exterior doors sweeps are in place to prevent rodents from entering
- Make sure doors are not propped open allowing rodents to enter the building
- Keep all food in airtight containers to discourage foraging ants, roaches, rodents, etc..., from infesting the area.
- Keep all kitchen areas clean
- Ensure all trash is placed in waste baskets
- Limit areas with microwaves and refrigerators to designated eating areas
- Eliminate clutter in classrooms and other spaces
- Clutter prevents the custodial crews from cleaning those spaces and provides a breeding ground for pest
- Food should not be stored/prepared in classrooms

**Electrical Kitchen Appliances are strictly prohibited in classrooms.**

**No Refrigerator, Microwaves or snacks of any kind are allowed in the classroom.**

- **No food may be offered in competition with the school meal programs**
- **Food may not be used as a reward or punishment o No food or beverages may be kept in classrooms (No Exceptions)**
- **Only nutritious foods and beverages may be served to students with prior permission from administration**
- **Principals, school staff, shall promote a healthy eating environment in the school. Adults should model healthy eating and serve nutritious food and beverages which meet the requirements in this policy at school meetings and staff-oriented events.**
- **Staff should refrain from consuming foods of minimal nutritional value in the presence of students as a way of healthy role-modeling. Eat all food in the teacher's lounge and not the classroom.**
- **Minimize the use of candy and snacks as part of a celebration or reward.**

## **SCHOOL STORAGE**

Classroom closets (unless otherwise noted), classroom vaults and small storage rooms in classrooms will be used for school storage. **PLEASE DO NOT STORE PERSONAL OR CLASSROOM MATERIALS IN THESE CLOSETS, OR STORAGE ROOMS.** Personal or classroom materials stored in these rooms will be removed.

## SCHOOL RECORDS

All school records, which include class rosters and permanent records are maintained in accordance with the rules and regulations prescribed by the Chicago Board of Education. It is the teacher's responsibility to ensure that these records are accurate and up-to-date. Staff members should exercise due diligence in protecting computerized records and files, INCLUDING BACKING UP YOUR DATA FILES ON A REGULAR BASIS, to ensure confidentiality and accuracy. In the event of a staff member's absence, a copy of these records should be kept in the school building and must be accessible to the school administrators, counselors, and/or other relevant personnel. Printed copies of GradeBook will be collected at the end of the school-year. **Administration will review GradeBook on a regular basis.**

## STAFF NEWSLETTER AND DAILY ANNOUNCEMENTS

The school administration publishes a monthly school newsletter that is distributed via student's backpacks and email to all staff, students and parents on the first of the month. This year, we will be collecting email to distribute Faculty suggestions or submissions for the newsletter are welcome. Please email any suggestions to Mrs. Chrobak at least one week prior to the distribution of the next newsletter.

The school makes daily announcements about school events during the first period of the day. The announcements are kept to three minutes or less to avoid disruption of instruction. To submit a request for an announcement, please email Mrs. Chrobak.

The administration sends weekly announcements to faculty and staff. It is usually sent out by Sunday evening so that faculty and staff will have access to it the next morning.

## TECHNOLOGY SERVICES

[Danielle Erickson](#), our technology teacher and coordinator is responsible in assisting staff with technology issues. Please request services and assistance by contacting the coordinator via email at [dedantonio@cps.edu](mailto:dedantonio@cps.edu).

Please request the following services/assistance from the coordinator via email:

- Software/hardware troubleshooting/repair
- Computer Laboratory reservation
- Lab Cart request

Department/School	Guest SSID	Guest Key
Hearst Elementary School	CPS51297	*HeA*elem*535

## VACATIONS

Vacation periods for local school staff who work less than 52 weeks are scheduled at winter break (up to 5 paid days and generally 5 unpaid days), spring break (up to 5 paid days) and summer intersession (approximately 8 unpaid weeks). The number of paid days to which an employee is entitled depends on the number of days s/he worked during the prior vacation accrual period.

## WORK ORDERS

Teachers and staff who require assistance with moving furniture, minor repairs, temperature control and emergency clean-up should submit a [written work order](#) to Ms. Chrobak who will forward to our Engineer, Tony Tado\*.

**Written work orders will be reviewed WEEKLY on Tuesdays and completed the same week. Work orders received after Tuesday at 10:00am will be reviewed the following Tuesday. Work order intake takes place Wednesday-Monday. Turn written request in to Felix. Mrs. Chrobak will Review on Tuesday with Tony. Completion of Tuesday's WO Wednesday-Monday.**

**NOTE:** *Staff/faculty may NOT make verbal maintenance request directly to the Engineer or custodians. Doing so takes them away from their scheduled responsibilities and daily duties.*

***In emergency cases i.e. no heat or AC, staff should send an email to Mrs. Chrobak & Ms. Blathras with a cc to Anthony Tado. Do not email Tony directly.***

## Chapter 2 - Academic and Student Matters

### ASSEMBLIES

Assemblies are an extension of the classroom learning process. The Event Leadership committee will lead the assemblies and organize. It is expected that students will learn and profit from the experience of the assembly.

Teachers should take the time to explain proper decorum and procedures for entry, activities, exit, etc., prior to the assembly. Teachers are responsible for the general behavior of their students and those in the immediate vicinity. Students should be seated upright, should not use technology, and should be respectful to all presenters (i. e., the same behaviors expected in the classroom are expected in the auditorium). Teachers should ACTIVELY MONITOR the behavior of their students. Expediently seating students is imperative to meeting time requirements for the program being presented.

Seating will be assigned by appropriate personnel for all assemblies. Teachers are given charts designating the section and seats for their classes or divisions. Since these seating arrangements are used for all assemblies, the teachers should post the chart in the classroom.

# ASSESSMENT PLAN

The School Administration and the School Faculty developed an Assessment Plan for the school year during the Spring Semester last year. The Assessment Plan and Schedule for this School year is as follows:

## 2019 - 2020 ASSESSMENT CALENDAR

The Hearst Assessment Plan/Calendar is available using this link for the Drive. [2019-2020 Assessment Calendar](#)

## BANNED ITEMS

Students are not permitted to have banned items on school premises. Banned items make the school environment unsafe for the student or others. If a student possesses any banned items, teachers and staff must notify security and Ms. Chrobak or Ms. Blathras immediately.

- Weapons, dangerous instruments, explosives and fireworks
- Alcohol, drugs, and tobacco/cigarettes
- Vaping Pens
- Magic markers, spray paint, shoe polish and other materials associated with the application of graffiti
- Jackets, sweaters, T-shirts, or any other article of clothing that signifies affiliation with any organization other than those sanctioned by the school or that shows vulgar, obscene, demeaning, or suggestive language or pictures
- Any gambling device

## BOOK ROOM AND INVENTORY

We have a leveled book room on the second floor. It is currently in the process of being reorganized. This section will be updated with rules and procedures for checking out books as soon as this is complete.

## CURRICULUM

### Hearst Academic Vision

At Hearst, we want our students to be effective communicators, caring citizens, and innovative problem-solvers so they can make a positive impact in the world. Through the use of project-based learning anchored in Sustainable Development Goals, Hearst teachers prepare students for the world around them by **asking complex questions that facilitate student-driven discussions and inquiry.**

### School-Wide Curriculum

Hearst's curriculum is designed with our students in mind. The CCSS Project-Based Learning Curriculum has been designed around the [Sustainable Development Goals](#). The [Hearst](#)



[Elementary Curriculum Map](#) focus on the common core standards and aligns writing, literacy, math, science, and social science.



### Pre-kindergarten Programs

Prek programs utilize a standardized curriculum: [Creative Curriculum Literacy Approach](#) is used in all classrooms, providing a research-based structure to support student growth and learning.

### Cluster Programs

The Cluster Program at Hearst uses the Unique Learning System. This is a one-of-a-kind program designed specifically to give students with complex learning needs meaningful access to the general education curriculum.

## CLUB/ACTIVITY SPONSORS

All staff members are eligible and encouraged to supervise or sponsor a club. The extracurricular program is an integral part of the student's whole development and should be supported by the largest number of Hearst staff, as possible. The administration encourages both students and teachers to be actively involved in some aspect of the school's extracurricular program.

Staff members may form new organizations by submitting a proposal to Ms. Chrobak. Staff is welcomed and encouraged to create new clubs and activities to meet the needs and interests of Hearst students.

All external Club/Activity/Sport sponsors MUST go through the proper Board vetting, including

passing a criminal background check before working with students. If the Club/Activity/Sport sponsor is a volunteer, he or she MUST go through the Board's volunteer onboarding process.

- Coordinate with Principal Chrobak to reserve a room to hold meetings and activities;
- Advertise meetings and events by posting signs and posters in designated areas;
- Seek approval from Mrs. Chrobak before posting any signs/posters;
- Complete a [fundraising proposal/approval form](#), when needed, and submit it to Mrs. Chrobak for LSC approval at the next regularly scheduled meeting;
- Direct all members to exit the school when meetings conclude; and
- Comply with Board of Education rules governing fundraising, transportation, permits, etc. The Board's policy regarding bus transportation to students participating in designated Chicago Public School Programs can be found at <https://policy.cps.edu/download.aspx?ID=148>. The Board's Student Travel policy can be found at <https://policy.cps.edu/download.aspx?ID=211>.

## Volunteer Program

For more information regarding volunteering, please visit the Board's Family and Community Engagement website at:

[https://cpsparentu.org/apps/pages/index.jsp?uREC\\_ID=319488&type=d](https://cpsparentu.org/apps/pages/index.jsp?uREC_ID=319488&type=d).

The Board's Volunteer Policy can be found at: <https://policy.cps.edu/download.aspx?ID=272>.

## FIELD TRIPS

All teachers are required to have two field trips during the school year with timelines met. It is recommended to have one field trip per semester. The required field trips must be included in your unit plan and aligned to the school's curriculum map.

### Field Trip Arrangement Deadlines

The first field trip must be completed by December 22.

The second field trip must be completed by June 1.

Field Trips are an exciting part of each school year and can provide much needed connections, enhancements, and joys to learning. There are many options for field trips in our culturally rich city - and just as many free options for Chicago Public Schools. Teachers are encouraged and supported to take field trips throughout the year. However, they must meet certain logistical and educational criteria.

Field trips must be **pre-approved Ms. Chorbak** and otherwise comply with the Board's student travel policy located at <http://policy.cps.edu/download.aspx?ID=211>. Field trips should not be planned during professional development or testing time. The following steps must be completed prior to the trip:

### AT LEAST FOUR WEEKS PRIOR TO THE TRIP

1. Call to make reservations to place you plan to visit

2. Complete the Application Student Travel through Mr. Felix and submit to principal for approval
3. Upon principal approval call a [CPS Approved Bus Vendors](#) to reserve a bus
4. You must receive written confirmation from the bus company confirming the date and time of the bus reservation.
5. **Teachers are responsible for scheduling the bus service to and from field trips**
6. At least **three weeks** prior to a field-trip, the trip coordinator(s) will fill out the CPS field-trip form and return it to Mr. Meija in the main office. Once approved, the school calendar will be updated with the date/time/location of the field-trip so that all staff can see it on the Staff Calendar.
7. Once the field-trip coordinator(s) has decided which students will be attending the field-trip, he/she will hand out a consent that **MUST** be signed by each student's parent or legal guardian. Please make sure that each form has the student's name already written on it in order to eliminate students copying the forms. **NOTE: The trip coordinator is responsible for ensuring the students have the required 95% attendance in order to participate in the planned trip. Parents must be notified in writing of ineligibility at the time that permission forms are sent home with students.**
8. **One week** prior to the field-trip date, the field-trip coordinator(s) will notify the entire teaching staff and administrators by email. Teachers and staff will then have **3** days to respond to the email about any students they do not want attending the trip for behavior, 95% attendance, or academic reasons (if it is an optional field trip). Once the **3 day** deadline passes, requests for removal of students from field trips can only be made by the Office of Student Accountability in cases of serious offenses.
9. **One day** prior to the trip, the trip coordinator will also hand a hard copy list of students attending the field trip to the lunchroom manager so that lunch production for the school day is accurate. Please notify Mr. Quincy Attah, our lunchroom manager, so he knows if he should eliminate them for the lunch count for that day or prepare bag lunches.
10. **One day** prior to the trip, the trip coordinators will update their list and send out their finalized list to the entire staff again.
11. On the day of the trip, the field-trip coordinators will make sure to **give the finalized roster to Mr. Felix** - after they have taken off any students who did not come to school or are no longer going on the trip. This is very important to ensure that we have an accurate understanding of who actually went on the trip and who didn't come to school but was supposed to go on the trip in case of parent inquiries.
12. Once the students are on the bus, Ms. Brooks will get on the bus and confirm attendance and number of students. The bus **MUST NOT** leave until this final step is completed. Please see Bus Request Process for reserving a bus.

These additional guidelines apply to field trips:

- Teachers must have a signed permission slip for every child for every trip. No student may participate on a field trip without parental/guardian permission.
- Funds to pay for any trip expenses must be collected and receipted **prior** to the trip. Teachers should not collect money after the funds have been receipted or on the day of the trip. If financial problems prohibit a child from participating in the field trip, teachers should consult with the administration. No child is to be excluded due to financial difficulties.
- All school field trips must be properly chaperoned. Chaperones must pay to go on all field trips that require a fee. Including parents/guardians that volunteer in classrooms on a regular basis. Final decision concerning adult participation on field trips and activities will be made by the classroom teacher and/or principal.
- Adults who help on a field trip may not bring other children. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. All adults are to be a model for students.
- **A chaperone list must be completed and turned into the main office** one day before the trip. Chaperones will also be provided with the names of the students they are responsible for supervising on the trip.
- Field trip **permission forms must be placed in the teacher's mailbox on the day of the trip before leaving the building.**
- **Provide Mr. Felix with your cell** phone to contact you in case of emergency.

**\*Field Trips may be cancelled at Admin discretion if proper procedures are not followed**

## **BUS REQUEST PROCESS**

Teachers need buses for various reasons throughout the school year. Whenever a teacher requires a bus, they are required to follow a specific protocol to ensure the bus is reserved and paid for appropriately:

1. Complete a Budget Expenditure Request Form (BERF) outlining:
  - a. the reason for the bus
  - b. the cost of the bus
  - c. the final destination
  - d. the times, dates, and persons involved
  - e. the detailed cost of the trip (entrance fees, food costs (if any), bus costs, etc)
  - f. the anticipated funding sources for each expense
2. Work with Mr. Meija to complete a field trip request on ORACLE
3. Notify Ms. Chrobak that the request has been submitted in Oracle for approval
4. Contact a [CPS Approved Bus Vendors](#) and get a written confirmation for securing a bus
5. Obtain a written quote outlining times, dates, costs and details associated with the bus
6. Complete a field trip form

## GRADE CHANGES AND APPEALS

After a grade becomes final, a student may appeal a teacher's grade to the principal. In the event of an appeal, the teacher will be notified. Principals may change grades only under certain circumstances. A teacher may appeal to the Network Chief if s/he disagrees with the principal's decision to change a grade. The Board's policy on grade changes is found at <http://policy.cps.edu/download.aspx?ID=64>.

## GRADING STANDARDS

Teachers are responsible for regularly assessing students and notifying students and parents of student progress by regularly entering grades in Gradebook or other electronic system developed by the Board.

The Board and the Chicago Teachers Union created a Grading Task Force that consists of teachers, principals and administrators to develop CPS Professional Grading Standards and Practices which Teachers must follow. Those standards and practices can be found at [http://cps.edu/EmployeeEngagement/Documents/Professional\\_Grading\\_Standards.pdf](http://cps.edu/EmployeeEngagement/Documents/Professional_Grading_Standards.pdf). Teachers may develop individual policies consistent with the Professional Grading Standards and Practices Guidelines.

The standards permit grade level teams and departments to collaboratively establish grading categories and weights for use by those teams and departments. Principals may grant exceptions in unusual cases.

Please note that substitute teachers, including cadre substitute teachers, may not issue grades.

### ASPEN (Progress Reports)

- In [ASPEN](#), enter a minimum of 1 grades per week per content area subject.
- Grades must be recorded with fidelity to justify the letter grade given at each marking period: 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, and 40<sup>th</sup> school week.
- Every five weeks a **Progress Report** or Report Card will be sent home to parents.
- Five-week assessments must be given and kept in student folders.
- Students who are in danger of failing (receiving a D or an F on their report card) must have \*Failure Notice checked on their Progress Report and a conference must be requested with the parent to develop a [Remediation Plan](#).
- Each grade entry should have the following notations: date of assignment; grade earned by student; a brief description of the activity.
- There are Core Standards for every subject. Therefore, there should be evidence in your grade book that your lessons have included activities to cover **standards in all subject areas**.
- ASPEN will be reviewed periodically and at the end of each quarter. If you occasionally use a (+), (), or a (-) or any similar type of notation, you should also include an explanation of these symbols so that parents can readily understand your grading system.
- For example, parents should know that (+) is the equivalent of an A; and (-) is the equivalent of a D or an F.

- We strongly encourage teachers to use percentile scores so that the numerical notations can be converted to a letter grade using the following scale:

Percentage	Grade	Description
100% to 90%	A	Substantially exceeds the standard
89% to 80%	B	Exceeds the standard
79% to 70%	C	Meets the standard
69% to 60%	D	Less than acceptable performance on the standard
59% to 50%	F	Does not meet the standard
<b>/: Indicates an area not to be graded at this time</b>		
<b>Grade Book Procedures: Zeros are Not to be Entered</b> <b>Please Read: <a href="#">The Case Against Zero</a></b>		

### **Standard Category Weights for Hearst-All teachers will adhere to these weights**

Projects/Assignments: 40

Homework: 10

Collaboration/Presentation: 20

Exams/Performance Assessments: 15

Formative Assessments: 15

Total: 100

## **FOCUS BOARD**

All classrooms will have a focus wall for math and ELA. The focus wall needs to be located on the right side of the bulletin board/white board near the door. The focus wall must be updated to reflect the lessons you are teaching. The essential questions and enduring understandings will remain the same throughout your unit. The focus boards will include the following:

### **ELA & MATH**

- **Daily: Learning Objectives:** Today we will be learning (WHAT) so we can (WHY) by (HOW)
- **Quarterly: Enduring Understanding:** Enduring understandings are statements summarizing important ideas and core processes that are central to a discipline and have lasting value beyond the classroom.
- **Quarterly: Essential Questions:** Ask what is important, vital, at the heart of the matter the essence of the issue. Think of questions in your life that fit this definition – but don't just yet think about it like a teacher; consider the question as a thoughtful adult. What kinds of questions come to mind? What is a question that any thoughtful and intellectually-alive person ponders and should keep pondering?"

## GUEST SPEAKERS AND OTHER VISITORS

Faculty who wish to use guest speakers or visitors in the class must seek written permission from the Mrs. Chrobak one week prior to the anticipated lecture or demonstration. Faculty should make the request in email for guest lecturer requests, and faculty should detail the nature of the lecture and its value to advance student learning in the class. The principal will act on the request as soon as practical.

All guest speakers and other visitors MUST go through the proper Board vetting before working with students. If the guest speaker/visitor is a volunteer, he or she MUST go through the Board's volunteer onboarding process before working with students. For more information regarding volunteering, please visit the Board's Family and Community Engagement 2 website at: [https://cpsparentu.org/apps/pages/index.jsp?uREC\\_ID=319488&type=d](https://cpsparentu.org/apps/pages/index.jsp?uREC_ID=319488&type=d). The Board's Volunteer Policy can be found at: <https://policy.cps.edu/download.aspx?ID=272>.

Once approved, faculty should direct the guest lecturer to the main office on the day of the lecture. The office will welcome him or her and escort the guest speaker to the proper classroom. A staff member must accompany the guest speaker at all times.

## LESSON AND UNIT PLAN SUBMISSION

Lesson and unit planning are an essential part of teacher planning and preparation. The school requires that teachers submit unit plans quarterly. For the first submission, you will include all stages of the unit plan with weeks 1-5 completed in stage 3. Mid quarter, you will submit weeks 6-10 for stage 3 of your unit plan. The plans should be submitted electronically to administration no later than 5:00 pm every five weeks. The [Hearst Unit Plan Rubric](#) will be used to evaluate unit plans. To receive additional feedback and support, upload your plans to [Participate](#).

Unit Plans Stage 1, Stage 2, Stage 3 Weeks 1-5 Due Dates	Stage 3 Weeks 6-10 Lesson Plan Due Dates
8-30-19 1st 20 Days	
9-19-19 Q1 PBL Unit	9-28-19
11-1-19 Q2 PBL Unit	12-7-19
1-24-20 Q3 PBL Unit	2-29-20
4-10-20 Q4 PBL Unit	5-16-20

## **LIBRARY USAGE**

The Library is a space used for the purpose of teaching and learning. Mrs. Welchko will have scheduled library time for students in grades prek-3. The library will also be available to teachers by signing up for a time to bring your students to do extended research or to check out books. Teachers will be allowed to bring their students only after they have been trained how to check out books by Ms. Welchko. Please schedule a time with Ms. Welchko as soon as possible.

## **MTSS (MULTI TIERED SYSTEMS OF SUPPORT)**

Children who are experiencing consistent academic and social/emotional difficulties are to be identified by teachers/staff through anecdotal records. Documented remediation activities must begin in the classroom. If there is little or no progress, a meeting should be initiated with the MTSS team members. The MTSS team will assist with continuing to develop interventions while charting the student's progress in a more formal manner. Please see the MTSS team for more information.

### **MTSS Intervention Logging Tool**

All intervention will be recorded in [ASPEN Logging MTSS Interventions](#)

### **MTSS Protocol**

During the 2019-2020 school year, we will collaborate to develop a clear, organized, and strategic protocol for our MTSS process. [CPS MTSS School Model Samples and Artifact Samples](#)

### **MTSS Criteria**

It is important to have a shared understanding of what criteria establishes Tier 1, Tier 2, and Tier 3 students. Click [HERE](#) to see Hearst's MTSS criteria. The specialized service team will be available every 5 and 10 weeks to review student data and intervention plans. The meetings will cover academics, SEL, and attendance.

MTSS Meetings will be scheduled with the MTSS team outside of Principal Directed Grade Band meetings during the following weeks:

October 14	February 24
November 18	March 30
January 13	May 18

## **MEDICATION FOR STUDENTS**

Only those students who require medication to maintain school activities may have medication in school (i.e. insulin, asthma medication, behavior medication). Current medical forms and permission forms for self-medication must be on file in the nurse's office. All



medication is to be kept in a secure (locked) area in the office. Students should not carry medication on their person except for in rare incidences.

Students who require administration of medication during school hours shall administer medication through one of the following methods:

- Self-administration of medication by the student with monitoring by an adult;
- Administration of medication by a nurse;
- Students with asthma may carry their inhaler on their person or in their book bag (providing they have proper approval and documentation on file in the office).

Students that self-medicate must know the correct name, dosage, and route in which the dosage must be taken. At the appropriate time, the student will come to the office to take his/her medication and initial the medication schedule under the careful monitoring of an adult. Any changes in the type, dosage or discontinuation of medication requires written notification from the parent and the physician and will involve the school nurse and the counselor convening an IEP meeting to amend the student's IEP/504 PLAN. The parent/guardian is responsible for providing and bringing the medication to school. The student may not transport his/her medication.

## **PROFESSIONAL DEVELOPMENT**

There are 10 Professional Development ("PD") days in the Academic Calendar for Teachers. Seven of those days are principal-directed, four of which are full days of PD and three of which the school elected to redistribute as give back minutes during grade band meetings. The remaining three days are teacher-directed.

Teachers' self-directed PD is an important part of teacher development and proficient teaching practice. We encourage grade-level teams and departments to work together to have meaningful PD activities that help all of us to continuously improve delivery of instruction. On teacher-directed PD days, teachers must be in attendance at the school engaging in PD activities unless the principal has given a teacher permission to attend an out-of-school PD activity. Requests to attend out-of-school PD activities should be submitted to Ms. Chrobak and certificates of attendance must be submitted on the next teacher attendance day.

Teachers and their evaluators will discuss their PD activities in pre- and post-observation conferences. Teachers and the evaluator will discuss and provide feedback to each other on teacher and school priorities for PD and information on available PD resources.

### **Off-Site Professional Training: Hearst Protocols**

1. Prior approval from Hearst Administration is required for ALL Off-Site Professional Development
2. If training is mandatory (required by District/Network), written notification is to be provided to the Principal.

3. Once approval to attend off-site training is received, the following actions are the responsibility of the staff member.
4. Please send a copy of the confirmation of registration from Learning Hub for your in-service as soon as you possible to Mr. Felix with a cc to Admin (Blathras/Chrobak-Prince)
5. If the PD is District/Network mandated, a sub will be retained for you. Do NOT enter the absence in frontline.
6. You will need to complete a request for absence in TIMEKEEPER using the DEV pay code and you must submit a copy of the Agenda for audit purposes.

## REACH

Like all CPS schools, Hearst administration utilizes the REACH process to evaluate teacher performance based on the agreement set forth in the Collective Bargaining Agreement. The components of REACH are: 1) professional practice and 2) student growth. Professional practice is measured using the CPS Framework for Teaching. Student growth is measured through REACH performance tasks and standardized assessments.

Teachers can locate all REACH resources on the Knowledge Center, located at <https://sites.google.com/a/cps.edu/kc/reach-students/reach-resources?pli=1>, which includes the comprehensive REACH Handbook and Best Practices guidelines, located at <https://sites.google.com/a/cps.edu/kc/reach-students/guidance-and-best-practices>. Staff are encouraged to explore the Knowledge Center, as it provides a significant amount of resources for teachers and staff on the REACH process. Teachers are also encouraged to attend Framework Professional Development Opportunities.

## ESP/PSRP EVALUATIONS

Effective with the 2019-2020 school year, all ESPs/PSRPs (except custodians and NSS staff) evaluation documentation is stored and tracked in PeopleSoft. You are required to regularly check your email to follow along with the evaluation process.

For more information regarding evaluations, please visit the Knowledge Center at <https://sites.google.com/a/cps.edu/kc/leadership/esp-psrp-evaluation-handbook?pli=1> and [www.cps.edu/oe](http://www.cps.edu/oe).

**Attendance, punctuality and staff development participation will be considered on TEACHER and ESP evaluations.**

## SPECIAL EVENTS

The school hosts several special events each year, some during the school day and some after the school day. For some special events during the school day, the school schedule is altered to accommodate parents and community members. Teachers and staff should take note and plan in advance for the altered schedule. The Leadership Event Committee will share the dates below as soon as these dates are established.

## **STUDENT ATHLETES**

This year, we will follow the Board's "Revised No-Pass, No-Play Policy," for our students. This can be found at <http://policy.cps.edu/download.aspx?ID=213>. Below are key points from the Board's policy:

**PARTICIPATION IN INTERSCHOLASTIC ATHLETICS IS AN OPPORTUNITY FOR STUDENTS TO REPRESENT OUR SCHOOL, HEARST ELEMENTARY, WITH RESPECT, DIGNITY, AND PRIDE.**

ALTHOUGH GAMES AND EVENTS OCCUR ON SATURDAYS, STUDENTS ARE STILL REPRESENTING OUR SCHOOL DURING THIS TIME. AS A RESULT OF THEIR REPRESENTATION, THERE ARE STANDARDS WE HOLD FOR OUR STUDENT ATHLETES TO ENSURE THEY ARE REPRESENTING OUR SCHOOL, AND THEMSELVES, ACCORDINGLY. BELOW YOU WILL FIND THE CRITERIA WE HAVE SET IN PLACE FOR OUR STUDENT ATHLETES, AND THE RESULTS IF STUDENTS DO NOT MEET THESE REQUIREMENTS:

1. Students must be receiving a C OR better IN ALL CLASSES in order to be eligible to participate in games and/or events on Saturday's (or whenever that next game is scheduled)
2. Students must have a cumulative attendance rate of 95% or better in school in order to be eligible to participate in games and/or events on Saturday's (or whenever that next game is scheduled)
3. Students must meet our behavior requirements of the school (Be Respectful, Be Responsible, Try Your Best) in order to be eligible to participate in games and/or events on Saturday's (or whenever the next game is scheduled)

TEACHERS AND STAFF HAVE A SPREADSHEET THAT has THE ELIGIBILITY REQUIREMENTS THAT THEY WILL USE IN ORDER TO ENSURE THAT STUDENTS ARE FOLLOWING THE EXPECTATIONS AND MEETING THE STANDARDS LISTED ABOVE. AGAIN, IF STUDENTS FAIL TO MEET ALL OF THE REQUIREMENTS, THEY WILL BE INELIGIBLE TO PLAY AND/OR PARTICIPATE IN THE NEXT UPCOMING GAME. BY SIGNING THIS PERMISSION FORM, WE ACKNOWLEDGE THAT WE HAVE READ THE ABOVE INFORMATION. PARENTS OR STUDENTS WHO DO NOT WISH TO ACCEPT THE TERMS DESCRIBED IN THIS DOCUMENT SHOULD NOT SIGN THIS FORM. I FULLY UNDERSTAND THAT IF MY CHILD DOES NOT MEET THE REQUIREMENTS STATED ABOVE, MY CHILD WILL BE LISTED INELIGIBLE UNTIL ALL REQUIREMENTS ARE MET.

## **STUDENT RECORDS**

Student information must remain confidential at all times. Staff is not permitted to share personal information about students in public arenas at any time. Staff must maintain student privacy at all times. Please use professionalism and follow the guidelines below. Children can hear staff when they discuss students in public space.

- Do not discuss students in the hallways or in public places.
- Find a private location to discuss children with their parents.
- Find a private location (outside of instructional time) to discuss issues with students.
- Discipline discussions are private.
- Do not discuss children with anyone but their own parents. This includes siblings.
- Confidential records include grades, report cards, progress reports, IEPs, medical records, DCFS reports and other highly-sensitive materials.
- Maintain all confidential records in a private location
- Confidential records must be delivered directly to other staff members.
- Students may not be used as messengers of confidential materials for any reason.
- Highly sensitive materials should be delivered in a sealed envelope. They should not be placed in teacher mailboxes.

\*NOTE\* Student Testing materials (ie. REACH Performance Tasks with grading) should be turned in to Mrs. Blathras at the conclusion of each testing cycle.

### TRANSFERS

The Main Office will notify teachers when a student transfers to another school. All student records are to be gathered and sent to the Counselor for students transferring.

## **STUDENT TEACHERS AND OBSERVERS**

Student Teachers are an integral part of our teaching workforce. As defined by CPS, Student Teaching is the required full-time internship experience set by a university's education preparation program for students seeking an education degree and/or educator state licensure. The Board has partnered with more than 75 universities across the country to bring student teachers into our schools.

CPS student teaching takes place during both semesters. Prospective student teachers must apply for eligibility through the CPS student teaching program after being recommended by their university. Student teaching registration is completed in the semester prior to their placement and has strict deadlines for eligibility. Student teachers must pass a criminal background check and tuberculosis test in order to enter the classroom. Once these required checks have been cleared, student teachers will receive a report to service notification from the CPS Talent Office. Principals and Mentor/Cooperating Teachers should request a copy of the report to service notification prior to the Student Teacher's first day. Student Teachers who have NOT received a report to service notification may NOT student teach and should contact their University liaison immediately. Mentors and principals should plan to work with the University liaison regarding expectations for gradual release of the classroom, and the completion of the EdTPA, including required classroom videotaping.

More information can be found at <http://cps.edu/careers/Pages/StudentTeaching.aspx>.

## STUDENT ATTENDANCE/TARDIES

Recording accurate attendance is essential at all times, and especially during the first 20 days of the school year. Enrollment during the first 20 days of the school year is what creates our dropout percentage rate at the end of the year. This means that if a student who is not present is accidentally marked present – even for a single period – during the first 20 days, they are counted as a dropout for our end of the year numbers. Please do everything within your control to help us maintain accurate records.

Teachers are expected to enter attendance in [ASPEN](#) each morning. Attendance must be submitted each day no later than 9:00 am. This attendance should be accurate and reflect students that were present, tardy or absent. The attendance must be submitted by 9:00am.

When children are absent, upon their return they should bring a note from home explaining the absence. These notes should be sent to the office each day and will be filed in the office. When a student shows excessive absences or exhibits a pattern of chronic absences parents should be contacted and the administration notified. Do not allow a child to leave school with anyone during the school day without permission from the office. If parents or persons picking up a child come to your room or the playground area, please direct them to the office to sign that child out. If the adult says that they already signed them out, do not release the child.

Monitoring student attendance is critical to the success of each of our students. Please be mindful of the fact that if a student misses one class, it is reflected in our attendance rates as a half-day attendance. Under directives from the Central and Network Offices, teachers should not leave the building until attendance is entered into IMPACT in Gradebook.

### ATTENDANCE

Daily attendance must be entered in [ASPEN](#) by 9:00am by the homeroom teacher.

### ABSENCE PROTOCOL (Students)

Parents must notify the school for all absences. Students are expected to bring a note signed by the parent/guardian indicating the cause of absence on the day of return. An absence of more than one school day necessitates the teacher making a phone call home to the parent to assure that the child is not truant. **It is the teacher's responsibility to follow up on student absences.** An anecdotal of phone calls should be maintained. Keep all absence notes on file in the student file. **When students have 5 and/or 10 days of unexcused absences teachers are required to inform the office in writing so that the appropriate notification may be sent to parents/guardians.**

The following are considered valid excused absences:

- Illness
- Death in the immediate family
- Family emergency
- Observation of a religious holiday

**Teachers may record any truants, and refer excessive truancy, through Student Logger. The SEL team and administration will address these students.**

## STUDENT ATTENDANCE PLAN

*Students will demonstrate a commitment to their educational career by doing quality work, striving for excellence across the curriculum and by attending school every day so that our goal will be reached.*

### **STUDENT UNIFORMS**

All staff members are to enforce the school uniform. The school uniform for grades Pre-K through 7th is navy blue pants (not blue jeans) and navy blue Hearst polo shirts and gym shoes (open toes shoes and sandals are prohibited). Students in 8th grade wear a white Hearst polo shirt and navy blue pants (not blue jeans) and gym shoes (open toed shoes and sandals are prohibited). T-shirts and jeans **ARE NOT ALLOWED**.

## PREPARATION PERIODS FOR TEACHERS

**Principal Directed Grade band meetings will take place on Wednesday this school year.** Teachers will meet during the principal directed grade band meeting once a week. This year, the focus is analyzing student work through a specified protocol that is aligned with the unit plans. A written response in the Google Drive will be required this year as a form of reflection of learning and understanding.

According to the Board of Education rules and the Chicago Teacher's Union Contract, elementary school teachers are to be engaged in self-directed professional activities that shall include the preparation of class work and conferences.

Teachers have four teacher-directed preparation periods and one principal-directed preparation per five-day week, which are programmed into their schedules.

Preparation periods are required only on regular school days or days designated for preparation periods. On non-regular school days, such as those involving field trips, testing, teacher absence or days of student non-attendance, teachers will not have the preparation period scheduled on the non-regular school day and the preparation period will not be rescheduled or made-up.

### **Canceled Teacher Directed Preparation Period**

If a teacher-directed preparation period is canceled on a regular school day or a day designated for a teacher-directed prep, the preparation period must be made up before the end of the academic quarter following the missed preparation. For all missed preps, the teacher is responsible for logging the missed preparation period as soon as possible in the [Hearst Missed Prep Google Form](#).

During *teacher-directed preparations* teachers should be engaged in professional activities related to their teaching or their professional development. These activities include grading, lesson/unit planning, assessment development, room set-up, professional development activities, meetings with parents/students/teachers, IEP writing or meetings, pre- or post-observation conferences and like activities.

*Principal-directed preparation periods* will be devoted to grade-level or department team meetings and joint work within those teams. Special Educators may be excused from principal-directed activities to meet with clinicians (related services providers).

## Chapter 3 - Employee Benefits

### BENEFIT DAYS

Eligible Board employees (full-time employees and half-time teachers) are provided paid time off (“benefit days”) in accordance with the Board’s Paid Time Off Policy (<http://policy.cps.edu/download.aspx?ID=49>) and, where applicable, the employee’s union contract (<http://cps.edu/Pages/CollectiveBargaining.aspx> ).

The Board offers three main types of paid time off to eligible employees: vacation time, sick time, and personal business time. Employees must use benefit time for the purposes designated.

- **Vacation days:** Most school employees who are eligible for paid vacation benefits work a 10-month schedule and take vacation at dedicated vacation periods designated in the Board’s academic calendar. Those dedicated vacation periods occur at Winter Break (up to five paid days off) and Spring Break (up to five paid days off). The number of paid days to which an employee is entitled depends on the number of days s/he worked during the prior vacation accrual period.
- **Sick days:** Eligible school employees are provided up to thirteen (13) sick days, depending on years of service, for use during the school year. Employees may only use sick days for the employee’s own personal illness, including attending medical appointments, and for the personal illness of the employee’s immediate family or household, as defined by the Board’s Paid Time Off Policy. **Eligible employees may also use up to five days of their sick time for bereavement purposes, in accordance with the Board’s Bereavement Leave Rule (see Board Rule 4-14).**
- **Personal business days:** Eligible school employees are provided up to three (3) personal business days per school year to attend to legitimate personal business, which typically includes appointments that staff must attend during the school day and “life events” such as weddings, family reunions, and graduations.

### HOLIDAYS/SCHOOL CLOSED (Breaks)

The Board schedules eight (8) paid holidays for employees who work during the 10-month regular school year and up to eleven (11) paid holiday for employees who work 52 weeks.

- September 2: Labor Day
- October 14: Indigenous People's Day/Columbus Day
- November 11: Veterans Day\*
- November 28-29: Thanksgiving (November 27, School Closed, No Salary Paid)
- December 23-January 3: Winter Break (December 30-January 3 School Closed, No Salary Paid)
- January 20: Martin Luther King's Birthday
- February 17: President's Day
- April 6-10: Spring Break
- May 25: Memorial Day
- Independence Day (52-week employees only)\*

## **LEAVES OF ABSENCE**

Employees who are absent for 10 or more consecutive days without an approved leave of absence are considered Absent Without Leave ("AWOL") and may lose their position. The Board of Education allows for a variety of leaves under Board Rule 4-14, including for personal illness and the illness of someone under an employee's care. All leaves of absence are subject to certain eligibility requirements and require approval.

Information on the Board's leave of absence options as well as instructions on how to apply for a leave through PeopleSoft can be found on the Absence and Disability Department's website at <https://sites.google.com/cps.edu/absenceanddisability/home>

If you have a workplace injury, you must inform the designated person on the administrative team [insert admin name] immediately and contact CCMSI at 844-773-0209. Additional information regarding workers' compensation can also be found at the website linked above. For questions regarding any other leave, please call the Board's Absence and Disability Department at 773-553-4748.

## **INSURANCE AND OTHER BENEFITS**

### [Health, Medical, Life Insurance & FSA Accounts](#)

The Board of Education offers health, vision, dental, life, accidental death and dismemberment insurance to eligible employees as well as FSA account options for dependent care expenses and medical expenses. Eligible employees are offered the opportunity to enroll in these benefits at or shortly after their hire. The Board has an annual open enrollment for these plans during which time employees may change their choice of plans. For more information, please visit [Human Resources](#) and see the most recent Benefits Handbook under the "**My Benefits**" tab.



## Retirement Savings Plans

The Board of Education offer retirement savings plans known as Section 403b and 457 plans to eligible employees. Those plans allow employees to make tax-deferred contributions from their paycheck to a savings account to be used in retirement. For more information on those plans, please refer to [Human Resources](#) website and look under the "My Benefits" tab.

## **PENSION**

Non-retired teachers who have educator licenses participate in the Public School Teachers' Pension and Retirement Fund of Chicago (CTPF) ([www.ctpf.org](http://www.ctpf.org)). CTPF provides teachers defined pension benefits based primarily on earnings and years of service credit. The teachers make a contribution to CTPF each pay period in lieu of contributions to Social Security.

Retired teachers who are employed in various capacities and who are drawing a pension with CTPF have strict limitations on the number of days and the amount of wages/salary they may earn. Note that violation of those limitations can result in suspension of the retired teacher's pension. Retired teachers do not make contributions to CTPF.

CTPF is governed and managed independently of the Board of Education. Teachers who have questions regarding CTPF pensions should contact CTPF at (312) 641-4464.

Non-teachers who work more than 700 hours in a calendar year are participating members in the Municipal Employees Annuity and Benefit Fund of the City of Chicago. The employees make a contribution to MEABF each pay period. MEABF provides its members with defined pension benefits based primarily on earnings and years of service credit that they earn. MEABF also provides employees a disability benefit subject to certain eligibility criteria. Members make a contribution to CTPF each pay period in lieu of contributions to Social Security.

MEABF is also governed and managed independently of the Board of Education. Employees who have questions regarding MEABF participation and benefits should contact MEABF at (312) 236-4700.

## **WORKERS' COMPENSATION/ASSAULT LEAVE**

Employees who are injured on the job may be entitled to benefits under the Illinois Workers' Compensation Act. Additionally, CTU members who are injured at work as a result of a school-related assault or battery may be entitled to assault leave benefits.

When an employee is injured at work, the employee should notify the administration immediately so that appropriate reports and referrals can be made. The administration will gather initial information (nature of the injury, how it happened, witnesses etc.) and, as necessary, refer the employee to submit claims for time off, medical examination and income replacement.

If you have a workplace injury you must inform Ms. Chrobak immediately and contact CCMSI at 844-773-0209. You can also contact the CPS workers compensation team at [cpswc@cps.edu](mailto:cpswc@cps.edu).

## Chapter 4 - School/District Policies

### STAFF ATTENDANCE PROCEDURES (TEACHERS, PSRPS, ESPS)

All staff must arrive to work every day at their assigned start-time. Teachers must be ready to interact with students by 8:45. "Ready to interact" with students includes:

1. At assigned door for student entry;
2. At assigned door for student monitoring;
3. At assigned door for student receiving and ready to teach;
4. At assigned location and prepared to work with students; and,
5. All personal articles put away and ready for the day to begin.

In a case of tardiness, please email Mrs. Chrobak [thchrobak-prince@cps.edu](mailto:thchrobak-prince@cps.edu) AND Ms. Blathras at [kblathras@cps.edu](mailto:kblathras@cps.edu) call the main office 773-535-2376 and report estimated time of arrival.

All staff must swipe in and out using either their CPS ID or their unique 9 digit CPS ID number in the Kronos Time Clock. Hearst policy requires staff to swipe in/out in addition to signing in /out daily upon arrival and departure from assigned work sight.

**TEACHERS:** Whenever you leave the building for lunch, you are required to swipe in/out using the ITINERANT button AND sign in/out in the Daily Record of Employee Time.

**PSRPS/ESPs:** Are required to sign in-out in the Daily Record of Employee Time log for arrival, departure, lunch break, 15 minute breaks.

If a staff member must leave the building for any reason (during a lunch break or for an emergency), he/she is expected to:

1. Swipe in and out using either their CPS ID or their unique 9 digit CPS ID number and the "Itinerant Button" on the Kronos Time Clock
2. Sign in and out using the provided Daily Record of Employee Time.

Failure to adhere to these practices may result in delay or loss of pay and disciplinary measures.

#### Planned/Unplanned Absences

Staff is charged with knowing the Board's benefit time policies in the event he/she has a planned or unplanned absence. If for some reason you must be absent,

First, report to Aesop (FRONTLINE) Sub Center and enter into [www.timekeeper.cps.edu](http://www.timekeeper.cps.edu) as early as possible before 6:00 a.m. Second, call the school office (773-535-0234) by 6:30 a.m. and leave a message with the person answering the phone or on the voice mail. By 1:00 p.m. on the day of absence, let the school know if you will be returning the next day. Board of Education rules mandate that teachers notify the school on the day of absence if you plan to return to school the next day. Failure to do so may result in a substitute being retained in the teacher's position. Due to the difficulties we experience in obtaining quality substitutes, if you know you will be absent, please notify the school clerk or an administrator as soon as possible.

Half days are extremely difficult to accommodate. It will normally take some cooperation from your colleagues. Please keep this in mind when requesting them. With that being said, a day with you here is better than a day without you.

### **Absences due to last minute illness**

When you will be absent due to last minute illness, please observe the following:

1. Put in for a substitute in AESOP immediately.
2. Email sub plans in directly to Mrs. Blathras and copy Mr. Felix.
3. Call the school and email Mrs. Chrobak, Mrs. Blathras, and copy Mr. Felix.
4. Provide a doctor's note when applicable.

### **Absences due to other emergencies**

If you are absent due to other emergencies (car towed, garage door will not open, etc.) any and all documentation of the situation is due to the principal whenever possible (repair receipts, etc.) If you are out because of an emergency that renders you unable to turn in sub plans, emergency plans that are on file for you will be used. Three days of emergency lesson plans are due to the office by Friday of the first week of school. After this date, each time that emergency lesson plans are used, it is your responsibility to replenish them so that we always have three days of plans.

### **Leaving the School Building During the Day**

If a staff member must leave the building for any reason ( during a lunch break or for an emergency), he/she is expected to:

1. Complete an early dismissal form
2. Swipe in and out using either their CPS ID or their unique 9 digit CPS ID number and the "Itinerant Button" on the Kronos Time Clock; and,
3. Sign in and out using the provided Daily Record of Employee Time (a.k.a. Sign In Sheet).

Failure to adhere to these practices may result in delay or loss of pay and disciplinary measures. Staff is charged with knowing the Board's benefit time policies in the event he/she has a planned or unplanned absence.

### **MISSED SWIPES**

The School Support Center (SSC) Kronos team sends out an email reminding staff to check their timecards for missed swipes every Monday, Tuesday, and Wednesday of the payroll processing week. Do not forget to check your timecards.

## **SUBSTITUTE TEACHER PLAN AND PROCEDURES**

The BOARD agrees, “**in principle**, that no teacher shall be requested to assume responsibility for students from classrooms of absent teachers when substitutes are unavailable. In elementary schools, at no time should special education classes nor special programs, such as library, physical education, shop, TESL, bilingual or special reading classes, be discontinued so that substitute service may be performed by teachers of these programs, **except in the case of emergencies**, in which case the above teachers shall be subject to last call after available non-teaching certificated personnel have been assigned.”

Please note, that we have experienced a shortage of substitute teachers. Know that even though a substitute has picked up your classroom in your absence, they have also decided last minute to decline. This is never the act of the school, but an act of the substitute teacher.

In cases of emergencies, the following ancillary staff will cover classrooms. Ancillary teachers are responsible for creating a rotating schedule to distribute time they had to cover. Keeping track of who subbed where and when is the responsibility of the teacher who was subbing. Record of this is in the main office.

## **BENEFIT TIME USAGE (INCLUDING DONATING SICK DAYS)**

Paid time off is a benefit that teachers and staff are encouraged to use in accordance with the Paid Time Off Policy. Policy 302.9 (<http://policy.cps.edu/download.aspx?ID=49>). Requests for paid time off must be approved by the principal. Use of benefit time is NOT a matter of discretion for employees.

**It is very important that staff use paid time off responsibly. Misuse of benefit time has real consequences to your students and colleagues. There is a shortage of substitute teachers. When teachers are absent, there is no guarantee that the school will be able to cover classes. Absences result in class combinations and cancellation of teacher preparation periods in some circumstances.**

As an employer, CPS has the right and obligation to ensure staff are using benefit days in accordance with Board policies and applicable collective bargaining agreements. **CPS employees, including principals and tenured teachers, are subject to discipline, up to and including discharge, for engaging in benefit day fraud.**

The school has adopted the following procedures for requesting paid time off. All staff must follow these rules.

### **Sick Benefit Days**

Appropriate use of Sick time:

Sick time may be used for an employee's own personal illness and to attend to the employee's medical needs (e.g., an annual physical or routine medical appointment).

Sick days may also be used for illness in the employee's immediate family or household. A definition of qualifying immediate family or household can be found in the Board's Paid Time Off policy. Illness means: illness, injury or medical appointment.

Sick days may also be used consistent with the Board's Bereavement Leave Policy.

**Sick time may never be used for vacation or personal business.**

**A medical note or other certification of illness may be required where: absenteeism exceeds three (3) consecutive days; at any time when there is an unusual pattern of sick day use; or there is suspected fraud.**

### **Requests for Sick Day Use:**

Teachers and staff, as appropriate, must request a sick day as soon as possible through [Frontline/Aesop](#) and should be made **no later than 2 hours before the start of the school day**. This is critical so we can secure a substitute teacher. Please note, that we have experienced a shortage of substitute teachers. Know that even though a substitute has picked up your classroom in your absence, they have also decided last minute to decline. This is never the act of the school, but an act of the substitute teacher.

### **Personal Business Days**

#### Appropriate use of PB Days:

Teachers and staff must use personal business days for legitimate personal business reasons, which typically include appointments that teachers and staff have to attend to during the school day. **PB days may be used for "life events" such as weddings, family reunions, graduations, and the like but may not be used for vacation purposes.** Teachers and staff have two defined vacation periods during the school year: Winter Break and Spring Break. Vacation activities should be scheduled during those periods.

#### Requests for Use of PB Days:

Personal benefit time should be requested at least 5 work days in advance, except in unforeseen circumstances beyond the employee's control. In cases of unforeseen circumstances, the request should be made as soon as possible so that these requests can be evaluated to determine if granting the request will negatively impact school operations.

When staff requests for personal business days exceed staffing requirements, administration may grant requests based on priority or date of submission. If an employee fails to request a personal business day with appropriate notice, he or she runs the risk of being denied the benefit day depending on the school's operational needs. Employees seeking to use personal business days are encouraged to explain their specific need in order to assist administrators in making informed decisions when multiple requests have been received for a particular day.

**Personal business days may not be used in any less than half-day increments.**

A written request for Personal Business Day use should be submitted using the official YELLOW form found in the Office. Written requests will be reviewed WEEKLY on Tuesdays and completed the same day. Requests received after Tuesday at 10:00am will be reviewed the following Tuesday. Personal Business requests for the upcoming week must be turned in by Tuesday for approval. Turn the written request in to Felix. Mrs. Chrobak will Review on Tuesday. Staff members will be notified by Mr. Felix of approval status. DO NOT SUBMIT AN ABSENCE IN FRONTLINE UNTIL YOU RECEIVE APPROVAL CONFIRMATION FROM MR. FELIX.

***In cases of emergency (Principal Discretion) employees should meet with Mrs. Chrobak during office hours (via google invite) or before or after the school day.***

### **Limits on PB Day usage:**

No more than **two** PB day requests will be granted on any regular school day **one PB day requests on Mondays and Fridays in May and June**, based on staffing needs and to ensure that paid time off is used responsibly, unless there is an unforeseen circumstance that requires an employee's absence to attend to personal business. If you fail to provide a reason for your personal business day request, you run the risk of being denied the benefit day if there are too many requests on a given day.

**Please plan accordingly by looking at the school calendar. Except in unforeseen circumstances beyond the control of the employee, per CPS Policy, personal business days will, in most cases, not be granted on special school days, which include:**

- School-wide testing days
  - School improvement days
  - Teacher institute days
  - Professional development days
  - Parent teacher conference days
  - The days immediately prior to and following Winter and Spring breaks
  - The days immediately BEFORE or AFTER a HOLIDAY
  - Failure to provide 5 days notice
- 
- SEIU, Local 73, SEIU Local 1 and UNITE HERE Local 1 members may not use personal business days during the first and last week of school per Articles 12, 13-8.2 and 8-8.2 of the applicable collective bargaining agreement

Requests for personal business days on any of the aforementioned days are discouraged because absences during these days significantly impacts school operations. Nevertheless, such requests will be evaluated on a case-by-case basis by school administration. In order to assist administrators in making informed decisions in these instances, employees seeking leaves on any of the aforementioned days are encouraged to justify and explain their specific need to take personal business days on these days.

### **Religious Holidays**

To promote diversity and to comply with applicable law, an employee may take time off to observe a religious holiday, provided that work schedules can be accommodated without undue hardship

and provided that the time off is charged as vacation time, personal business day, or zero pay. The employee should provide the principal or his/her supervisor with written notice at least two (2) days in advance of non-attendance.

Under Board Rule 4-10, appointed teachers make take up to **three (3) religious holidays** with pay, minus the cost of a substitute, in a school year to engage in religious observances. The cost of providing a substitute teacher will be deducted from the appointed teacher's pay.

To qualify to take a paid religious holiday under Board Rule 4-10:

- The teacher must be an adherent of the religion for which s/he is seeking a holiday.
- The holiday must be a recognized religious holiday in which participants are required to recuse themselves from daily work to engage in religious observations during the school day.
- The teacher must give written notice to the principal at least two (2) days in advance of non-attendance

Note: Central Office payroll determines which days are eligible for paid religious holiday. Questions regarding which days are eligible for paid religious holiday may be directed to Labor Relations ([LaborRelationsHS@cps.edu](mailto:LaborRelationsHS@cps.edu) or [LaborRelationsES@cps.edu](mailto:LaborRelationsES@cps.edu)).

### **Zero Days**

Zero days are days on which an employee is not paid. They may occur at the employee's request when s/he does not have appropriate benefit time. They may also occur when a request for benefit day use has not been approved.

Approval of a request for zero days is discretionary to the principal and may occur only in exceptional circumstances (e.g., an employee with a life event who is out of personal business days or sick days.)

When a request for a benefit day has not been approved and the employee is absent regardless, the employee will receive a zero day and may be subject to discipline after a review of all the circumstances.

### **Donating Sick Days**

Chicago Public Schools employees may donate a limited number of grandfathered sick days or CTU sick days to another employee who is on a Board-approved leave of absence for a serious illness. The employee eligible for this sick day transfer benefit is allowed to receive a maximum of 45 sick days only once during their employment with the Board.

#### Recipients

To be eligible, recipients must: (1) be on a Board-approved leave of absence for a serious medical condition; (2) have exhausted all paid benefit days (sick, vacation, personal business); and (3) have not previously received a sick day transfer from eligible donors.

For unionized employees, recipients must be covered by the same collective bargaining agreements as the donor.

For Non-CTU employees, recipients must also earn the same or less than the donor.

### Donors

To be eligible, donors must have grandfathered sick days or CTU sick days available for use.

- Donors who are an immediate family member (son, daughter, spouse, parent) of the recipient may donate up to 45 sick days
- All other donors may donate up to 10 sick days

For unionized employees, donors must be covered by the same collective bargaining agreement as recipient

### **Submitting a Sick Day Transfer Request**

The Sick Day Transfer policy can be found on the Talent Office's Absence and Disability website. Please visit the Board's Absence and Disability Department website at <https://sites.google.com/cps.edu/absenceanddisability/sick-day-transfer?authuser=0> for the policy and for directions to submit a sick day transfer request. After receiving all completed authorization forms, the Absence and Disability Department will confirm receipt of authorization forms to donating employee(s) and verify eligibility of both recipient and donor(s). If the eligibility of the recipient and donor(s) has been verified, the Absence and Disability Department will notify the recipient when the donated sick days have been transferred for use. Processing time varies but can generally be expected within 2-3 weeks.

## **BULLETIN BOARDS/GLASS CASES**

Bulletin Boards and glass display cases are made available to convey information to various audiences within the school community.

### **Staff Bulletin Boards**

The school administration maintains a staff bulletin board in the school office to post staff announcements and other employment-related materials. Please take note of the information posted there. If staff want to post information on that Board, please submit a request to Ms. Chrobak.

The school also has designated the bulletin board in the teacher's lounge for use by unions representing school staff. Only union delegates and stewards may post official union notices or other official materials relating union business on these bulletin boards.

### **Classroom Bulletin Boards**

Each classroom has one or more bulletin boards. Teachers are responsible for maintaining them and using them as an adjunct to instruction and creating an environment that fosters student learning.



## Glass Cases

The school uses glass cases to display awards and accolades achieved by the school, its faculty, staff and students. They are maintained by departments designated by the school administration.

## Hallway Bulletin Boards

The purpose of bulletin boards is to display authentic students' work and enhance their self-pride. Student work should reflect the curriculum being taught and **must be changed periodically and/on a monthly basis.**

FIRST FLOOR	
LOCATION	FACULTY MEMBER
Main Office Area	Ms. Flores
102	Mr. Czub: Family Leadership
106	Related Service Team
107	Ms. Figueroa
1st Floor Orange Steps	Ms. Pentz
109	Ms. Moy
108	Ms. Margil
110	Mr. Herbeck
113	Ms. Reed
112	Ms. Nolan
1st Floor Blue Steps	Ms. Flores
115	Ms. Lopez
114	Ms. Romero & Ms. Ferguson
117	Ms. Cahue: Family Leadership Family
119	Ms. Chernov
Glass Cases 1 <sup>st</sup> floor	Showcase for Pre- 3 <sup>rd</sup>
1 <sup>st</sup> Floor Red Steps	Ms. Eason
1 <sup>st</sup> Floor drinking fountain outside MDF	Environmental Leadership (shared messaging by all water fountains)
1st Floor Peaceful Warriors	SEL Team

SECOND FLOOR	
LOCATION	FACULTY MEMBER
221	Ms. Hardnett
219	Ms. O'Neil
217	Ms. Lizak
214	Ms. Erickson

212	Ms. Pentz
210 West Hall	Ms. Pelachyk
210 East Hall	Student Council
Above drinking fountains next to 213	Environmental Leadership
208	Shared Leadership (Student Events/Clubs/Incentives)
209-211	Ms. Martin
206	Ms. Harris
205-207	Mr. Sacharski
Across from 204	Ms. Krzak
Above Drinking faucet 203	Environmental Leadership
2 <sup>nd</sup> Floor Red Steps	Mr. Bentley
2 <sup>nd</sup> Floor Glass Cases	Shared Leadership

## CLASS CELEBRATIONS

Providing that the administration has approved, all classroom celebrations may begin after 2:30 p.m. All requests must be explicit as to the purpose, the time and location, and cost to the students, if any. Since our main focus is instruction, parties are strongly discouraged. Please be considerate of our custodial staff and discard all leftover food before leaving the building. **Chicago Public School policy mandates that only healthy store-bought food may be brought to school to be shared.** Lunches may not be cancelled due to a party. Many of our students are eligible for free and reduced meals and we cannot deny them that access. The only exception for lunch cancellation is when bag lunches will replace a hot lunch for an approved school field trip. **Please notify the office (in advance) of any healthy treats being brought to the classroom.**

## CAFETERIA

Students eat lunch in the cafeteria. Ms. Brooks, our school security guard is director of the cafeteria. Her cafeteria hours are from 11:30-1:15. During this time, she is unavailable to support other student misbehaviors. Students needing to use the washroom facilities will be given a pass by Ms. Brooks and she will control the flow of students needing this privilege.

School-wide behavior expectation posters will be displayed in the cafeteria and all staff supervising will be responsible for implementing these expectations.

## STUDENT CELL PHONE USE

Cellular telephone use or other electronic communication or listening devices are not permitted at Hearst School and they must be collected once a student enters your classroom. Each grade band will follow the same protocol for collecting and distributing cell phones.

## STAFF CELL PHONE USE

Per CPS policy, **cell phones are not to be used during instructional time**, or while supervising students, or at other inappropriate times without authorization. Students are not to use staff cell phones. Please use your classroom phone for communicating with families. That being said, we recognize that cell phones are an instructional tool used in the classroom and may be used for instructional purposes only.

- **ALL cell phones, smart watches** are turned in **FIRST THING** upon entering the building. If any teacher sees you playing on your technology, you will receive a check.
- Teachers are responsible for collecting cell phones prior to first period and placing them in a secure location in their classroom.
- **After the 3:40 bell rings** - Teachers will walk students out of the classroom to the hallway and distribute cell phones to students.
- If you do not turn in your cell phone and/or smart watch, it will be taken to the office and will only be released to a parent.

**STAFF MEMBERS USING THEIR CELL PHONES DURING THE DAY, OR ALLOWING STUDENTS TO USE THEIR CELL PHONE DURING THE DAY MAY BE SUBJECT TO THE EMPLOYEE DISCIPLINE.** (See Employee Discipline).

## CLASSROOM REQUIREMENTS

Teachers must have the following items available and easily accessible for anyone who enters the classroom:

1. Seating chart or names on students' desks;
2. Lesson plan book;
3. Time distribution sheet posted, and/or daily schedule;
4. Teacher's guides for all subject areas;
5. Instruction regarding classroom groupings;
6. Information on procedures students must follow for lunch and bathroom use;
7. List of students involved in special programs (e.g., special education, pull-out, bilingual services, etc.). The list should indicate when and where the students go and the pick-up/return procedure; and,
8. A substitute folder, clearly marked, and placed in your center drawer which contains the above-listed items.

### COMMUNICATIONS/USE OF WEBSITE - ACCEPTABLE USE POLICY

The Board of Education provides employees with access to its email system and a number of electronic tools for communicating with colleagues, students, families and the school community. The School also has its own website, which is reviewed, monitored and updated by a school committee.

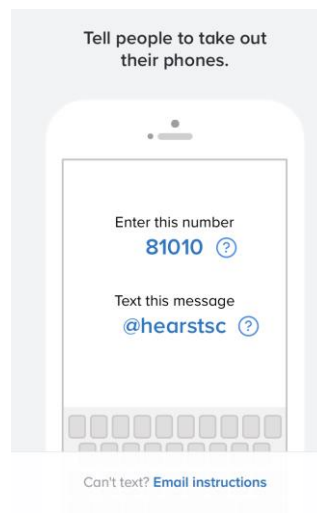
Use of these systems is governed by the Board's Acceptable Use Policy for Staff (<http://policy.cps.edu/download.aspx?ID=2>) and Acceptable Use Policy for Students (<http://policy.cps.edu/download.aspx?ID=203>). Communications between staff and from staff to students, parents and community members must always be professional and polite. They must always ensure that confidentiality of student information and records is maintained. Due to public interests and privacy concerns, use of CPS systems is restricted to Board business and there are a number of uses that are restricted or prohibited. Please consult the policies for information regarding the restrictions.

#### **NOTE: IMPORTANT RESTRICTIONS ON ELECTRONIC COMMUNICATIONS**

- School staff **must use** CPS network systems (e.g., email, gradebook etc.) to **communicate with students and their families**
- School staff **may not** use private emails or other non-CPS platforms to communicate with students and their families
- Staff **may not** communicate with students for any purpose via text message or any social media platforms (e.g., Facebook, Twitter etc.) and may not be “friends” with students on these platforms.
- Staff **must decline** student attempts to contact them or “friend” via social media platforms.

### **REMIND APP**

In addition to communicating through CPS email, The Remind App is the only acceptable platform for communicating with faculty and staff, including administration. Use the Remind App as a way to remind your team of meeting dates and times, as well as other professional needs.



### **DRESS CODE**

Teaching is a profession. Our professionalism is established, in part, by the image we present to our school leaders, partners, and the representatives of the public with whom we interact. We serve as models for our parents and students. Our attire is important. Accordingly, please consider the following guidelines for appropriate attire.

Teachers, instructional staff and administrative staff should wear business attire. For men, this means suits or trousers with or without coats, button-down shirts and, when appropriate, ties. For women this means suits, skirts or dresses, slacks and separates.

- Fleece, denim, spandex, sweat pants, leggings, shorts, jeans, flip flops are not business attire.
- Athletic wear and shoes are appropriate for physical education teachers, coaches, recess monitors and sponsors of some extracurricular activities during those activities but for most activities are not business attire.
- Head coverings, including hats and caps, are not business attire except when used for religious purposes or for health-related reasons.
- Security, Custodians, Engineers, and Lunchroom workers wear uniforms or attire appropriate to their work as directed by Central Administration.

**At Hearst, we have casual Friday where teachers can wear jeans. However, we request that you contribute \$35 to the fund as a way to support special activities.** The school Leadership Event Committee may also declare special events days (e.g., school spirit days, college alumni days) which encourage staff to wear certain apparel demonstrating pride in their college or school.

## **DRUG AND ALCOHOL FREE WORKPLACE**

The Board operates a drug and alcohol free workplace. See Rule 4-4(e) & 4-4(h) at [http://www.cpsboe.org/content/documents/chapter\\_iv\\_board\\_rules\\_december\\_2016.pdf](http://www.cpsboe.org/content/documents/chapter_iv_board_rules_december_2016.pdf)

Employees may not bring or be under the influence of illegal drugs or alcohol while on Board time or on Board property. Employees who are suspected of being under the influence of illegal drugs or alcohol may be subject to drug/alcohol screening and subject to discipline, up to and including dismissal.

### Medical Marijuana

Though Illinois law permits its residents to use marijuana for medical purposes when lawfully prescribed, employees cannot be under the influence of or be in possession of medical marijuana while on Board property or on Board time.

## **DUPLICATING MATERIALS FOR CLASS**

Teachers and staff may not duplicate copyrighted material. It is illegal.

Given the cost of duplicating and advances in the use of technology, the administration requests that staff minimize duplicating requests and use electronic forms of media in lieu of paper whenever possible.

### **COPY MACHINE AT HEARST**

- The staff will have one high duplicating machine located in teacher copy room in the library.
- Each teacher will be issued a code for running the machine.
- A quarterly (10week) allotment of copies will be given to each teacher.

- Copies are to be made during preparation periods.

\*Please report any technical issues to the Main Office. **Do not attempt to fix issues yourself.**  
Wait for the proper personnel.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education prohibits discrimination against its employees and students on the account of race, color, sex, gender identity/expression, age, religion, disability, national origin or sexual orientation. Discrimination occurs when an employee is treated differently because of his/her race, color, sex, gender identity expression, age, religion, disability, national origin or sexual orientation. Discrimination includes sexual harassment, which means any unwelcome sexual advance or request for sexual favors or conduct of a sexual nature.

### **Complaints of Discrimination and Harassment**

The Equal Opportunity Compliance Office (EOCO) administers the Board's anti-discrimination policies. If you believe that you have been a victim of discrimination, including sexual harassment, in your CPS employment, you may file a complaint with the:

Equal Opportunity Compliance Office

42 W. Madison St, 3rd Floor Chicago, Illinois 60602

Phone: 773-553-1013/Fax: 773-553-1091

Visit the EOCO website for additional information including Complaint Forms and staff information. <http://cps.edu/Pages/EqualOpportunityCompliance.aspx>

An EOCO investigator will investigate your claim, make a determination of whether or not CPS policy has been violated and, if so, recommend remedial action take place.

Please note:

- Board policy prohibits retaliation against employees who file EOCO complaints or who participate in their investigations.
- Employees who witness discrimination or harassment must report it to the EOCO office.
- The Board's Comprehensive Anti-discrimination Policy is found here: <http://policy.cps.edu/download.aspx?ID=36>

### **Workplace Accommodations for Employees with Disabilities**

Employees who are disabled and who can perform the essential functions of their job may be eligible for reasonable workplace accommodations to assist them in performing their jobs. Employees who need accommodations are encouraged to request them.

The Equal Opportunity Compliance Office (EOCO) handles all requests for accommodation. When a request is made, the ADA Coordinator will work with the employee to assess the disability

and the employee's needs. The ADA Coordinator will then work with both the employee and his/her supervisor to determine what reasonable workplace accommodations can be made to assist the employee. Accommodations can include scheduling accommodations, leave extensions, assistive equipment or temporary assistance among other things.

The Board's Combined Americans with Disabilities Act (ADA) and 504 Policy is found here: <http://policy.cps.edu/download.aspx?ID=127>. Contact EOCO Office for requests for accommodations here:

Equal Opportunity Compliance Office  
42 W. Madison St, 3rd Floor Chicago, Illinois 60602  
Phone: 773-553-1013/Fax: 773-553-1091  
Visit the EOCO website for additional information including Complaint Forms and staff information. <http://cps.edu/Pages/EqualOpportunityCompliance.aspx>

## ETHICS

As public employees, all school staff are required to maintain high ethical standards to preserve the trust of residents and taxpayers and set a good example for students. Illinois law, mayoral executive orders, Board rules and policies and our internal Code of Ethics provide guidance on ethical standards for employees.

Please consult the Board's ethics webpage for ethics guidelines, ethics forms, questions and answers, the Code of Ethics, and contact information for the Board's Ethics Advisor: ([http://cps.edu/About\\_CPS/Policies\\_and\\_guidelines/Pages/Ethics.aspx](http://cps.edu/About_CPS/Policies_and_guidelines/Pages/Ethics.aspx)).

Ethical questions may arise in a variety of contexts. The answer to them is not always intuitive. Employees are encouraged to seek guidance from the Board's Ethics Advisor to help resolve ethics inquiries. Some of the most important provisions in the Code of Ethics are summarized below:

- *Use of Board Property and Funds:* Board property and funds should only be used for Board purposes.
- *Nepotism:* Employees should not hire or be hired by relatives, or supervise or be supervised by relatives or otherwise provide favorable treatment to relatives.
- *Economic Interests:* Employees may not have an economic interest in contracts with the Board, work or business with the Board or sale of any article to the Board.
- *Conflicts of Interest:* This section covers a variety of situations which could result in conflicts including, for example, employees should not sit on the board of a non-profit corporation that does business with the Board.
- *Gifts:* Gifts intended to influence official actions are prohibited, and there is a presumption that individual gifts of \$50 or less are insufficient to influence official actions.

- *Secondary Employment:* Employees cannot engage in secondary employment that conflicts with their Board employment. Employees who have second jobs during the school year must file Secondary Employment Approval Forms, and employees who have second jobs only during intersession periods (winter break, spring break or summer break) must file Intersession Notification Forms. For example, in most instances, employees may not work directly for parents of students they currently teach (e.g., tutoring, private music/language lessons, babysitting, test preparation, etc.)
- *Political Activities:* Employees may engage in political activity on their own time and off of Board premises, but may not use Board time or Board resources or their official position to engage in political activity.
- *CONDUCTING NON-SCHOOL BUSINESS ON SCHOOL TIME / PREMISES:* Refrain from using the school, work site, work location, work materials and supplies to conduct a secondary business. Do not buy or sell products or merchandise during school time or on school premises. Violations fall under the Employee Discipline Code guidelines.

The above summaries are not completely inclusive of all provisions in the Code of Ethics. For more detailed information or specific questions, please refer to the ethics webpage or contact the Ethics Advisor

## FUNDRAISING

Fundraising is an important component of family and community engagement that provides schools with additional resources to help strengthen and enrich their educational programs. While the Board of Education of the City of Chicago encourages and appreciates such contributions, it must ensure that fundraising activities conform to law, Board policy, and best practice. These guidelines are intended to provide schools and their partners with the expectations the Board has for all fundraisers.

The Internal Accounts Manual is every principal's guide to successfully managing the business aspects of running their schools, including fundraising. Please work with your school's administration to assist in hosting a successful fundraiser.

Fundraising activities should have the primary goal of benefiting CPS students, and must enhance the school's ability to provide a well-rounded learning environment for CPS students. It is important to note that all collections from the sale must be submitted to the School Treasurer on the day of collection. If unable to do so, an explanation must be provided in writing. Second, the funds should be used during the year in which they are raised for the intended purpose. When there are funds remaining at the end of the school year, work with your administration to develop a written plan for the use of those additional funds. **LSC approval is required.**

- In General...
  - Every fundraising event must have a completed Local School Fundraising Proposal and Local School Fundraising Accounting Report.
- **The LSC must approve the following fundraising activities:**
  - All Category 2-6 fundraisers
  - Category 1 and 6 fundraisers for disbursements of \$1,000 or more (elementary schools) or \$2,500 or more (high schools) and if a contract is involved.



- Category 6 fundraisers must also be approved by the Principal and Network Chief.

**Category 1:** Fundraising conducted independently by the school:

- Continuous Fundraising Activities and Concession Sales
- Photographs
- School Book Fairs
- Jean Day
- Walkathons
- School Raffle

**Category 2:** Fundraising for the school conducted by the school and an external not-for-profit organization where all net proceeds are for the school.

**Category 3:** Fundraising conducted by the school and an external not-for-profit organization where profits are shared

**Category 4:** Fundraising for the school conducted exclusively by the external not-for-profit organization that benefits the school or its own organization.

**Category 5:** Fundraising conducted exclusively for catastrophe victims or other designated not-for-profit organizations

**Category 6:** Local School Council Fundraising

Board rules and policies relevant to fundraising include, but are not limited to:

1. [Commercial Activity \(06-0628-PO1\)](#)
2. [Acceptance of All Grants, Gifts and Donations \(04-1027-PO1\)](#)
3. [Policy on Local School Council Fund-Raising \(97-0226-PO2\)](#)
4. [School Internal Accounts \(08-0924-PO3\)](#)
5. [Asset and Inventory Management Policy \(17-1025-PO1\)](#)
6. [Use of School Building After Regular Hours of Building Operation \(Rule 6-25\)](#)
7. [CPS Insider's Guide to School Business and Internal Accounts 2005 Manual](#)

([Internal Accounts Manual 2008 Updated Sections](#))

All forms needed may be found on the CPS Clerk's website at:

[https://clerks.cps.edu/fin\\_forms.html](https://clerks.cps.edu/fin_forms.html)

***If you have questions, ask before you act! Contact the School Support Center at (773) 535-5800 or a School Law Attorney at (773) 553-1700.***

## **FACULTY MAILBOXES AND EMAIL**

The school maintains mailboxes for faculty members. The school administration is responsible for maintaining them. Use of mailboxes for purposes other than CPS business is restricted.

Employees must abide by those restrictions:

- Official union materials may be placed in the mailboxes by the Union delegate or steward provided a copy is provided to the principal.

- Fliers or mass distribution of notices in mailboxes is not permitted without principal permission.
- Information regarding non-CPS business is not permitted without principal permission.
- Political or religious materials may not be distributed in the school or in faculty mailboxes.

**All staff members are required to check their email on a daily basis between 8:45 and 9:00. Staff members are responsible for directives and information disseminated via email.** Please become familiar with the Acceptable Use Policy. All communication with students and parents of students must be done via email. It is against CPS rules to use personal emails, Facebook, Instagram, or any other social media etc. with students and/or parents of students. The Employee Discipline Code will be adhered to for violations of the Acceptable Use Policy. We will be using Google for CPS email. For your protection and support, Mrs. Chrobak or Mrs. Blathras are to be copied on all emails sent to students or parents of students.

## **PAYROLL PROCEDURES - KRONOS**

Employees are responsible for timekeeping. Timekeeper Central publishes guidance on how to use the Kronos Self-Service System to keep your time, which can be reviewed at <https://sites.google.com/a/cps.edu/kronosknowledgecenter/schools-training>

### **Swiping the Kronos Clock**

To ensure accuracy, all employees should “swipe” in and out using their identification badge. That will avoid mis-keyed identification numbers.

Teachers are exempt employees who are paid a salary. It is recognized that teachers often have to work beyond the school day to complete and prepare for their work. Teachers are required to swipe the time clock when they enter the school and again at the end of the day when they leave. **Teachers are not docked for late swipes or early departures but may be subject to discipline.**

*Note: Teachers who work in paid after-school programs may be required to complete additional time-records for those programs.*

ESPs/PSRPs are non-exempt employees who get paid for all of the hours that they work. ESPs/PSRPs must swipe in when they begin their shift, swipe out for lunch, swipe back in after lunch, and swipe out at the end of the day. ESPs/PSRPs should not swipe in/out for break time. ESPs/PSRPs will be docked if a swipe is made after 7 minutes.

*Note: ESP/PSRP cannot work additional hours without the express knowledge and approval of the school principal. If overtime is accumulated without the express knowledge and approval of the school principal, the ESP/PSRP may be subject to discipline. Overtime hours are paid at the ESP/PSRP’s normal hourly rate until s/he works 40 hours in the week and then at time and one-half the normal hourly rate.*

## **Requesting Paid Time Off**

Employee requests for paid time off should be made through Kronos and should meet school rules regarding timeliness (in addition to any other notice requirements like Frontline). Please refer to earlier sections regarding benefit day usage.

## **Reviewing/Editing Time at the End of the Pay Period**

At the end of every pay period, Timekeeper Central will transmit a notice encouraging all employees to review their time so that they are sure it is accurate before it is submitted to Payroll for payment. Review and edit requests typically have to be complete by 2:00 p.m. the Tuesday following the end of the payroll period, though in shortened weeks it may be required earlier. Employees should check their time and request necessary edits (i.e., full schedule time, paid time off, etc.) as soon as possible after the close of the payroll period.

# **PERSONAL CONTACT AND EMERGENCY CONTACT INFORMATION**

The school and the Board may, from time-to-time, need to contact you or, in cases of emergency, your designated emergency contact. Please keep this information up-to-date at both the Board and School level.

**Please submit your personal and emergency contact information, as soon as possible by completing [THIS](#) Google form and logging on to HR4U, then click on the following:**

- Self-Service
- Personal Information
- Home and Mailing Address

## **RESIDENCY**

Under the Board's residency policy (<http://policy.cps.edu/download.aspx?ID=179> ), full-time board employees hired on or after November 20, 1996, are required to be actual residents of the City of Chicago within six months of their date of hire. Employees hired prior to November 20, 1996, and who have been continuously employed by the Board are not subject to the residency policy.

Some employee groups who work in special needs areas that are hard to staff may apply for a waiver of the residency requirement at the time that they are hired. Waivers are not granted at any time other than at hire and are renewable for three years provided that the employee continues to work in a designated special needs position and applies for a waiver renewal according to applicable procedures.

## STAFF AND STUDENT BOUNDARIES

CPS staff must provide students with a safe and supportive learning environment. The District encourages healthy relationships between students and school staff and administrators to promote student achievement and success. Staff should review the District's guidance on appropriate and reasonable boundaries for staff and students in order to protect students from sexual misconduct and abuse, and to protect staff members from misunderstandings and false accusations. Guidance can be found on the Knowledge Center at <https://goo.gl/a2WUHv>.

CPS staff members must also be diligent about actions occurring on or off campus involving CPS students. If something does not look or feel right, say something to administration immediately. It is always better to err on the side of reporting allegations and suspicious behavior instead of doing nothing.

## SUSPICION OF CHILD ABUSE

Illinois law requires all school staff to report any reasonable suspicion they have that a child has been abused or neglected to the Illinois Department of Children and Family Services Hotline, so that the agency can take steps to protect the child. The CPS policy on reporting child abuse or neglect can be found at <http://policy.cps.edu/download.aspx?ID=156>. That policy requires all employees to take this mandated reporter training every year, so they can identify the signs of child abuse and neglect:

<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action;jsessionid=AEE3C703831C1A432B7F23C6377F1A8F>)

If you suspect that a child has been neglected or abused at home, by any school employee, or by anyone who works at a school or with students, call the Hotline at 1-800-25-ABUSE/1-800-252-2873. If you are unsure whether a particular circumstance requires you to report, you must consult with a member of the administration or call the Law Department (3-1700). Additionally, the Guidelines Regarding Maintaining Professional Student/Staff Boundaries, found [here](#), should be reviewed by all staff and are a helpful tool in recognizing inappropriate behavior.

Your legal responsibility as a mandated reporter is not fulfilled by reporting your suspicion to another staff member, such as the case manager. It is your individual responsibility to make the Hotline call. If you fail to report your reasonable suspicion of child abuse or neglect, you can be disciplined by the Chicago Board of Education, and the Illinois State Board of Education can suspend your educator's license.

Under CPS policy, you are also required to notify your principal or network chief of your Hotline call, so that appropriate social and emotional support can be provided to the student. Administrators who discourage you from calling the Hotline or ask you to change your report are

subject to discipline. Report any supervisor who attempts to interfere with your reporting to the Law Department at 3-1700.

## **RESPECTFUL, VIOLENCE FREE WORKPLACE AND LEARNING ENVIRONMENT**

It is the Board's policy that its facilities and workplaces shall be free of violence and that students, employees and visitors to its facilities conduct themselves in a manner that is respectful to others. Accordingly, employees shall not engage in any acts that are inconsistent with a respectful working and learning environment and shall not engage in any acts of violence at the workplace, or engage in any acts of violence outside of Board workplaces that have a nexus to their Board employment. For purposes of this Rule, acts of violence include use of physical force, when it is not reasonably necessary to protect persons or property from imminent harm, and acts of intimidation including, but not limited to, threats of physical force. For more information, please visit Board Rule 4-4(i), which can be reviewed at [http://www.cpsboe.org/content/documents/chapter\\_iv\\_board\\_rules\\_december\\_2016.pdf](http://www.cpsboe.org/content/documents/chapter_iv_board_rules_december_2016.pdf)

### **EMPLOYEE DISCIPLINE**

The Chief Executive Officer, The Chief Education Officer, Principals and Department Heads have the authority and responsibility to take disciplinary action, in accordance with Board of Education policies, against employees whose conduct does not further the efficiency and best interests of the Chicago Public Schools. The degree of discipline to be meted out is dependent on various factors including, but not limited to, the seriousness of the offense, the employee's work record and the totality of the circumstances. The CPS Employee Discipline Code will be followed. All employees must familiarize themselves with this operational document.

### **RESTAURANT POLICY**

All food deliveries for staff lunch must be made by 12:00 p.m. Deliveries will not be made to teachers or ESP staff before or after the designated lunch period.

### **STAFF LOUNGE**

The staff lounge is in room 100. Students are not permitted in the room. Staff are not allowed to send students to the room to get items from the refrigerator or use the microwave. Each staff member must accept the responsibility for keeping the area neat and clean. Please remove all unwanted food out of refrigerator daily. Any food leftover in the fridge will be thrown away each Friday. As per district policy, smoking is prohibited on CPS property or within 15 feet of its grounds.

### **WRITTEN CORRESPONDENCE**

All written correspondence sent home concerning students, parents, and school activities must be approved by the principal or their designee PRIOR to its dissemination.

## Acknowledgement and Receipt

The employee handbook describes important information about Chicago Public Schools and Hearst, and I understand that I should consult with administration regarding any questions not answered in this handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements previously disseminated by Hearst.

**I have received the handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it. In addition, I understand that it is my responsibility to read and comply with all other Board policies and rules not specifically mentioned in this handbook.**

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Employee's Signature

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Employee's Name (Print)

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Date

**You are required to return the completed Acknowledgement and Receipt to administration by August 29, 2019**