

1975

The Development of an Administrative Handbook for the Charleston Community Unit Schools

David Frank Johnson

Eastern Illinois University

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THE DEVELOPMENT OF AN ADMINISTRATIVE HANDBOOK

FOR THE CHARLESTON COMMUNITY UNIT SCHOOLS

(TITLE)

BY

DAVID FRANK JOHNSON

THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

Specialist in Education

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1975
YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

ACKNOWLEDGMENTS

I would like to take this opportunity to sincerely thank the many people who have made this project become a reality: the administration of Charleston Community Unit School District Number One, and the professional staff of Eastern Illinois University.

David F. Johnson

PREFACE

In the Spring of 1975, the Charleston Board of Education adopted a revised set of Official Policies to govern the operation of the school system. Administrative Rules and Regulations have been formulated to implement and clarify these policies. Both the Policies and the Administrative Handbook of Rules and Regulations have been prepared in loose leaf format to facilitate continual updating as needed.

An attempt has been made to include those Policies and Regulations which relate most directly to students and personnel, as well as those which provide a general background for the functioning of the schools in the Administrative Handbook.

Topics are numbered exactly as in the Official Policy Manual. Since there are some items not included in this Handbook, numbers are not necessarily consecutive. Items quoted from the Board Policy bear numbers with six unit digits, whereas those which are from the Rules and Regulations have two or more unit digits. Items quoted from other sources are keyed to appendix material. For convenience, items from both sources but dealing with the same topic appear together.

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CHAPTER I

NATURE AND DEVELOPMENT OF THE PROJECT

An important and significant phase of the program for the Certificate of Advanced Study is the comprehensive field study. This practical experience of working within a school system provides opportunities for the intern to become involved in its functional operations.

During the school year of 1974-1975, with the cooperation of Dr. Robert Shuff of Eastern Illinois University, a working agreement was established between June Bouknight, Assistant Superintendent for Personnel and Instruction of Charleston Community Unit District Number One, Dr. Shuff, and this writer. This was a verbal agreement that expressed a willingness of all parties involved, that David F. Johnson, student at Eastern Illinois University, would be given the opportunity to accomplish the field experience in the area of school administration in Community Unit Number One, under the supervision of the assistant superintendent of the Charleston Schools, and with the cooperation of the professional advisor.

After conferences with Assistant Superintendent June Bouknight, it was decided that an appropriate enterprise that would be beneficial to the school district, as well as the intern, would be the development of an administrative handbook. Various aspects of the proposed project were also discussed with the administrators in the Charleston Schools.

PURPOSE

The purpose of this handbook is to include rules and regulations, the detailed directions that were developed by the administrators to put school board policy into practice. The handbook states in clear and positive terms the rules, regulations, and information necessary in the operation of the Charleston Community Unit Schools. The handbook provides an adequate means of handling the immense quantity of information that challenges administrators daily by stating how, by whom, when, and where school board policy should be enforced. The handbook performs a legal function by defining the personnel-student relationships as set down by state laws. Laws that affect the operation of the school system are documented. Another purpose of the handbook is related to coordination, and its value in orienting new members to the school system.

JUSTIFICATION FOR THE STUDY

The task of an administrator is to develop a pattern or framework for his decision making process so that he will be content with the majority of his choices. Each of the multitudinous decisions an administrator makes in the course of a day demands more than a spur-of-the-moment decision. One of the major qualities of educational leadership is the ability to act responsibly in a variety of situations. Accountable decision making means that the administrator needs guidelines appropriate for the situation in

which he is responsible. Decision making carried out with sophistication and awareness of the difficulties and satisfactions inherent in the process is critical in any school organization. Ordinarily, one wishes to have as much valid information as possible before making a decision of any consequence. The necessity for adequate decisions and communications affecting personnel and the coordination process justifies the development and use of an up-to-date administrative handbook.

DELIMITATIONS

This project was limited to the development of an administrative handbook for the administration of the Charleston Unit Number One Schools. It was further limited to publications with information pertinent to the project, and the personal interviews of employees of the Charleston Community Unit School District Number One.

DEFINITIONS

As used in this project, the administrative handbook will be defined as being a looseleaf handbook consisting of rules, regulations, and information concerning Charleston Community Unit Schools operation. It is a subservience whereby administrators can obtain workable information concerning the operation of the school system.

EXISTING DATA

Prior to the work which began with this project, there had been minimal effort made in Charleston Community District Unit Number One toward keeping the existing administrative handbook revised. From the various departments there were different publications available of which some had been kept current. Most of the information was taken from the revised Charleston School Board Policy Manuel and Professional Agreement between the Charleston Board of Education Community Unit Number One and Charleston Education Association. Remaining information was obtained from the School Code of Illinois, Illinois Revised Statutes, Circular Series A, Number 157 and 160, issued by the Illinois Office of Education, different school publications and interviews with personnel.

PROCEDURE FOR OBTAINING DATA

The information needed for the project was obtained from state and school publications, departmental materials, and information received from personal interviews. The first step with regard to procedure was visiting the Charleston Schools and collecting available materials relevant to this project. After materials were obtained this writer conducted a series of interviews in gathering omitted data.

TREATMENT OF THE DATA

The existing handbook was of little value, data being obsolete and insufficiently organized. Information obtained was organized and arranged into an acceptable form. Periodic interviews were held throughout the entire project in order to assure complete and relevant data.

CHAPTER II

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

SUMMARY

During the school year 1974-1975, with the cooperation of Dr. Shuff of Eastern Illinois University, a working agreement was established between June Bouknight, Assistant Superintendent for Personnel and Instruction, of Community Unit School District Number One, Dr. Shuff, and this writer. After conferences with June Bouknight and the professional advisor, it was agreed that the development of an administrative handbook for Charleston Community Unit Schools would be an appropriate enterprise.

The purpose of the administrative handbook was to include rules and regulations, the detailed directions that were developed by the administration to put school board policy into practice. The handbook performs a legal function by defining the personnel-student relationship as set down by state laws.

The necessity for adequate decisions, communications affecting personnel and the co-ordination process justifies the development and use of an up-to-date administrative handbook. Accountable decision making means that the administrator needs guidelines appropriate to the situation in which he is responsible.

The project was limited to the development of an administrative handbook for the administration of the Charleston Unit Number One Schools. The administrative handbook will be a looseleaf subservience whereby administrators can obtain workable information concerning the operation of the school system.

There had been minimal effort made in Charleston Community District Unit One toward keeping the existing administrative handbook revised. The majority of information was taken from the revised Charleston School Board Policy Manual and Professional Agreement between the Charleston Board of Education and Charleston Education Association. Remaining information was obtained from state and school publications and interviews with personnel. The first step with regard to procedure was visiting the Charleston schools and collecting available materials relevant to the project. Information obtained was organized and arranged into an acceptable handbook.

CONCLUSIONS

In initiating this project this writer wished to make a worthy contribution to the Charleston Community Unit School System. To do this the project undertaken was designed specifically for the Charleston School System.

The opportunity to work with the Charleston School System gave this writer access to valuable experience and information in the functional operation of a school system. A positive attitude by the school personnel saved considerable amount of time in the collecting, assimilating, reorganization and obtaining of information. Their personal desire to assist in making this project a reality was appreciated by this writer.

It is hoped that the handbook with revisions will be a valuable guide to the Charleston School System for many years to come, and that administrators will have a valuable aid in making their decisions.

RECOMMENDATIONS

One of the most important personnel functions is the development and annual revision of an administrative handbook summarizing goals, policy, procedure and conditions related to employment and service in the school system. The importance of such information in the hands of administrators cannot be overstated. Effective administration cannot be achieved by mere conformity to regulations and perfunctory application of rules. Every administrator must accept the responsibility for intelligent study and interpretation of the general rules in relation to the educational needs in his own neighborhood, and must employ a judicious combination of wisdom and loyalty to school policies in the application of rules and regulations. It is recommended that the administrative handbook should be directed toward those goals. It is also recommended that the Charleston Schools work toward a true administrative index. Information included in the various sections should be published into booklets and included in the appendix. This would minimize revision changes required to keep the handbook up to date.

The writer further recommends the following suggestions to students interested in pursuance of a similar project;

1. Have available time in order to satisfactorily complete the project.

2. Have adequate communications with and cooperation from personnel participating in critical areas.
3. The administrative handbook should be developed around the idea that rules and regulations are the detailed directions developed by the administration to put policy into practice. The rules and regulations tell how, by whom, when, and where.

APPENDIX AA
ADMINISTRATIVE HANDBOOK

ADMINISTRATIVE
HANDBOOK

CHARLESTON COMMUNITY UNIT #1
CHARLESTON, ILLINOIS

APRIL, 1975

Howard S. Smucker
Superintendent of Schools

June Bouknight
Assistant Superintendent
Personnel and Instruction

Donald Kenney
Assistant Superintendent
Business Affairs

David Johnson
Graduate Assistant
Eastern Illinois University

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0. EDUCATIONAL ORGANIZATION

0.1 Legal Designation

This district is legally designated as Community Unit School District Number One of Coles County, State of Illinois and will be referred to as Charleston Community Unit School District Number 1.

0.2 Building Organization and Information

0.2.1	<u>Elementary Schools and Location</u>	<u>Administration</u>	<u>Grade Level</u>	<u>Phone</u>
	Ashmore Ashmore, IL	Don Schaefer	K-6	349-8341
	Carl Sandburg Reynolds Drive	Denise Cox	K-4	345-2215
	Jefferson 8th & Jefferson	Dennis Coughill Steve Hutton, Asst.	K-6	345-7078
	Lerna Lerna, IL	Denise Cox	K-6	234-9298
	Lincoln Division & Madison	Walt McKenzie	K-4	345-2282
	Mark Twain 1012 13th	Don Schaefer	K-4	345-6018
	Rardin Rardin, IL	Walt McKenzie	K-6	345-6487

0.2.2	<u>Secondary Schools and Location</u>	<u>Administration</u>	<u>Grade Level</u>	<u>Phone</u>
	Charleston Jr. High Smith Drive	John Dively Gary Patterson, Asst.	7 - 8	345-2194
	Charleston Sr. High Rts. 130 & 16	David Hendrix Wayne Schurter, Asst. Terry, Weir, Asst.	9 - 12	345-2196

0.3 Attendance Center Boundary Lines

- 0.3.1 Ashmore School - Ashmore Township and approximately the Northeast Third of Hutton Township.

0.3.2 Lerna School - All of Pleasant Grove Township to school unit's west boundary line. Also the portion of Lafayette Township from school unit's west boundary along the south side of State Route No. 16 to one mile east of Loxa Road, then south to an east-west line just north of the Gun Club Road in Charleston Township, then east and southeasterly to Embarrass River.

0.3.3 Rardin School - Morgan and Seven Hickory Townships which is that area west of the Embarrass River and North of a line approximately two miles north of Charleston.

0.3.4 Carl Sandburg School

North Boundary - From West School District Line, east of Route 316 to west of Reynolds Drive then south of Polk Street from west of Reynolds Drive to east of Fourth Street.

South Boundary - South of Route 16 to one mile east of Loxa Road to north side of Gun Club Road, then east and south east to the Embarrass River.

East Boundary - Fourth Street south of Polk Street to just south of Grant and Hayes Streets and south just east of University Drive.

West Boundary - West School District Line from Route 316 to Route 16 east to one mile east of Loxa Road south to north of Gun Club Road.

0.3.5 Mark Twain School

North Boundary - South side of Harrison Street from Fourth Street east to city limits.

South Boundary - South Fourth Street Road to Lee Nursery Road to Hickory Ridge Curve and east to west of Route 130.

East Boundary - South of Harrison Avenue to McKinley Avenue within the city limits.

West Boundary - Sixth Street from Harrison to Polk, Fourth Street from Polk to south of Hayes and Grant Streets and east of University Drive to Fourth Street Road.

0.3.6 Jefferson School (city area)

North Boundary - North city limits.

South Boundary - Harrison Street from Fourth Street to 22nd Street.

East Boundary - (city) 22nd Street to northeast city limits

West Boundary - Fourth Street from Harrison to city limits

0.3.7 Lincoln School

North Boundary - City Limits

South Boundary - South of Polk Avenue from west of Reynolds Drive to just east of Fourth Street.

NOTE: All students living on the north and south sides of Polk Avenue west of Fourth and east of Reynolds Drive will attend Lincoln School.

East Boundary - Fourth Street from Polk Avenue to north city limits

NOTE: All students living on the east and west sides of Fourth Street between Polk and Harrison Streets will attend Lincoln School.

West Boundary - West of Reynolds Drive from south of Polk, north to "E" Street and north to city limits.

0.3.8 Boundary Map

See Appendix - Page 74

1. BOARD OF EDUCATION

1.1 Board Meetings and Procedures

School Board Policy: Section 135.000

1.2 Employee Presentations

School Board Policy: Section 150.000

1.2.1 Complaints and Grievances

Professional Negotiation Agreement: Article VII
Grievance Procedure, Section D

From Public - The public shall be given an opportunity to address the Board of Education upon request to the President or Superintendent at least 48 hours prior to the meeting.

From Employees

Professional Negotiation Agreement: Article VII
Grievance Procedure, Section D

1.3 Rules and Regulations

School Board Policy: Section 160.000

1.4 Order of Business

School Board Policy: Section 165.000

1.5 Gifts to Schools

School Board Policy: Section 175.000

1.6 Succession of Authority to the Superintendent

School Board Policy: Section 185.000

2. ADMINISTRATION

2.1 The Chief Administrative Officer

School Board Policy: Section 201.000

2.1.1 Position Responsibilities and Duties

School Board Policy: Section 205.600

2.2 Position Title: Assistant Superintendent for Personnel and Instruction

School Board Policy: Section 206.000

2.2.1 Position Responsibilities and Duties

School Board Policy: Section 206.600

2.3 Position Title: Assistant Superintendent-Business Affairs

School Board Policy: Section 207.000

2.3.1 Position Responsibilities and Duties

School Board Policy: Section 207.600

2.4 Position Title: Secondary School Principal

School Board Policy: Section 208.000

2.4.1 Position Responsibilities and Duties

School Board Policy: Section 208.600

2.5 Position Title: Junior High Principal

School Board Policy: Section 209.000

2.5.1 Position Responsibilities and Duties

School Board Policy: Section 209.600

2.6 Position Title: Elementary School Principal

School Board Policy: Section 210.000

2.6.1 Position Responsibilities and Duties

School Board Policy: Section 210.600

2.7 Position Title: Senior High School Assistant Principal
Administrative Services

School Board Policy: Section 211.000

2.7.1 Position Responsibilities and Duties

School Board Policy: Section 211.600

2.8 Position Title: Senior High School Assistant Principal
Pupil Personnel Services

School Board Policy: Section 212.000

2.8.1 Position Responsibilities and Duties

School Board Policy: Section 212.600

2.9 Position Title: Junior High Assistant Principal

School Board Policy: Section 213.000

2.9.1 Position Responsibilities and Duties

School Board Policy: Section 213.600

2.10 Position Title: Elementary School Assistant Principal

School Board Policy: Section 214.000

2.10.1 Position Responsibilities and Duties

School Board Policy: Section 214.600

2.11 Position Title: Director of Vocational and Industrial Education

School Board Policy: Section 215.000

2.11.1 Position Responsibilities and Duties

School Board Policy: Section 215.600

2.12 Position Title: Director of Physical Education, Health and Athletics

School Board Policy: Section 216.000

2.12.1 Position Responsibilities and Duties

School Board Policy: Section 216.600

2.13 Position Title: Director of Media Services

School Board Policy: Section 217.000

2.13.1 Position Responsibilities and Duties

School Board Policy: Section 217.600

2.14 Position Title: Department Chairmen - Junior and Senior High Schools

School Board Policy: Section 218.000

2.14.1 Position Responsibilities and Duties

School Board Policy: Section 218.600

2.15 Administrative Council

School Board Policy: Section 230.000

2.15.1 Members: School Board Policy: Section 230.100

2.15.2 Purpose: School Board Policy: Section 230.200

2.16 Administrative Regulations

School Board Policy: Section 240.000

2.17 Administrative Regulation Handbook

School Board Policy: Section 250.000

2.18 Administrative Organization Chart

School Board Policy: Section 270.000

3. GENERAL PERSONNEL POLICY

3.1 Sick Leave

School Board Policy: Section 305.000

3.2 Personal Leave

School Board Policy: Section 310.000

3.3 Funeral Leave

School Board Policy: Section 315.000

3.4 Workmen's Compensation

School Board Policy: Section 320.000

3.5 Liability Insurance

School Board Policy: Section 325.000

3.6 Physical Examinations of Employees

School Board Policy: Section 330.000

3.7 Jury Duty

School Board Policy: Section 335.000

3.8 Tax Sheltered Annuity

School Board Policy: Section 340.000

3.9 Retirement

School Board Policy: Section 345.000

3.10 Outside Employment

School Board Policy: Section 350.000

3.11 Civil Rights Compliance

School Board Policy: Section 355.000

3.12 Vacations for Year-Round Employees

School Board Policy: Section 360.000

3.13 Employment Procedure Information

Procedures for Employment, Certificated Personnel

3.13.1 Improper Contact by a Candidate

Procedures for Employment, Certificated Personnel

3.13.2 Use of Confidential Information

Procedures for Employment, Certificated Personnel

3.13.3 Discussing Perceptions of Candidates

Procedures for Employment, Certificated Personnel

3.13.4 Contacting Other School Officials or Previous Employees for Additional Information

Procedures for Employment, Certificated Personnel

3.13.5 Discussing Perceptions of Previous or Current Staff with Candidates

Procedures for Employment, Certificated Personnel

4. CERTIFICATED PERSONNEL

4.1 Employment and Personnel Policies

School Board Policy: Section 405.000

4.1.1 Vacancies, Transfers, and Promotions

Professional Negotiation Agreement: Article XV, Sections A-G

4.2 Certificated Staff Evaluation

School Board Policy: Section 415.000

4.2.1 Philosophy

Professional Negotiation Agreement: Article XVI, Section A

4.2.2 Distribution

Professional Negotiation Agreement: Article XVI, Section B

4.2.3 Definition of Evaluation Terms

Professional Negotiation Agreement: Article XVI, Section C

4.2.4 Procedures for Teacher Evaluation

Professional Negotiation Agreement: Article XVI, Section D

4.2.5 Conferences

Professional Negotiation Agreement: Article XVI, Section E

4.2.6 Assistance to Teachers

Professional Negotiation Agreement: Article XVI, Section F

4.3 Professional Growth

School Board Policy: Section 420.000

4.3.1 Requirements

Professional Negotiation Agreement: Article XXII, Section I

4.4 Tutoring

School Board Policy: Section 425.000

4.5 Leaves of Absence

School Board Policy: Section 430.000

4.5.1 Sick Leave

Professional Negotiation Agreement: Article XX, Section A

4.5.2 Personal Leave

Professional Negotiation Agreement: Article XX, Section B

4.5.3 Duty-Connected Injury

Professional Negotiation Agreement: Article XX, Section C

4.5.4 Maternity Leave

Professional Negotiation Agreement: Article XX, Section D

4.5.5 Leaves of Absence-Without Pay

Professional Negotiation Agreement: Article XX, Section E

4.5.6 Jury Duty

Professional Negotiation Agreement: Appendix C

4.6 Compensation

School Board Policy: Section 435.000

4.6.1 Payroll Procedures

Professional Negotiation Agreement: Article XXII, Section B

4.6.2 Course Credit

Professional Negotiation Agreement: Article XXII, Section F

4.6.3 Transcripts

Professional Negotiation Agreement: Article XXII, Section G

4.6.4 Mileage

Professional Negotiation Agreement: Article XXII, Section M

4.6.5 Age

Professional Negotiation Agreement: Article XXII, Section N

4.7 Salary Adjustments

School Board Policy: Section 440.000

4.8 Extra Duty Assignments

School Board Policy: Section 445.000

Professional Negotiation Agreement: Article XI, Section E

4.9 Responsibility For Extra-Curricular Activities

School Board Policy: Section 450.000

4.10 Pay for Unused Sick Leave

School Board Policy: Section 460.000

4.11 Teaching Hours and Assignments

Professional Negotiation Agreement: Article XIII, Section A-D

4.11.1 Teacher Schedule

School Board Policy: Section 465.000

Professional Negotiation Agreement: Article XIII, Section A

Teachers Duty Free Lunch Period-Every teacher in any school house where 2 or more teachers are employed whose duties require attendance at the school for 4 or more clock hours in any school day shall be entitled to and be allowed a duty free lunch period equal to the regular local school lunch period but not less than 30 minutes in each school day.

Professional Negotiation Agreement: Appendix C, Item D
From: The School Code of Illinois: Section 24-9

4.11.2 Preparation Time

Professional Negotiation Agreement: Article XIII, Section B

4.11.3 Assignments

Professional Negotiation Agreement: Article XIII, Section C

4.11.4 Assistance

Professional Negotiation Agreement: Article XIII, Section D

4.12 Teaching Conditions and Staff Facilities

Professional Negotiation Agreement: Article XIV , Section A-K

4.12.1 Dictionary

Professional Negotiation Agreement: Article XIV , Section A

4.12.2 Space

Professional Negotiation Agreement: Article XIV, Section B

4.12.3 Parking

Professional Negotiation Agreement: Article XIV, Section C

4.12.4 Lounge

Professional Negotiation Agreement: Article XIV, Section D

4.12.5 Institutional Privileges

Professional Negotiation Agreement: Article XIV, Section E

4.12.6 Class Size

Professional Negotiation Agreement: Article XIV, Section F

4.12.7 Clerical and Secretarial Needs

Professional Negotiation Agreement: Article XIV, Section G

4.12.8 Workshops

Professional Negotiation Agreement: Article XIV, Section H

4.12.9 Probationary Teacher

Professional Negotiation Agreement: Article XIV, Section I

4.12.10 Personnel File Review

Professional Negotiation Agreement: Article XIV, Section J

4.12.11 Personnel File Protection

Professional Negotiation Agreement: Article XIV, Section K

4.13 Teacher Protection

Professional Negotiation Agreement: Article X, Section A and E

4.13.1 Assault or Battery

Professional Negotiation Agreement: Article X, Section A

4.13.2 Complaints

Professional Negotiation Agreement: Article X, Section E

4.14 Association Rights

Professional Negotiation Agreement: Article X, Section E and I

4.14.1 Meetings

Professional Negotiation Agreement: Article XII, Section E

4.14.2 Personal Business-Permit to Leave

Professional Negotiation Agreement: Article XII, Section E

4.15 Special Education Programs

Professional Negotiation Agreement: Article XI, Sections C-E-F

4.15.1 Placement

Professional Negotiation Agreement: Article XIX, Section C

4.15.2 Inexperience of Teacher

Professional Negotiation Agreement: Article XIX, Section E

4.15.3 Placement Responsibilities

Professional Negotiation Agreement: Article XIX, Section F

4.16 Salary Schedule

Professional Negotiation Agreement: Appendix A

4.17 Schedule of Additional Assignments

Professional Negotiation Agreement: Appendix B

4.18 School Calendar

School Board Policy: Section 770.000

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5. NON-CERTIFICATED PERSONNEL

5.1 Non-Certificated Employees, How Defined

School Board Policy: Section 510.000

5.2 Work Schedules

School Board Policy: Section 530.000

6. STUDENTS

6.1 Entrance Age

School Board Policy: Section 601.000

6.2 Enrollment Procedure

School Board Policy: Section 602.000

6.3 Attendance

School Board Policy: Section 603.000

6.4 Physical Examinations

School Board Policy: Section 605.000

6.5 Exclusion of Pupils for Disease

School Board Policy: Section 606.000

6.6 Promotion and Retention

School Board Policy: Section 607.000

6.7. Tuition Students

School Board Policy: Section 608.000

6.8 Transfer of Students Between Schools

School Board Policy: Section 609.000

6.9 Student Transfers

6.9.1 Grades K-6

- A. Transfers In - Principals will notify the central office to request student records, including health records. The record release form must be filled out by parent or guardian when registering the student and must accompany the request for records.
- B. Transfers Out - Principals will send the student records to the central office. A copy of the health record will remain in the central office when the records are sent to another school.

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- C. Students Transferring within the District - The principal receiving the student will request the records from the central office. The principal transferring the student out will send records to central office.
 - D. Cumulative Records of New Students - The cumulative records of all new students moving into the district will be checked by the school nurse to see that health records are in order. The school nurse will be checking the health records of all kindergarten and fifth grade students in addition to all new student records in grades K-6.

6.9.2 Grades 7 - 12

- A. Registration - At the time of registration, a transfer student who is 18 or over or his parent or guardian if he is under 18 should complete a Record Release Form.
- B. Transfers In - Principal will write for student records including health records to be sent directly to the school receiving student. The completed Record Release Form should accompany the request.
- C. Transfers Out or Withdrawal - The Senior High School Principal will retain records until requested from school where student transferred. The Junior High Principal will forward the records to the central office.
- D. Cumulative Records - The cumulative records of all students moving into the district will be checked by the nurse assigned to that school. The assigned nurse will be checking the health records of all ninth grade students, in addition to new students in the district.

6.10 Accidents to Students

School Board Policy: Section 610.000

6.11 Student Insurance

School Board Policy: Section 612.000

6.12 Fees

School Board Policy: Section 613.000

6.12.1 <u>Book Rental:</u>	Kindergarten	\$4.50
	Grades 1 - 6	\$8.00
	Grades 7 - 12	\$9.00

6.12.2 Lab Fees: (grades 7 - 12 only)

Home Economics \$2.00

Industrial Arts \$2.11

6.12.3 Student Insurance (Optional):

	<u>Grades K-8</u>	<u>Grades 9-12</u>
School Time Coverage	\$3.50	\$6.50
24 - Hour Coverage	\$22.00	\$22.00

6.12.4 Towel Fees (grades 7 - 12 only)

\$2.50 per semester

\$1.50 per sport (per semester)

6.12.5 Textbook Rental Receipts

- A. Each student is to receive a receipt for his textbook rental and insurance. Receipts should be maintained from year to year in the respective schools by the principal and one copy to be forwarded to central office.
- B. Pre-numbered receipts are to be used. Receipts will be turned in to the central office.

6.12.6 Textbook Rental Payment

- A. Students whose parents are unable to pay textbook rental, as confirmed by school authorities, will be issued textbooks without question or comment, but a record will be kept as to the amount of unpaid textbook rental, and why payment was waived.
- B. Students whose parents can pay textbook rental will be required to do so, or must purchase the textbooks outright at the school's cost.
- C. Principals may make arrangements with the parents to pay textbook rental on an installment plan.
- D. Principals should make every effort to collect textbook rental from parents who can pay during the school year.
- E. Principals will turn in a record on delinquent textbook rental at the end of the year.

6.12.7 Delinquent Textbook Rental Payments

- A. First Notice - The following is a letter which you, as a principal, may want to use in contacting parents for the first time relative to unpaid textbook rental.

"Dear --

According to our records, you have textbook rental that has not been paid. I am sure this is an oversight on your part as a result of the busy season and school getting underway. It is our responsibility to see that all textbook rental payments are made.

If you are financially unable to pay the textbook rental please come to my office at your earliest convenience and we will endeavor to work out the problem. If you are able to pay, we would appreciate your taking care of this at the earliest possible date. We dislike checking with your child at school as it is embarrassing, and we would want every child to be comfortable and to enjoy school as much as possible."

- B. Second Notice - If the principal has need for sending a second letter to parents on unpaid textbook rental, a suggested letter follows:

"Dear --

Early in the school year a letter was sent to you from this office relative to textbook rental payments. At that time we indicated that if you were financially unable to pay the textbook rental that you should simply come to my office to confirm that fact. If you are able to pay, we would appreciate having the textbook rental taken care of at the earliest possible date.

Would you please contact me no later than November (indicate date). Thank you for your cooperation."

6.13 Transportation

School Board Policy: Section 614.000

6.14 Religious Instruction

School Board Policy: Section 615.000

6.15 Damage to Property

School Board Policy: Section 616.000

6.16 Special Education

School Board Policy: Section 617.000

5.17 Collection of Money

School Board Policy: Section 618.000

5.18 Supervision of Students

School Board Policy: Section 619.000

5.19 Excusing Students From School

School Board Policy: Section 620.000

5.20 Law Enforcement Officer Interviewing Students

School Board Policy: Section 621.000

5.21 Pregnancy of Students

School Board Policy: Section 622.000

5.22 School Behavior

School Board Policy: Section 611.000

6.22.1 Rights Responsibilities and Regulations

School Board Policy: Section 611.000

6.22.2 Establishment of Policies, Rules, and Regulations

School Board Policy: Section 611.000

6.22.3 Areas of Prohibited Student Conduct

School Board Policy: Section 611.000

6.22.4 Suspension or Expulsion and Right to Hearing

School Board Policy: Section 611.000

6.22.5 Corporal Punishment

School Board Policy: Section 611.000

6.22.6 School Lockers

School Board Policy: Section 611.000

6.22.7 Other Courses of Action

School Board Policy: Section 611.000

6.23 Student Record Policy

School Board Policy: Section 604.000

6.23.1 Student Cumulative Record

School Board Policy: Section 604.000

6.23.2 Student Health File

School Board Policy: Section 604.000

6.23.3 Student Conduct File

School Board Policy: Section 604.000

6.23.4 Procedures for Review of a Student File

School Board Policy: Section 604.000

6.23.5 Release of Information Regarding Student Files

School Board Policy: Section 604.000

6.23.6 Penalty for Unauthorized Release of Information

School Board Policy: Section 604.000

6.24 Testing and Evaluation of Students

School Board Policy: Section 750.000

6.24.1 Report Cards Grades 7 - 12

Report cards will be sent to parents of students of grades 7 through 12 on the Thursday following the end of the quarter.

6.24.2 Unsatisfactory Progress

Staff will maintain close contact with parents or guardians of students whose progress is unsatisfactory.

6.24.3 Student Evaluation

Each principal is required to develop a structural plan of student evaluation.

6.24.4 Pupil Progress Elementary School

See: Parent and Teacher Guide to Reporting Pupil Progress
in the Elementary School. See Appendix - Page 311

6.24.5 TESTING PROGRAM AND SCHEDULE

<u>Grade</u>	<u>Test</u>	<u>Time</u>
1	Metropolitan Readiness Test	Fall
1	SRA Achievement Series - Short Test of Educational Ability	Spring
2	SRA Achievement Series - Short Test of Educational Ability	Spring
3	SRA Achievement Series - Short Test of Educational Ability	Spring
4	SRA Achievement Series - Short Test of Educational Ability	Spring
5	SRA Achievement Series - Short Test of Educational Ability	Spring
6	Gates MacGinitie Reading Survey	Spring
7	SRA Achievement Series - Short Test of Educational Ability	Fall
	Gates MacGinitie Reading Survey	Spring
8	Gates MacGinitie Reading Survey Kuder General Interest Survey	Spring February
9	Iowa Test of Educational Development	Fall
10	Differential Aptitude Test	Fall
11	Iowa Test of Educational Development American College Test - Optional Scholastic Aptitude Test - Optional College Entrance Exam. Board Tests - Optional Preliminary Scholastic Aptitude - Optional National Merit Test - Optional	
12	American College Test - Optional Scholastic Aptitude Test - Optional College Entrance Exam. Board Tests - Optional Air Force Test - Optional	

6.25 Responsibilities Relative to Personnel Involved in Homebound Instruction

Handbook for Home Bound Instruction: Page 251

6.25.1 Assistant Superintendent For Instruction

Handbook for Homebound Instruction: Page 251

6.25.2 Building Principal

Handbook for Homebound Instruction: Page 251

6.25.3 Business Office

Handbook for Homebound Instruction: Page 251

6.25.4 Guidelines for Filling out Time Sheets

Handbook for Homebound Instruction: Page 251

6.26 Hot Lunches

6.26.1 Elementary School Hot Lunch Regulations

- A. Students are encouraged to pay for the week's lunches and milk in advance on the first day of the school week. (Students may pay for a month at a time, or principals may make arrangements for parents to pay in one lump sum for any extended period of time.
- B. Students may bring sack lunches. (Students bringing sack lunches and desirous of buying milk must do so for the entire week.
- C. Students may eat on a daily basis in the event of an emergency situation as determined by the principal or head teacher.

6.26.2 Free Lunches

- A. Policy for free and reduced price meals - see appendix-
Page 333
- B. Application for free and reduced price meals - see appendix-
Page 333

6.26.3 Cost of Lunches

All Elementary	\$.50
Junior High School	.55
Senior High School	.55
Adult	.75

6.27 School Parties During School Hours

Parties are to be limited to no more than one hour. (The only time that a possible exception should be made to this would be Christmas time.)

Elementary schools may have three parties a year which would include Halloween, Christmas and Valentine's Day. Numerous birthday parties may be held in addition to this but should be limited to approximately five minutes.

6.28 Immunization Program

Grades K or 1, 9 and new students to the Unit. (Diphtheria, tetanus, whooping cough, oral polio, measles and rubella as needed by each student. Other immunizations may be requested by local medical staff.

School Code of Illinois: Chapter 122, 27-8

7. INSTRUCTION

.1 Organization

School Board Policy: Section 720.000

7.1.1 Elementary Schools (Grades K-6)

School Board Policy: Section 721.100

7.1.2 Junior High School (Grades 7-8)

School Board Policy: Section 721.200

7.1.3 Senior High School (Grades 9-12)

School Board Policy: Section 721.300

7.1.4 Early Graduation

School Board Policy: Section 721.310

7.1.5 Illness or Physical Handicaps

School Board Policy: Section 721.320

7.1.6 Dropouts

School Board Policy: Section 721.330

.2 Adult Education

School Board Policy: Section 721.400

7.2.1 Facilities

School Board Policy: Section 721.410

7.2.2 Size

School Board Policy: Section 721.420

7.3 Extra-Curricular Activities

School Board Policy: Section 722.000

7.4 Controversial Issues-Teachers

School Board Policy: Section 723.000

7.5 Curriculum Development

School Board Policy: Section 730.000

7.5.1 Structure

Professional Negotiation Agreement: Article XXI, Section A

7.5.2 Appointment of Members

Professional Negotiation Agreement: Article XXI, Section A-2

7.5.3 Duties and Responsibilities

Professional Negotiation Agreement: Article XXI, Section A-3

7.6 Classroom Organization and Management

School Board Policy: Section 740.000

7.6.1 Class Size

School Board Policy: Section 741.000

7.6.2 Kindergarten Size

School Board Policy: Section 741.100

7.6.3 Classes Less Than 25 Students

School Board Policy: Section 741.200

7.6.4 Class Size Senior High

School Board Policy: Section 741.300

7.7 Reporting Pupil Progress

School Board Policy: Section 750.000

Also see - 6.24 Testing and Evaluation of Students

7.8 Summer School

School Board Policy: Section 760.000

7.9 School Calendar

School Board Policy: Section 770.000

Also see - Appendix - Page 343

7.10 Administrative Policy Governing Research

The following regulations shall apply to all research project proposals in which the researcher(s) plans to use students, facilities and/or staff of the Charleston Community Schools.

- A. All research proposals shall be submitted in typewritten copy. One copy of the proposal shall be forwarded to the Assistant Superintendent and one copy to the building principal(s) involved.
 - B. The research proposal shall identify:
 - 1. The purpose of the research
 - 2. The method of research
 - 3. The level of involvement for students, facilities, and/or staff of the Charleston Community Schools.
 - 4. The projected beginning and termination dates of the project.
 - C. The building principal(s) involved shall, upon reviewing the research proposal, forward his recommendation relative to the request to do research in writing to the Assistant Superintendent.
 - D. The Assistant Superintendent shall, upon review of the proposal and the recommendation of the building principal(s), make a recommendation to the acceptance of the proposal to the Superintendent of Schools.
 - E. The Superintendent of Schools, or his designee, shall notify the author of the research proposal in writing that:
 - 1. The research may be executed utilizing students, facilities, and/or staff of the Charleston Community Schools as specified in the proposal.
- (OR)
- 2. The research may be executed utilizing students, facilities, and/or staff of the Charleston Community Schools under the condition that certain aspects of the proposal be modified as specified by the administrative staff of the Charleston Community Schools.
- (OR)
- 3. Involvement of the Charleston Community Schools will not be allowed in the execution of the research project.

7.11 Commemorative Holidays

Section 24-2 of The School Code of Illinois states that commemorative holidays are regular school days devoted to the commemoration of specified patriotic, civic, cultural, historical, persons or occasion. On commemorative holidays, teachers and students shall devote a portion of the school day to study and honor the person or occasion which is the subject of the holiday.

7.11.1 Illinois Good Roads Day --- April 15
The School Code of Illinois: Chapter 121, 401

7.11.2 Arbor and Bird Day
The School Code of Illinois: Chapter 122, 27-18

- 7.11.3 Leif Erickson Day --- October 9
The School Code of Illinois: Chapter 122, 27-19
- 7.11.4 American Indian Day --- Fourth Friday in September
The School Code of Illinois: Chapter 122, 27-20
- 7.11.5 Illinois Law Week --- A Week in May
The School Code of Illinois: Chapter 122, 27-20.1
- 7.11.6 American History Month --- February
The School Code of Illinois: Chapter 122, 21-7
- 7.11.7 Martin Luther King, Jr. --- January 15
The School Code of Illinois: Chapter 122, 24-2
- 7.11.8 Casimir Pulaski --- First Monday in March
The School Code of Illinois: Chapter 122, 24-2

7.12 Textbooks

The study and replacement of textbooks are based on a five year cycle.

7.12.1 Study and Adoption Procedure (K-12)

The request for change generally comes from the Curriculum Council.

The Curriculum Council submits study and adoption recommendations to the Superintendent. The Superintendent makes his recommendations to the School Board.

7.12.2 Obsolete Textbooks

Textbooks that have no value to the school system are to be sent to the Central Office for disposal.

7.12.3 Workbooks - General Information

- A. Workbooks that are partially completed should be collected at the end of the year and given to the child's teacher for next year.
- B. Completed workbooks are to be collected - parents may request their child's workbooks from the principal. Workbooks are not to be sent home with the children.

8. BUSINESS AND OPERATION

8.1 Budget

School Board Policy: Section 820.000

8.2 Accounting

School Board Policy: Section 830.000

8.2.1 Accounting Procedure

The State Superintendent of Education may prescribe regulations to assist in the safeguarding of student activity funds for the educational, recreational, or cultural purposes they are designed to serve. The following regulations have accordingly been adopted and have been filed with the Secretary of State in the manner provided by law: School Code of Illinois: 10.20.19

- A. The Board of Education shall approve all class organizations, clubs, and associations, and the purpose of each.
- B. No funds shall be collected without the consent of the administration or school board.
- C. The board shall cause such records to be kept so as to furnish, at any time, amounts received and disbursed, and amount of cash on hand.
- D. The board shall set forth the general policies and educational values for student participation in such classes, clubs, or associations, under proper faculty guidance.
- E. The board shall cause such reports, including an annual audit, to be made to the board that will give an accurate accounting and reflection of the condition of each fund.
- F. The board shall see that proper persons are appointed and bonded to guarantee safe handling of funds.
- G. The board shall furnish, upon demand, such information as the State Superintendent of Education may request regarding each class, club and association fund.
- H. The Board of Education shall name an activity fund treasurer to be the custodian of all group, activity, or club funds, as per paragraph 3, Section 10-20.19 of the School Code. He shall be bonded as provided by statute and keep all monies on deposit in a designated depository and maintain liability accounts to show the ownership of the cash in bank. Each group, activity or club receiving money from whatever source

must deposit the money so received with the activity fund treasurer and obtain from him a signed receipt, pre-numbered by the printer, on which is designated the group, activity, or club, and any existing balances shall be turned over to him.

- I. The activity fund treasurer shall make all disbursements but only on order signed by the president and the secretary of each group, activity, or club, and countersigned by the faculty advisor. Disbursements shall be made only by said treasurer's check, to be charged to the proper group, activity or club. In no event shall a check be written if the bank balance of the respective group, activity, or club is insufficient. No overdrafts shall be permitted.
- J. Monthly, the activity fund treasurer shall reconcile the cash in hand with the total liability to groups activities, or clubs.
- K. The fiscal year for annual reports shall coincide with the school fiscal year as set by the Board of Education and all accounts shall be audited annually by a Certified Public Accountant.
- L. Monthly, reports to the Board of Education shall be prepared and shall include the Statement of Position and a Statement of Receipts and Disbursements. Such other statements as may be desired shall also be prepared.

8.3 Purchasing

School Board Policy: Section 840.000

8.3.1 Purchases

School Board Policy: Section 840.100

8.3.2 Procedures

School Board Policy: Section 840.200

8.3.3 Bids

School Board Policy: Section 840.300

8.3.4 List of Bidders

School Board Policy: Section 840.400

8.3.5 Purchase Order System

Purchase orders will be used to order supplies, equipment, repairs, and services. These forms should be completed in detail, signed by the department head and principal, and forwarded to the Administration Office. Requests are checked and approved by the Assistant Superintendent for final approval and processing.

8.3.6 Emergency Purchase Orders

Sometimes it is necessary to place an order without time to process as outlined. When such a situation occurs, the building principal should call the Assistant Superintendent for Business and make the request. If the request is reasonable, he will approve the order. In such a case the purchase order number is given to the vendor and the form is sent through normal procedure with the notation "Confirmed Approval Month Day Year."

8.3.7 Purchase Orders

Any invoice received in the Business Office without a purchase order will not be paid by the Board of Education and will be returned to the Vendor advising him that purchase was not authorized. If this happens, the staff member involved in the transaction will be expected to straighten out the problem on his own.

Purchases that will exceed \$2500 require competitive bids to be secured. Obtaining bids can and often does require a period of one to two months. Therefore, requests for purchases which will involve bids should be submitted in ample time to accomplish such procedures in order to have equipment delivered or services performed by a desired date.

8.3.8 Blanket Purchase Orders

In the case of the lunch room, maintenance, transportation Home Economics and possible others where numerous small every day expenditures are made at specific stores, it is possible to write an order for a span of time, stating duration of order, estimated monthly expenditure, total expenditure of order, and the name of employees authorized to purchase materials.

These orders should only be written where required and only with the approval of the Assistant for Business Affairs.

8.4 Imprest Funds

An imprest fund checking account has been established for each attendance center. The imprest fund account is administered by the building principal. These funds are intended for minor purchases that cannot conveniently be handled through the purchase order process.

8.4.1 Fund Amounts

Amounts for the imprest funds of the various schools are as follows:

Senior High School	\$750.00
Junior High School	\$500.00
Jefferson Elementary	\$100.00
All Other Elementary	40.00

8.4.2 Audit

Imprest funds will be audited by a Certified Public Accountant at the end of each fiscal year. It is therefore imperative that all purchases from these funds be properly documented or receipts attached.

8.4.3 Monthly Reports

Monthly reports to the Board of Education shall be prepared by the building principal and shall include the Statement of Position and a Statement of Receipts and Disbursements.

8.5 Payroll

School Board Policy: Section 850.000

8.6 Auditing

School Board Policy: Section 860.000

8.7 Transportation

School Board Policy: Section 880.000

8.7.1 Free Transportation

School Board Policy: Section 881.100

8.7.2 Bus Routes

School Board Policy: Section 881.200

8.7.3 Pick Up Points

School Board Policy: Section 881.300

8.7.4 Handicapped

School Board Policy: Section 881.400

8.7.5 Summer School

School Board Policy: Section 881.500

8.7.6 Changes

School Board Policy: Section 881.600

8.7.7 Interruption of Bus Schedule

School Board Policy: Section 881.700

8.7.8 Student Regulations

School Board Policy: Section 882.000

8.7.9 Instructions to School Bus Riders

School Board Policy: Section 882.100

8.7.10 Other Rules

School Board Policy: Section 882.200

8.7.11 Procedures for Withholding Services From Student

If a child's behavior is not acceptable, the privilege of riding the bus may be withdrawn, and it becomes the responsibility of the parent to transport the child.

When, in the opinion of the bus driver, behavior is not in compliance with that outlined in "Instructions to School Bus Riders" and when that behavior jeopardizes the safety of the passengers the driver should report such behavior to the building principal.

The building principal will usually take the following action:

- A. First Offense - Conference with the student
- B. Second Offense - Conference with the parent and student
- C. Third Offense - Temporary suspension of riding privileges
- D. Fourth Offense - Automatic suspension of riding privileges for the remainder of the school year and a report to the Board of Education regarding such action.

8.7.12 Unauthorized Bus Riders

Only those pupils who are eligible for regular transportation are permitted to ride the school buses to and from school.

8.7.13 Excursions or Field Trips

School Board Policy: Section 883.000

8.7.14 Approval of Student Participation

School Board Policy: Section 883.100

8.7.15 Bus Request Forms

School Board Policy: Section 883.200

8.7.16 Local Trips

School Board Policy: Section 883.300

8.7.17 Trips Outside District

School Board Policy: Section 883.400

8.7.18 Athletic and Spectator Buses

School Board Policy: Section 883.500

8.7.19 Bus Use for School Related Activities

School Buses may be used for school related activities such as transporting fans to athletic contests. Charge for such use shall be sufficient to offset the cost of operation of the bus. Fees shall be established annually.

School Board Policy: Section 883.500

8.7.20 Transportation Reimbursement

School Board Policy: Section 890.000

- A. On the Job Travel - If a staff member is assigned to work in two buildings, he will be reimbursed for mileage between the two buildings, one way only. Any exceptions to this policy must be approved by an assistant superintendent.
- B. Approval for Professional Travel - Prior approval must be secured for out-of-district travel. A "Request to Attend Meeting" form must be filled out by the staff member requesting travel, approved by the building principal, and forwarded to the Assistant Superintendent for Personnel and Instruction. If approval is granted a confirmation copy of the request will be returned to the staff member. This copy will be returned and attached to the request for travel expense.
- C. Reimbursement for Professional Travel - In order to qualify for travel reimbursement, a staff member must complete a "Request for Travel Expense" form. This form, accompanied by receipts for all expenditures and the confirmation copy of "Request to Attend Meeting" must be approved by the building principal and the Assistant Superintendent for Personnel and Instruction.

8.8 Operation and Maintenance of Buildings

Responsibility for operation and maintenance of buildings shall rest primarily with the building principal. In the elementary schools where the principal is on a ten-months contract, this responsibility shifts to the Assistant Superintendent for Business during the two additional months.

8.8.1 Building Maintenance Requests

Requests for routine maintenance or repairs to school buildings should be made on the proper forms and submitted to the Business Office.

8.8.2 Emergency Repairs

Repairs of an emergency nature should be reported to the Business Office by telephone and the most expeditious course of action will be determined.

8.8.3 Preventive Maintenance

A preventive maintenance program shall be developed and maintained under the supervision of the Assistant Superintendent - Business.

8.8.4 Summer Maintenance

A summer maintenance program shall be developed on a year-to-year basis within the confines of the building budget. This program shall be developed cooperatively between the Assistant Superintendent for Business and the building principals.

9. SCHOOL COMMUNITY RELATIONS

9.1 Citizens' Consulting Council

School Board Policy: Section 905.000

9.2 Use of Buildings and Grounds by Community Organizations

School Board Policy: Section 910.000

9.2.1 Persons Authorized to Grant Use of Building

The superintendent or an administrator assigned by him shall be authorized to grant the use of the buildings or grounds to any responsible organization in the school district for regular meetings or for a single program of education or entertainment. Requests must be made in writing.

While the superintendent or an administrator assigned by him may grant use of the building, they may also choose to refer such requests to the Board of Education for consideration.

9.2.2 Permission Considerations

Permission for use of the school buildings or grounds, whether given by the administration or by the board may be granted after consideration of the following:

- A. Suitability of the building and grounds for the use requested.
- B. Possible damage to the building or grounds.
- C. Possible interruption of the educational program.
- D. Possible dilatory effect upon the immediate neighborhood of the school and of the total community.

9.2.3 Classifications for Use

There shall be three general classifications of use of buildings depending on the organization or the purpose, with charges as indicated.

- A. For the use of building facilities at which an admission charge is made, at which the benefits will be restricted to certain individuals in the community, or which are sponsored by a commercial or profit-sharing organization, charges for a half-day or evening shall be as follows:

High School Gymnasium	75.00
High School Auditorium	100.00
High School Cafeteria	30.00
High School Lecture Room	35.00
Junior High Gymnasium	50.00
Junior High Cafeteria	20.00
Jefferson Gymnasium	25.00
All Kitchens	25.00
All Multi-Purpose Rooms	15.00

In addition, there shall be an hourly charge, as established annually by the Board of Education, for custodians' time spent preparing for and cleaning up after the meeting and for attendance in the building during the time the building is open for the meeting.

- B. For the use of building facilities at which no admission charge is made, and which is not sponsored by a commercial or profit-sharing organization, the only charge shall be for custodians' time spent preparing for and cleaning up after the meeting and for attendance in the building during the meeting.

- C. For the use of building facilities by the schools or affiliated organizations and a limited number of organizations who serve school-age children, there shall be no custodial charge.

9.2.4 Building Responsibility

For all meetings there shall be a custodian or an employee of the school system in the building during the entire time the building is open.

9.2.5 Kitchen Facilities

At any meeting at which kitchen facilities are to be used, a member of the cafeteria staff or someone else appointed by the Assistant Superintendent for Business Affairs shall be in charge of the kitchen, except for meetings sponsored by the schools. An hourly fee for this service shall be established by the Board of Education, with a minimum charge for two hours for serving at the end of extended evening meetings.

9.2.6 Fees Collection

All rental fees, custodial fees, and kitchen employees' fees shall be collected by the Assistant Superintendent for Business Affairs, to be deposited to the account of the school district. Payment to all employees for this kind of service shall be made as a part of a regular payroll.

9.2.7 Damage

The Assistant Superintendent for Business Affairs shall report to the board at their next regular meeting regarding any unnecessary damage occurring as a result of the use of the buildings by any organization.

9.2.8 Smoking

Smoking at school or public meetings is prohibited except in certain designated areas approved by the fire marshal. Pupils may not smoke in or on school premises. Any violation of this rule shall be sufficient cause for suspension.

9.2.9 Intoxicating Beverages

Use of intoxicating beverages is prohibited anywhere on the school premises by anyone at any time. No person shall, at any time, bring to or upon the school premises any intoxicating beverages or be under the influence of intoxicating beverages while in or on the school premises. Any violation of this rule by any employee of the school district shall be sufficient cause for immediate discharge. Any violation of this rule by a student shall be sufficient cause for immediate expulsion. Any violation of this rule by any other person shall be sufficient cause for calling the police for the immediate removal of such person from the school premises. This rule also applies to the high school athletic field.

9.2.10 Controlled Substance-Drug Abuse

Same as 9.2.9

9.2.11 Application Form

See appendix - Page 341

9.3 Lending of Equipment

School Board Policy: Section 915.000

9.4 Agents

School Board Policy: Section 920.000

9.5 Advertising in the Schools

School Board Policy: Section 925.000

9.6 Student Teachers

School Board Policy: Section 930.000
Handbook for Student Teaching and Pre-Student Teaching
Clinical Experiences

9.7 Publicity

School Board Policy: Section 935.000

9.8 Solicitations

School Board Policy: Section 940.000

9.9 Gifts and Memorials

School Board Policy: Section 945.000

9.10 Visitors

Any person or persons, other than students and staff, entering upon the schoolgrounds or any school building is required to report to the principal's office identifying himself and the purpose of his visit. All school employees are authorized to request the above information and ask that visitors report to the principal's office.

If, in the judgement of the principal, or a designated representative, the visitor's presence and purpose interferes with the smooth operation of the school, he will be asked to leave. In the event he refuses to leave, the principal, or a designated representative, is to request the assistance of law enforcement officers.

Illinois Revised Statutes: Chapter 38, 21-3

9.11 Visitors Pass

The law requires that all visitors in a school building shall report to the principal's office, immediately upon arrival, and state their reason and purpose for being in the building. If a student who is not assigned to your class comes to your class, the teacher should ask him for a visitor's pass. If he does not have a pass, he should be instructed to report to the office immediately and the office should be notified that there is unauthorized personnel in the building. From time to time there will be methods classes from Eastern Illinois Univ. visiting in the building for the purpose of student observations and these students will not have visitor's passes, but prior arrangements for their visitation will be made with all teachers involved.

Illinois Revised Statutes: Chapter 38, 21-3

10. HEALTH AND SAFETY

10.1 Cumulative Health Records

A useful health record should be kept up to date and should transfer with the student throughout his school career.

- A. Cumulative health folders will be kept in a designated place at each school where they will be easily accessible to both the teacher and the nurse. Senior and Junior High -- in student's cumulative folder, elementary schools -- principal's office.
- B. Each teacher will record health problems, heights, weights, and communicable diseases which the student had during the school year.
- C. The nurse will record all immunizations, test results, corrections of vision and hearing defects and medical referral results.
- D. The nurse will record all necessary information from the physical and dental exam forms and health information sheets to the cumulative folder.
- E. Elementary teachers should send a Health Information sheet to the parents of all students who do not have a complete health record.

When turned in, this sheet should be placed in the student's cumulative health folder.

10.2 Care of Student Emergencies in School

10.2.1 Acute Illness

Notify parents or guardian at once. If parents or guardian cannot be reached and the student is in need of medical attention:

- A. Call the physician designated by the parent or guardian on the student's information card.
- B. If the student is to be taken to the doctor or hospital by a school employee, take the information card along.
(Be sure to return it to school.)

10.2.2 Transportation of Sick Student

- A. Parent or guardian to come for the student or make arrangements for transportation if at all possible.
This may be by cab, relative or friend.
- B. Nurse may be notified and if necessary will take the student home.

- C. Principal may have responsibility for transporting the student home. (Only if necessary)
- D. No ill or injured student should be taken home unless a parent or guardian is notified of the students' going home.
- E. No acutely ill or injured student should be sent home unless accompanied by an adult.

Assist parents or guardian in arranging for necessary medical care if they have no plan and the student is in need of such care.

Families are financially responsible for medical care for all illnesses.

10.2.3. First Aid in Schools (Emergency)

- A. Recommended procedures by the local medical staff are posted on the medicine cabinet at school.
- B. Policies for securing medical care, notifying parents or the guardian and for the transportation of injured students are the same as for the acutely ill student.
- C. If an accident occurs at school the school insurance will cover or partially cover medical expenses. The parent or guardian of the student is to notify the school office when the injured student is taken to the doctor for treatment.

10.2.4 Serious Injury to Student

If a parent or person designated on the information card cannot be reached, and the situation warrants, the student along with the information card should be taken to the hospital. If the parent does not sign the information card and cannot be reached, the sheriff or police should be called.

10.3 Policy-Accident Report Forms and Insurance Claim Forms

10.3.1 Accident Report Forms

These reports are to be completed by the teacher and sent to the principal on the same day the accident occurs.

- A. The white copy is to be retained by the principal.
- B. The green copy is to be forwarded to the school nurse.

NOTE: Use your judgement in filling out these forms. If the accident is a scratch on the knee and requires only a band-aid, no report should be necessary. An accident such as a head injury, which might be of an unknown nature and require some treatment other than first aid would require a report.

10.3.2 Insurance Claims

Complete what information you can and the office will forward the claim to the proper agent. Be sure to attach the parent's or guardian's address and telephone number.

- A. The information for this form should come from the accident report form.
- B. If no accident report form has been completed, the information will have to be obtained from the supervising teacher.
- C. For principal's files: The principal should retain one copy of the insurance claim form submitted to the agent.

10.4 Administration of Medicine to Student at School

Guidelines as recommended by the Illinois Association of Nurses and the American Medical Association are as follows:

10.4.1 Written Orders

Written orders are to be provided to the school from a physician detailing the name of the drug, dosage and the time interval in which the medication is to be taken. These orders are to be renewed periodically.

10.4.2 Written Request

A written request from the parent or guardian of the student to the school district together with a letter from the physician indicating the necessity for the medication during the day, the type of disease or illness involved, the benefits of the medication, the side effects and an emergency number where he can be reached. Both letters shall be placed in the student file.

10.4.3 Medication

Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

10.4.4 The Initial Dose

The initial dose at school must be administered by the school nurse. If a teacher is to give subsequent medication, the nurse should discuss the medication including its side effects with the teachers.

10.4.5 Side Effects

The school nurse shall prepare a written statement to the building administrator as to the side effects of the drug, if any, and a copy thereof shall be placed in the students file.

10.4.6 Storage

A locked cabinet must be provided for the storage of the medication. Opportunities should be provided for communication with the student parent and physician regarding the efficacy of the medication administered during school hours.

10.4.7 Medication Administered by Teacher

With the parent's and the physician's consent medication of a short term duration may be administered by a teacher.

10.4.8 Requests-Right to Reject

The school district retains the discretion to reject requests for administration of medicine.

A form "Request for School Administration of Medication" should be completed in full, signed by the physician and parent and returned to the school nurse. A xerox copy will be made so that one copy will be filed with the nurse and the other copy with the principal.

If at all possible, the first dose given at school should be given by the school nurse, especially where the medication is new to the student or new to the school personnel. The principal should decide who gives the student the medication. It should be administered by the same person each day so a double dosage isn't accidentally given. All medications should be kept in a locked file or drawer at all times.

The school nurse will periodically check the students on medication. When the student is taken off the medication the school nurse must be notified.

10.5 Communicable Disease Control

10.5.1 Control Measures

- A. Suspected communicable disease should be excluded from school at once by the teacher or principal.
- B. Parent or person designated should be notified to come for the student.
- C. Do not send a student home alone unless parent is at home and knows the student is on his way.
- D. The student should be isolated until arrangements are made for his exclusion.
- E. Exclusion depends upon suspected likeness and symptoms; not upon a diagnosis.

10.5.2 Readmission to School Following Absence for Communicable Disease

- A. May be admitted if required isolation period is in accordance with the Rules and Regulations of the Department of Public Health.
- B. Doctor's certificate is required if the student has not been absent the required isolation period. (According to the "Rules and Regulations of Department of Public Health".)

10.5.3 The Follow-Up of School Absentees

- A. Teacher or principal should make an effort to determine why a student is absent before referring the matter to the nurse.
- B. If the school is unable to determine the reason a student is absent, there is need for a home visit by the nurse.
- C. If the student is ill and the nurse does not visit until the 4th or 5th day, usually the family has made some arrangement for medical care or the student is recovering. The nurse's follow-up can be used to better advantage for students frequently absent. (not truant) The nurse can be of assistance in determining if the student's absence is due to illness and can assist the family in arranging for medical care.
- D. All communicable diseases and serious illnesses should be reported to the nurse's office each month.
- E. All accidents should be recorded on accident forms with the white copy going to the principal's office and the colored copy sent to the nurse.

10.5.4 Manner and Methods of Distribution--Textbooks Possessed By Diseased Person

The distribution of all free textbooks under Sections 28-14 through 28-19 shall be made in such manner and by such methods as the school boards determine. No books shall be distributed which have been in the possession of any person having a contagious or infectious disease.

10.5.5 Communicable Disease Information

See Appendix - Page 339

10.6 Fire

10.6.1 Fire Drill Programs

To establish and maintain a fire drill program requiring each

school in the district to hold no less than 3 full-participation fire drills during the regular school term.

School Code of Illinois: Chapter 122, Section 10.20.22

10.6.2 False Alarm

If a student should accidentally turn in a false fire alarm, he must report to the office immediately and give the location of the broken box. If a student deliberately turns in a false fire alarm it is mandatory that the school report this individual to the police under the provisions of criminal law and procedure, Chapter 38, Article 26, Disorderly Conduct, Sec. 26-1. Punishment for such an offense may result in dismissal from school, a fine and/or possible jail sentence.

10.6.3 Christmas Trees and Decorations

The Fire Marshal strongly recommends the following fire safety practices to be exercised in every school throughout the State of Illinois during the holiday season.

- A. Natural Trees - Natural Christmas trees have always constituted a seasonal fire hazard and should be used in CLASSROOMS ONLY. Extreme care should be taken to be sure the tree does not block any exit from the room. It is recommended that small trees be used for classroom projects. U.L. approved spotlights or floodlights may be used. Electric lights or candles on trees, wreaths, or similar decorations, are PROHIBITED in classrooms.
- B. Metal Trees - For any location in the school building, other than classrooms, it is essential that metal trees be used, with an approved spotlight or floodlight. Extreme care should be taken to insure all exits are kept clear. Electric lights are NEVER to be placed on metal trees as they create the possibility of electric shock if the cord becomes frayed or the interior of the socket comes in contact with the tree.
- C. Ornaments and Decorations - Holiday ornaments and decorations should be made of fire resistant materials only. Those permitted are sheet aluminum, copper or stovepipe wire, metal screenings, foam glass, firebrick, brass or copper rods, and plaster of paris. Art processes of copper enamel, ceramics and tile mosaics are also permitted.

Materials prohibited are cloth, felt, buckram, crinoline, wood acetate, untreated cotton batting, cellophane, and all types of paper. Foamed plastic, which has become very popular for decorating, is combustible and should not be used in displays.

10.7 Tornado

10.7.1 Tornado Protection Program

To develop and maintain a program for the warning, protection and , if necessary, evacuation of children in the event of tornados, torando warnings or tornado watches. (P.A. 77-533)

The School Code of Illinois: Chapter 122, Section 10.20.23

10.8 Bomb

10.8.1 Bomb Scare

Upon receiving a call that a bomb is planted in the building, the procedure is as follows:

- A. The person answering the telephone should not break the connection but should contact the telephone exchange via a second telephone.
- B. Evacuate the building.
- C. Notify the Fire Department and the Police Department.
- D. The Police Department notifies the FBI in Urbana.
- E. The entire building will be searched by a team of two policemen, or two firemen, along with the person in charge of the area being searched. (Example: The teacher in charge of a particular classroom will be a member of the team for searching that particular classroom, or a custodian in charge of a storeroom will be a member of the storeroom search team.)
- F. The FBI will come and conduct a thorough investigation of the report and the findings of the searching party and will make a complete report to the FBI in Washington D.C.

10.9 Eye Protective Devices

An Act to require the wearing of eye protective devices by all students teachers and visitors when participating in or observing certain vocational, industrial arts and chemical-physical courses or laboratories, and providing minimum standards for such devices.

10.9.1 Wearing - Furnishing

- A. Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating or observing any of the following courses in schools, colleges and universities.

1. Vocational or industrial arts shops or laboratories involving experience with the following: hot molten metals, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials; gas or electric arc welding; repair or servicing of any vehicle; caustic or explosive materials.
 2. Chemical or combined chemical-physics laboratories involving caustic or explosive chemicals or hot liquids or solids.
- B. Such devices may be furnished for all students and teachers, and shall be furnished for all visitors to such classrooms and laboratories.

The School Code of Illinois: Chapter 122, Section 698-11

10.10 Building Specifications for Health and Safety in Public Schools

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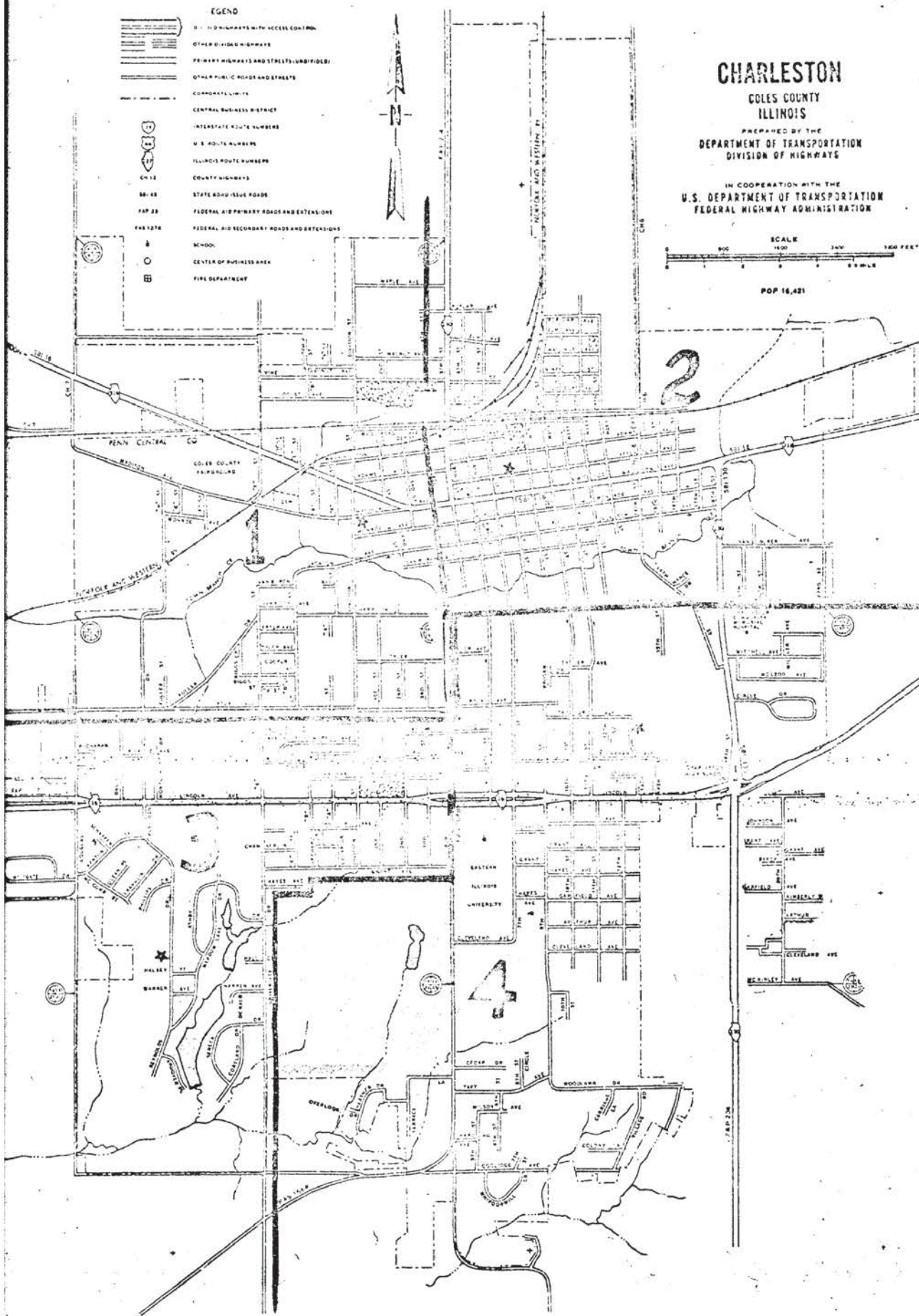
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APPENDIX BB
BOUNDARY MAP



SCHOOL BOUNDARIES — Above is a map of the new school boundaries for Charleston schools. Area one (1) represents the Lincoln School area; areas two (2) represent the Jefferson Elementary School area; area three (3) represents

the Carl Sandburg Elementary School area; and area four (4) represents the Mark Twain Elementary School area. Stars represent the location of the four elementary schools.

APPENDIX CC
SCHOOL BOARD POLICY

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PREFACE

By constitutional provision, the State of Illinois has established a State Board of Education for the purpose of carrying out the mandates of the legislature.

The general policy of the State of Illinois has been to leave in the hands of the local school district as much of the control of the school districts as possible. In local school districts, the Board of Education represents the people. Historically, the local school district has been the most independent of all government bodies.

There is no more important responsibility for any citizen than service on the local Board of Education. Boards of Education, in working together over many years and in many parts of the country, have found that it is best to delegate much of their responsibility to executive officers, with the board retaining legislative and some judicial powers. The primary goal of the Board of Education is to operate the school system without devoting an unreasonable amount of time to this task. Therefore, it becomes the duty of the Superintendent to administer the school system for the Board of Education.

Thus, the major responsibilities of the Board of Education are legislative and judicial and the duties and responsibilities of the Superintendent are executive.

Public education is a function of the state government. Our local Board of Education, as a spokesman for the citizens, speaks as its delegate.

Carefully considered, well written policies enunciate to all persons and groups concerned how the Board functions, and how it intends the school should be operated. They facilitate accuracy in translating any aspect of policy to any person concerned. They clarify the relationship of Board, Superintendent and Staff.

Written policies help the citizen, the School Board Members, and the staff members to understand their roles in relation to the school program. Policies make it clear to the public how citizens can work with their schools. They speed the orientation of new school board members and new staff members.

Written policies give visible assurance to both the public and staff that citizens and employees are the valued partners of the school board. They give assurance of fair treatment to all segments of the community and to all the groups which have contracts with the school.

Written policies give direction by providing rules for present action and a basis for future planning. They give continuity and provide clear points of reference for the board whenever it considers possible changes in policy.

Written policies facilitate control establishing guidelines and fixing responsibilities. They promote efficiency by spelling out duties and clarifying working relationships. They help to avoid friction and frustration by clarifying the roles of the school board and the administrators of the school.

The underlying theme throughout this policy handbook, as with any policy handbook, is always to be fair and consistent to all.

100.000 BOARD OF EDUCATION110.000 LEGAL STATUS

The Board of Education is organized and operated under the laws of Illinois, its own rules and regulations, and the expressed will of the electorate.

110.100 THE SCHOOL DISTRICT

The type of school district shall be a unit district and the official title and legal name shall be:

CHARLESTON COMMUNITY UNIT SCHOOL DISTRICT NO. 1

The geographical area shall consist of 231.55 square miles within Coles and Cumberland Counties.

110.200 BOARD AS A STATE AGENCY

The Board of Education is an agency of the state. All the powers which it possesses have been delegated to it by the legislature of the state, and every act of the Board shall be in strict conformity to the statutes, court decisions, and constitutions of the state and federal governments. Legislative service under the law implies the power and obligation to contract for service and materials, the power to inspect, the power to pass judgement upon employees and their work, and the power to veto acts of any or all employees when such acts are deemed contrary to the legal rights of the district, or inconsistent with established board policies.

115.000 SCHOOL ELECTIONS

- 1) The school district election shall be held the second Saturday of April, each year. Two (2) board members being elected each of two (2) consecutive years and three (3) members the following third year.

- 2) There shall be four (4) board members elected from Charleston Township and three (3) board members from the rest of the school district so long as 75% or more of the school district population resides in Charleston Township.
- 3) Candidates for school board membership must file a statement of candidacy, and a petition of nomination with the secretary of the board of education (or the County Superintendent of Schools if he called the election) not more than 45 but at least 21 days before the day of the election. Prior to the filing of the statement and nomination the candidate must file a financial disclosure statement with the County Clerk. Proof of the filing of a financial disclosure statement must accompany the candidates' statements of candidacy and petitions of nomination.
- 4) An annual meeting shall be held not later than ten (10) days after the election, to elect a president and a secretary, to canvass the returns of the election, to hire a treasurer, appoint an attorney, and designate a depository.
- 5) Board vacancies created as a result of death, resignation, removal or other causes, shall be filled by appointment within a 30 day period by remaining members of the Board. The appointed successor shall serve as a member of the Board until the next regular election.

120.000

BOARD MEMBERSHIP

The Board of Education shall consist of seven (7) members including the president.

The term of office for each member shall be for three (3) years.

120.100

LEGAL QUALIFICATIONS

Qualifications for school board membership shall be in accordance with the state law which provides that school board members must be:

- 1) At least twenty-one years of age.
- 2) Citizens of the United States.
- 3) Residents of the State and the territory of the school district for at least one year immediately preceding their election.
- 4) Registered voter in the district.
- 5) Shall not be a school trustee or a school treasurer.

125.000

POWERS AND DUTIES OF THE BOARD

The powers and duties of the Board of Education shall be followed as enumerated in the School Code of Illinois, Article 10, Section 22 through 22-42; and Article 10, Section 23 through 9.

The members of the Board of Education shall:

- 1) Read and review on occasion the I.A.S.B. handbook "Guidelines for Effective School Board Membership;"
- 2) Function only as a legislative body whose prime duty is policy making;

- 3) Accept office as a board member as a means of unselfish service;
- 4) Transact school business only in regular meetings;
- 5) Represent the entire community without fear or favors;
- 6) Deem loyalty a greater asset than cleverness;
- 7) Accept all board decisions once they are made and assist in carrying them out effectively;
- 8) Delegate action to the Chief School Board Executive (Superintendent) and confine board action to policy making;
- 9) Endeavor to understand the present and future educational needs of the community;
- 10) Refer all complaints to the Superintendent;
- 11) Withhold recommendation of a teacher or other employee until pertinent facts which may influence the recommendation are known;
- 12) Respect the confidential business of the board and refrain from discussing such business outside of board meetings;
- 13) Employ only competent, trained personnel as are properly recommended by the Superintendent of Schools.

130.000

MEMBERSHIP IN ILLINOIS ASSOCIATION OF SCHOOL BOARDS

The School Board shall be a member of the Illinois Association of School Boards. The School Board shall pay dues according to schedule each year and participate in the activities of said association.

Reimbursement for travel shall be upon current School Board's Decision and actual expense incurred for travel, meals, lodging, fees and miscellaneous to conferences, while on school business when authorized by resolution or policy of the Board of Education.

55.000

BOARD MEETINGS AND PROCEDURES

All regular meetings of the Board of Education shall be held in the Board Offices, 410 West Polk Avenue, Charleston, Illinois 61920, except as stated by the President of the School Board and due notice given. Meeting dates will be on the third Wednesday of each month. All regular meetings are open to the public and shall begin at 8:00 p.m. D.S.T. and 7:30 C.S.T.

Special meetings of the Board may be called by the President or any three members of the Board, provided that 48 hours written notice or 24 hours personal notice is given to all board members. This notice shall specify time, place, and purpose of the meeting.

Notice of all meetings shall be given to members of the news media who have filed requests for such information in the office of the Superintendent of Schools. Notice of all meetings shall also be sent to the President of the Charleston Education Association.

The Board of Education may legally adjourn into executive session when any members or the Superintendent requests. When such a request is made, any member of the Board of Education may request a vote on adjournment into executive session. In such a case, the majority vote shall rule.

Executive sessions are permissible for the following discussions:

- 1) Consideration of acquisition of real estate.
- 2) Pending or prospective litigation on behalf of or against the School Board.
- 3) Consideration of information regarding appointment, employment or dismissal of an employee.
- 4) Matters relating to students which could be embarrassing or detrimental to those involved.
- 5) Matters concerning salary discussions.
- 6) Other problems relative to personal matters of school concern.

The purpose of executive sessions shall be to make recommendations to the Board at a regular or special meeting, and no action taken by the Board of Education shall become effective until acted upon at such regular or special public meeting. The Board, in executive session may keep such records and make such reports of such meetings as it may deem necessary, but no such records or reports shall become a part of the official minutes or proceedings of the Board unless approved and acted upon in due course of business.

The Superintendent shall mail to each board member three (3) days in advance of each regular meeting a written tentative agenda of business to be considered. Pertinent material dealing with specific agenda items may also accompany this mailing.

Any member of the Board of Education may inform the Superintendent of items to be included in the agenda by Friday immediately preceding the regular meeting.

A copy of the minutes of the previous meeting and a list of bills to be approved shall be included as a part of the agenda.

Any member may introduce new business at the time of the meeting. The Superintendent may also introduce new business which may arise between mailing of the tentative agenda and the meeting.

The public shall be given an opportunity to address the Board of Education upon request to the president or superintendent at least 48 hours prior to the meeting.

The meetings of the Board conducted according to the procedure outlined by Robert's Rules of Order.

Minutes of all meetings of the Board shall be recorded and approved minutes shall be available for inspection in the Superintendent's Office.

135.100

QUORUM FOR BUSINESS

A majority of the full membership of the Board constitutes a quorum for the transaction of business. Unless otherwise provided, when a vote is taken upon a measure before the Board, a quorum being present a majority of the votes of the members voting on the measure shall determine the outcome.

All votes on motions and resolutions shall be by "ayes" and "nays," or "passes" by roll call vote, and the vote shall be recorded in the minutes.

Since it is the duty of each member to vote, if any member remains silent and does not vote, he is regarded as voting with the majority.

140.000

CONTRACT AWARDS

- 1) No contract shall be let on the date of bid openings unless by unanimous consent of the Board members present. A minimum of three (3) days shall elapse before contracts can be awarded without unanimous consent.
- 2) The Board reserves the right to reject any or all bids.

145.000

CONTRACTS

The Board of Education shall not enter into any contract or agreement with any member of the Board or staff, nor with any firm in which the member is associated, whereby the member is directly benefited by such contract or agreement.

150.000

EMPLOYEE PRESENTATIONS

Issues and communications for School Board consideration from employees shall be handled in the following manner:

- 1) Complaints from employees shall in the first instance be submitted to his immediate supervisor.
- 2) If the complaint is not settled by the respective superior, it shall be referred to the person next in administrative responsibility as defined by the Board's administrative organization.
- 3) If the complaint is not settled by the respective superior to whom appeal is made, the employee may

request that the complaint be referred to the Superintendent. A written report from the person or persons to whom appeals were first made shall be submitted with the appeal from the employee.

- 4) If dissatisfied with the action taken at the first, second, or third stages, an employee may request that the Superintendent arrange a meeting with the Board of Education. The Superintendent shall prepare a review of the case for the Board of Education and such persons as per instruction from the Board.
- 5) Employees or groups of employees desiring to address the Board on any matter may direct their communication to the Superintendent and President of the Board, and not individual members of the Board of Education, except that copies of any communication may be sent to all members by the Superintendent or President.

155.000

EXECUTIVE OFFICER, RESPONSIBILITY FOR APPOINTING

The Board of Education is responsible for the administration of the local schools and must require its executive officer and his staff to administer them in accordance with board policy. The Board of Education shall appoint a Superintendent of Schools to serve as its chief executive officer and to advise it concerning educational policy and the operation of the schools.

160.000

RULES AND REGULATIONS

It is the duty of the Board to reveal its policies in writing and it shall as the policies evolve and become evident, incorporate the same into rules and regulations.

The Board shall look upon the superintendent as an educational advisor who, with the aid of his staff, shall share responsibility in the formulation of the rules and regulations.

These rules and regulations will be recorded in documents such as student handbooks, employee handbooks, employee job descriptions, and administrative rules and regulations handbooks. All the aforementioned documents will be reviewed annually and formally approved by the Board. Copies of all approved documents shall be on file in the Superintendent's Office and available for public inspection.

165.000

ORDER OF BUSINESS

- 1) Call to Order and Roll Call
- 2) Approval of Minutes of Previous Meeting(s)
- 3) Financial Reports
- 4) Old Business
- 5) New Business
- 6) Good of the School Corporation
- 7) Adjournment

170.000

DUTIES OF BOARD OFFICERS

170.100

BOARD PRESIDENT, DUTIES OF

The President of the Board of Education shall be elected by the members of the Board. He shall serve a one year term. It shall be the duty of the President to:

- 1) Preside, when present at all board meetings
- 2) Call special meetings of the Board of Education
- 3) Appoint the board's vice president
- 4) Appoint special committees of the Board

- 5) Sign authorizations ordered by the board
- 6) Sign contracts authorized by the board
- 7) Perform any other duty formally allocated to him by the local Board of Education, the State Board of Education, or legislative enactment.

170.200 BOARD VICE PRESIDENT, DUTIES OF

The Vice President shall be appointed by the President of the Board of Education.

It shall be the duty of the Vice President to perform all duties of the President or Secretary in the event of absence or disability of either.

170.300 BOARD MEMBER WITH LONGEST TENURE

The Board Member with the longest tenure on the Board will serve in the absence of any two or all three of the President, Vice President or Secretary.

170.400 BOARD SECRETARY, DUTIES OF

The Secretary of the Board of Education shall be elected by the Board and may be a member thereof. He shall serve a one year term.

It shall be the duty of the Secretary to:

- 1) Keep or cause to be kept an accurate record of the proceedings of all meetings of the Board. From the record thus kept, the Superintendent shall then write or cause to be written the minutes and furnish copies to all members of the board.

- 2) Post or cause to be posted all notices required by law or duly ordered by the Board.
- 3) Issue and/or sign all reports and documents when such are required by law or duly ordered by the Board of Education.
- 4) Supervise all school elections to assure that legal stipulations are complied with.

170,500

TREASURER, DUTIES OF

The Board of Education shall annually appoint to a one year term a treasurer who shall be at least 21 years of age, of approved integrity, but not a member of the Board of Education.

Compensation shall be paid the school treasurer for his services, the amount to be fixed prior to his appointment and such compensation shall not be decreased during his term of office.

It shall be the duty of the treasurer to:

- 1) Be bonded by security bonds in the amount of the largest balance on hand at any time during the fiscal year.
- 2) Act as custodian of all school monies until paid out on order of the Board.
- 3) Enter in the cash book the balance and total of all monies received in each fund, the total of all orders countersigned or checks signed.
- 4) Reconcile each balance with the bookkeeper monthly.

- 5) Invest or cause to be invested surplus school funds in safe government securities or certificates of deposit at the most favorable interest rate.

170.600

SCHOOL ATTORNEY

A school district attorney, who is not salaried, but receives compensation for services rendered, shall be appointed for a one year term by the Board of Education at the organizational meeting.

175.000

GIFTS TO SCHOOLS

Gifts to the district may be accepted only with prior approval of the Board of Education.

180.000

AMENDMENTS TO THE POLICIES

Amendments to the policies not statutory in nature contained herein may be amended, repealed, or suspended by a majority vote of its members provided such proposal shall have been submitted at a previous meeting.

185.000

SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the case of absence or incapacity of the Superintendent, the authority and responsibility of the office shall pass to the Assistant Superintendent - Personnel and Instruction, the Assistant Superintendent - Business Affairs, and the Junior High School Principal, in that order.

200.000 ADMINISTRATION201.000 THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer of the school system and advisory officer to the Board of Education shall be the Superintendent of Schools.

205.000 POSITION TITLE: SUPERINTENDENT OF SCHOOLS205.100 REQUIRED TRAINING AND EXPERIENCE

- 1) A specialist's degree in educational administration or an earned doctorate in education
- 2) Three (3) years of successful teaching experience
- 3) Two (2) years of successful administrative experience
- 4) A valid administrative certificate (superintendent's endorsement)

205.200 DESIRED TRAINING AND EXPERIENCE

- 1) An earned doctorate in education
- 2) Experience as a superintendent or assistant superintendent
- 3) Administrative experience at both the elementary and secondary levels
- 4) A working knowledge of curriculum, instruction, school finance, community relations, and personnel supervision

205.300 SPECIAL REQUIREMENTS OF THE POSITION

- 1) Ability to write and speak effectively
- 2) Ability to maintain good communication
- 3) Ability to represent the school district at public hearings and meetings
- 4) Ability to organize

- 5) Ability to grow professionally
- 6) Ability to make objective judgments based on professional experience and related expertise

205.400

LENGTH OF CONTRACT

12 months

205.500

WORKING RELATIONSHIP

Reports to: The Board of Education

Supervises: Assistant Superintendent - Personnel and Instruction

Assistant Superintendent - Business Affairs

All Certified Staff

All Non-Certified Staff

205.600

POSITION RESPONSIBILITIES AND DUTIES

- 1) Serve as the Board's chief executive officer
- 2) Supervise and maintain the orderly operation of the entire school district by assuring proper execution of Board policy
- 3) Coordinate the work of all administrative departments
- 4) Provide instructional leadership for the certified staff
- 5) Recommend policies to the Board for adoption
- 6) Recommend procedures to the Board which are aimed at improving the educational services of the school district
- 7) Systematic reports to the Board of essential school operations
- 8) Recommend to the Board the hiring and dismissal of all district employees

- 6) Experience in school administration
- 7) Experience at all levels of school organization

206.300

SPECIAL REQUIREMENTS OF THE POSITION

- 1) Ability to organize effectively
- 2) Ability to write effectively in communications and/or publications
- 3) Ability to provide guidance in evaluation, assessment and research
- 4) Ability to lead for experimentation and creativity
- 5) Ability to assess prospective certified employees

206.400

LENGTH OF CONTRACT

12 months

206.500

WORKING RELATIONSHIP

Reports to: Superintendent of Schools

Supervises: Building Principals

District Directors in the Central Office

Special Certified Staff (not assigned to
specific buildings)

206.600

POSITION RESPONSIBILITIES AND DUTIES

- 1) Serve as acting Superintendent of Schools when the Superintendent is absent
- 2) Direct, integrate, coordinate, develop, and administer the curriculum and educational services of the school district.
- 3) Organize and supervise the operation of curriculum councils

- 4) Administer the process of employing administrators, supervisors, and teachers and make appropriate recommendations to the Superintendent.
- 5) Cooperatively with the Superintendent of Schools, evaluate all administrative staff members
- 6) Direct and execute research
- 7) Develop recommendations for the Superintendent of Schools in matters of curriculum theory, curriculum development, instructional techniques, instructional supervision, evaluation, and district testing programs.
- 8) Develop proposals and evaluations of federally funded programs.
- 9) Assist principals in their roles as instructional leaders
- 10) Assist in the formulation and operation of in-service training programs.
- 11) Provide leadership in making textbook adoptions and in the development of instructional materials.
- 12) Assist first year teachers in adjusting to their positions.
- 13) Formulate job descriptions for administrative and supervisory positions.
- 14) Coordinate with the Assistant Superintendent-Business Affairs matters pertaining to the purchase of instructional equipment and materials.
- 15) Attend all meetings of the Board of Education except those in which his/her own election, tenure, efficiency, or remuneration are being discussed.

- 16) Directly supervise all professional personnel not assigned to a particular building.
- 17) Provide information relative to new developments in educational research, theory, and practice.
- 18) Approve or disapprove all travel requests for certified staff members.
- 19) Assist in the initiation and evaluation of pilot programs and new instructional techniques.
- 20) Administer personnel records for all certified employees.
- 21) Accept additional duties as assigned by the Superintendent of Schools.

207.000 POSITION TITLE: ASSISTANT SUPERINTENDENT - BUSINESS AFFAIRS

207.100 REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree
- 2) Two years of successful teaching experience
- 3) Training in the principles of accounting and general business
- 4) Valid administrative certificate

207.200 DESIRED TRAINING AND EXPERIENCE

- 1) Specialist's degree in appropriate areas of study
- 2) Training in personnel supervision
- 3) Experience as a head or assistant business official
- 4) Knowledge of school maintenance procedures, transportation, purchasing, and lunch programs
- 5) Administrative experience

207.300

SPECIAL REQUIREMENTS OF THE POSITION

- 1) Ability to effectively communicate with others
- 2) Ability to organize effectively
- 3) Ability to lead non-certified staff
- 4) Proficiency in budgeting and accounting techniques

207.400

LENGTH OF CONTRACT

12 months

207.500

WORKING RELATIONSHIP

Reports to: Superintendent of Schools

Supervises: Director of Building and Grounds

Director of Food Services

Director of Transportation

Non-Certified Staff not assigned to other
administrative personnel

207.600

POSITION RESPONSIBILITIES AND DUTIES

- 1) Attend all meetings of the Board of Education except those in which his own election, tenure, efficiency, or remuneration are being discussed
- 2) After consultation with appropriate school administrators, make recommendations to the Superintendent of Schools relative to personnel matters involving non-certified staff
- 3) Exercise general supervision of the activities of the supervisors and personnel of the school plant, maintenance, building and grounds, cafeteria and food services, transportation, and clerical services.
- 4) Administer personnel records for all non-certified employees.

- 5) Cooperate with the Assistant Superintendent for Personnel and Instruction in coordinating activities of the school district as they relate to boundaries, admissions, assignment and transportation of pupils.
- 6) Administer the preparation of educational reports involving financial data for the school district.
- 7) Supply financial and related data for all county, state, and federal reports; maintain files and records of these reports; and prepare audits of these reports for submission to the proper authorities.
- 8) Collect and audit revenue, for auditing claims and disbursing monies, and account for all funds administered by the Board of Education.
- 9) Administer internal audits.
- 10) In cooperation with the Superintendent of Schools and the Assistant Superintendent for Personnel and Instruction, develop and control the budget.
- 11) Act as purchasing and disbursing agent for the Board of Education within the limits of the budget.
- 12) Maintain an adequate and precise system of records relative to income and expenditures, encumbrances, payrolls and payroll deductions, teacher and municipal employee retirement, debt services, titles, contracts, abstracts, insurance, tuition, and other related procedures.
- 13) Keep accurate and current inventory records of all school property and equipment.

- 14) In cooperation with the Superintendent of Schools, Assistant Superintendent for Personnel and Instruction, and other appropriate staff, assist in the planning of new buildings and building additions.
- 15) Maintain communication between school officials and contractors, architects, or other persons involved in a building program.
- 16) Implement school election procedures.
- 17) Store and distribute all district supplies and equipment.
- 18) Serve as a resource to building principals regarding the fiscal planning and operation of their schools.
- 19) To advise the Superintendent regarding investments, loans, etc. of school monies.
- 20) Serve as the school district treasurer.
- 21) Perform other duties as assigned by the Superintendent of Schools.

208.000 POSITION TITLE: SECONDARY SCHOOL PRINCIPAL

208.100 REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree
- 2) State administrator's certificate
- 3) Teaching experience
- 4) Administrative experience

208.200 DESIRED TRAINING AND EXPERIENCE

- 1) Five (5) years of teaching experience in a senior high school
- 2) Three (3) years of experience as a secondary or junior high school principal or assistant principal

- 3) A specialist's degree in education or a doctor's degree in education.

208.300

SPECIAL REQUIREMENTS OF THE POSITION

- 1) Strong leadership and scholarship
- 2) Empathy for and an understanding of all areas of the junior and senior high school curriculum
- 3) Ability to approach problems creatively
- 4) Ability to make sound decisions
- 5) Ability to work with others

208.400

LENGTH OF CONTRACT

12 months

208.500

WORKING RELATIONSHIP

Reports to: Assistant Superintendent for Personnel and
Instruction

Supervises: All personnel assigned to his building

208.600

POSITION RESPONSIBILITIES AND DUTIES

- 1) Evaluate and supervise the instructional program.
- 2) Supervise non-instructional staff members assigned to the high school.
- 3) Assist in the interviewing and recruitment of prospective employees.
- 4) Make recommendations relative to teacher employment, re-employment, tenure and dismissal.
- 5) Establish friendly and cooperative relationships with parents.
- 6) Serve as chairman of the Secondary Curriculum Council.
- 7) Keep the curriculum consistent with the philosophy of the school.

- 8) Maintain a system of communication which keeps the faculty and staff informed.
- 9) Encourage faculty creativity, experimentation, and research.
- 10) Understand and know recent trends and research in secondary school curriculum and instruction.
- 11) Supervise the preparation of and recommend approval of the secondary school budget.
- 12) Approve the master schedule (for classes and teacher assignments).
- 13) Approve the school's official calendar of events.
- 14) Conduct parent, teacher, and student conferences as they are necessary.
- 15) Administer the school's athletic program.
- 16) Visit classrooms for the purposes of improving instruction and assessing teacher effectiveness.
- 17) Approve or disapprove all purchase orders originating in and for the secondary school.
- 18) Recommend to the Superintendent the possible exclusion of a student from school.
- 19) Submit periodic and regular reports as requested from authorized sources.
- 20) Forward to the Assistant Superintendent for Personnel and Instruction his recommendation for approval or disapproval of each travel request originating in his building.
- 21) Insure proper pupil conduct at all school functions.
- 22) Encourage and promote a sound program of school citizenship.
- 23) Accept additional duties to promote a sound secondary school educational program.

209.000 POSITION TITLE: JUNIOR HIGH SCHOOL PRINCIPAL

209.100 REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree
- 2) State administrator's certificate
- 3) Teaching experience
- 4) Administrative experience

209.200 DESIRED TRAINING AND EXPERIENCE

- 1) Five years of teaching experience (including some experience at the elementary school level)
- 2) Three years of experience as an elementary, junior high, or senior high school principal
- 3) A specialist's degree in education or a doctor's degree in education.

209.300 SPECIAL REQUIREMENTS OF THE POSITION

- 1) Strong leadership and scholarship
- 2) Empathy for and an understanding of all areas of elementary, junior high, and senior high curriculum
- 3) Ability to approach problems creatively
- 4) Ability to make sound decisions
- 5) Ability to work with others; knowledge of pre-adolescent and adolescent psychology.

209.400 LENGTH OF CONTRACT

12 months

209.500 WORKING RELATIONSHIP

Reports to: Assistant Superintendent for Personnel and
Instruction

Supervises: All personnel assigned to his building

209.600

POSITION RESPONSIBILITIES AND DUTIES

- 1) Evaluate and supervise the instructional program.
- 2) Supervise all non-instructional staff members assigned to his building.
- 3) Assist in the interviewing and recruitment of prospective employees.
- 4) Make recommendations relative to teacher employment, re-employment, tenure and dismissal.
- 5) Establish friendly and cooperative relationships with parents.
- 6) Serve as chairman of the Junior High School Curriculum Council.
- 7) Assure that the curriculum remains consistent with the philosophy of the school.
- 8) Maintain a system of communication which keeps the faculty and staff informed.
- 9) Encourage faculty creativity, experimentation, and research.
- 10) Keep informed regarding recent trends and research in junior high school curriculum and instruction.
- 11) Approve the junior high school budget.
- 12) Approve the master schedule (for classes and teacher assignments).
- 13) Approve the school's official calendar of events.
- 14) Conduct parent, teacher, and student conferences as they are necessary.
- 15) Administer the school's athletic program.

- 16) Make classroom visitations for the purposes of improving instruction and assessing teacher effectiveness.
- 17) Approve all purchase orders originating in and for the junior high school.
- 18) Recommend to the Superintendent the possible exclusion of a student from school.
- 19) Submit periodic and regular reports as requested from authorized sources.
- 20) Insure proper pupil conduct at all school functions.
- 21) Forward to the Assistant Superintendent for Personnel and Instruction with his recommendation for approval or disapproval each request concerning travel that originates in his building.
- 22) Encourage and promote a sound program of school citizenship.
- 23) Accept additional duties necessary for the promotion of a sound junior high school program.

210.000 POSITION TITLE: ELEMENTARY SCHOOL PRINCIPAL

210.100 REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree
- 2) State administrator's certificate
- 3) Teaching experience

210.200 DESIRED TRAINING AND EXPERIENCE

- 1) Five years of elementary school teaching experience
- 2) Administrative experience
- 3) Advanced graduate study leading to a Specialist's degree

210.300 SPECIAL REQUIREMENTS OF THE POSITION

- 1) Knowledge of child and adolescent psychology
- 2) Ability to work with parents
- 3) Knowledge of elementary school subject areas
- 4) Ability to organize
- 5) Ability to lead professional faculty

210.400 LENGTH OF CONTRACT

10 to 12 months

210.500 WORKING RELATIONSHIP

Reports to: Assistant Superintendent for Personnel and
Instruction

Supervises: All personnel assigned to his building

210.600 POSITION RESPONSIBILITIES AND DUTIES

- 1) Evaluate and supervise the instructional program in the designated elementary school(s).
- 2) Keep informed of new research, developments, and trends in elementary education.
- 3) Make recommendations relative to the employment, re-employment, tenure and dismissal of teachers in his building.
- 4) Visit classrooms for the purpose of improving instruction and assessing teacher effectiveness.
- 5) Establish friendly and cooperative relationships with parents.
- 6) Approve or disapprove all purchase orders originating in and for the designated elementary school(s).

- 7) Approve or disapprove the master schedule (for classes and teacher assignments).
- 8) Assist in the interviewing and recruitment of prospective employees.
- 9) Develop and administer a program for the regulation of pupil conduct.
- 10) Supervise all certified and non-certified personnel assigned to his school(s).
- 11) Assure that the curriculum remains consistent with the philosophy of the school.
- 12) Encourage faculty experimentation, creativity, and research.
- 13) Encourage and promote a sound program of school citizenship.
- 14) Forward to the Assistant Superintendent for Personnel and Instruction his recommendation for approval or disapproval of each travel request originating in his building.
- 15) Perform all other tasks necessary for the successful organization and administration of an elementary school.

211.000

POSITION TITLE: SENIOR HIGH SCHOOL ASSISTANT PRINCIPAL -
ADMINISTRATIVE SERVICES

211.100

REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree in administration
- 2) Valid administrative certificate
- 3) Minimum of two years of teaching experience at the senior or junior high school level

211.200 DESIRED TRAINING AND EXPERIENCE

- 1) Administrative experience
- 2) Advanced graduate work in school administration
- 3) Experience with developing master schedules

211.400 LENGTH OF CONTRACT

11 months

211.500 WORKING RELATIONSHIP

Reports to: School Principal

Supervises: Personnel and programs designated by the
principal

211.600 POSITION RESPONSIBILITIES AND DUTIES

- 1) Serve as principal in the absence of the principal
- 2) Assist in the general supervision of instruction.
- 3) Assist in the general supervision of school activities.
- 4) Coordinate the area of pupil attendance including:
 - a) recordkeeping
 - b) truancy
 - c) homebound instruction
 - d) teacher illness and absence
 - e) obtaining substitute teachers
- 5) Administer the process of scheduling including:
 - a) pupil registration
 - b) development of the master schedule
 - c) teacher assignments
- 6) Administer the fiscal operations of the high school including:
 - a) development of needs assessment
 - b) school and activity accounts

- c) maintaining proper records of revenue and expenditures
- 7) Administer the program of building maintenance including:
 - a) instructional use of the facility
 - b) safety reports
 - c) developing work requests
 - d) supervision of the head custodian
- 8) Organize, coordinate, and supervise any part of the school program as directed by the principal.

212.000 POSITION TITLE: SENIOR HIGH SCHOOL ASSISTANT PRINCIPAL -
PUPIL PERSONNEL SERVICES

212.100 REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree in administration
- 2) Valid administrative certificate
- 3) Minimum of two years teaching experience at the senior or junior high school level

212.200 DESIRED TRAINING AND EXPERIENCE

- 1) Administrative experience
- 2) Academic training in counseling, guidance, and educational psychology
- 3) Experience as a counselor or director of student activities

212.400 LENGTH OF CONTRACT

10 months

212.500 WORKING RELATIONSHIP

Reports to: School Principal

Supervises: Guidance department and other personnel and programs as designated by the principal

212.600

POSITION RESPONSIBILITIES AND DUTIES

- 1) Assist in the supervision of instruction.
- 2) Administer the program of counseling.
- 3) Coordination and supervision of school activities including:
 - a) scheduling school activities
 - b) overseeing club activities
 - c) assigning faculty sponsorship and/or chaperones for school activities
- 4) Coordinate the program of student discipline including:
 - a) overseeing student conduct
 - b) receiving teacher referrals
 - c) supervision of study hall supervisors and lunch room supervisors
 - d) maintain up-to-date records concerning discipline
- 5) Coordination and development of assemblies, lyceums, and field trips including:
 - a) arrangements for transportation
 - b) parental permission slips
 - c) approval or denial of requests
- 6) Organize, coordinate, and supervise any part of the school program as directed by the principal.

213.000

POSITION TITLE: JUNIOR HIGH SCHOOL ASSISTANT PRINCIPAL

213.100

REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree
- 2) State Administrator's Certificate
- 3) Teaching experience

213.200

DESIRED TRAINING AND EXPERIENCE

- 1) Administrative experience at the elementary, junior high, or secondary level (whichever is appropriate)
- 2) Advanced graduate work leading to the Specialist's degree
- 3) Teaching experience at the elementary, junior high, and high school levels
- 4) Good organizational ability

213.400

LENGTH OF CONTRACT

10 months

213.500

WORKING RELATIONSHIP

Reports to: School Principal

Supervises: Personnel and programs as designated by the
building principal

213.600

POSITION RESPONSIBILITIES AND DUTIES (These are merely guidelines. The actual responsibilities are established by the building principal.)

- 1) Serve as acting principal during the principal's absence.
- 2) Coordinate extra-curricular activities, including clubs.
- 3) Assist the principal in supervising athletic contests.
- 4) Assist the principal in formulating the master schedule and schedule changes.
- 5) Assist the principal in regulating pupil conduct.
- 6) Assist the principal in the general supervision of instruction.
- 7) Report teacher absences and acquire substitute teachers.
- 8) Schedule and supervise school social functions.

- 9) Arrange and supervise student transportation to school activities.
- 10) Organize, coordinate, and supervise any part of the school program as directed by the principal.

214.000 POSITION TITLE: ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

214.100 REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree
- 2) State Administrator's Certificate
- 3) Teaching experience (minimum of two years)

214.200 DESIRED TRAINING AND EXPERIENCE

- 1) Administrative experience at the elementary or junior high level
- 2) Advanced graduate work beyond the master's degree
- 3) Teaching experience at the elementary level
- 4) Good organizational ability

214.400 LENGTH OF CONTRACT

10 months

214.500 WORKING RELATIONSHIP

Reports to: School Principal

Supervises: Pupil Personnel services and teachers as
designated by the building principal

214.600 POSITION RESPONSIBILITIES AND DUTIES

- 1) Serve as acting principal during the principal's absence.
- 2) Assist the principal in scheduling and formulating class assignments.
- 3) Direct the athletic programs.

- 4) Coordinate extra-curricular activities.
- 5) Direct the safety patrol program.
- 6) Report teacher absences and acquire substitute teachers.
- 7) Assist the principal in the general supervision of instruction.
- 8) Arrange for scheduling of the building for outside functions.
- 9) Arrange for student transportation to various activities.
- 10) Regulate pupil conduct.
- 11) Assist the principal in formulating parent and teacher handbooks.
- 12) Send out the weekly bulletin to teachers.
- 13) Supervise the lunch room program including hiring non-certified staff members.
- 14) Supervise building maintenance.
- 15) Provide the principal with input in regard to budgetary matters.
- 16) Develop a district elementary athletic budget.
- 17) Perform additional tasks as directed by the building principal.

215.000

POSITION TITLE: DIRECTOR OF VOCATIONAL AND INDUSTRIAL
EDUCATION

215.100

REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree
- 2) Appropriate and valid State Supervisory Certificate
- 3) Two years of experience in a vocational and/or technical education program as a teacher, supervisor, administrator or comparable experience in education, business and/or industry.

- 4) One year (2,000 hours) employment experience in an occupational field

215.200

DESIRED TRAINING AND EXPERIENCE

- 1) Advanced graduate work
- 2) Teaching and/or supervisory experience in at least two subject areas of vocational and/or industrial education.

215.300

SPECIAL REQUIREMENTS OF THE POSITION

- 1) Ability to work with young men and women
- 2) Leadership necessary to develop vocational and industrial education programs commensurate with the desires of the community and the needs of its youth
- 3) Broad understanding of school administration, management, supervision of instruction, and curriculum development
- 4) Good organizational ability

215.400

LENGTH OF CONTRACT

10 months

215.500

WORKING RELATIONSHIP

Reports to: Appropriate building principals

Supervises: 1. Teaching staff in vocational and industrial education

2. All vocational and industrial education programs

215.600

POSITION RESPONSIBILITIES AND DUTIES

- 1) Plan, promote, execute, coordinate and supervise all local vocational and industrial education programs approved by the local Board of Education.

- 2) Determine needs for facilities, equipment, and materials, and also to organize the care and maintenance of all facilities, materials and equipment.
- 3) Serve as a member of a curriculum committee.
- 4) Plan, organize and direct inservice teacher training for the vocational and industrial education staffs.
- 5) Organize and work with vocational advisory committees to determine training needs, facilities, equipment, course content, and further development and improvement of vocational and industrial education in the community.
- 6) Help plan and organize programs of student recruitment, guidance, placement, and follow-up.
- 7) Evaluate local vocational and industrial education programs with respect to meeting State Plan requirements.
- 8) Work in conjunction with the Assistant Superintendent - Business Affairs and building principals in coordinating the purchase of equipment for the vocational and/or industrial education program.
- 9) Prepare the annual one and five-year vocational proposal for submission to the State Board for approval.
- 10) Serve as department chairman of Vocational and Industrial Education.
- 11) Assist in the preparation of Adult Education programs.
- 12) Approve all news releases concerning Vocational and Industrial Education.
- 13) Accept additional duties from appropriate administrators for the promotion of sound instructional and vocational programs.

216.000 POSITION TITLE: DIRECTOR OF PHYSICAL EDUCATION, HEALTH,
AND ATHLETICS

216.100 REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree
- 2) Teaching and coaching experience
- 3) State teaching certificate

216.200 DESIRED TRAINING AND EXPERIENCE

- 1) Three (3) years of teaching and head coaching experience
- 2) Advanced graduate work
- 3) Administrative certificate with a general supervisory endorsement.

216.300 SPECIAL REQUIREMENTS FOR THE POSITION

- 1) Ability to work effectively with young men and women.
- 2) Leadership necessary to develop a sound athletic program commensurate with the desires of the community and the needs of its youth
- 3) Broad understanding of school administration, management, supervision of instruction, and curriculum development
- 4) Good organizational ability

216.400 LENGTH OF CONTRACT

10½ months

216.500 WORKING RELATIONSHIP

Reports to: Appropriate building principals

Supervises: Coaching staff

Teachers of physical education and health
& safety

216.600

POSITION RESPONSIBILITIES AND DUTIES

- 1) Provide supervision to physical education and health & safety teachers in the school district.
- 2) Coordinate with building principals the preparation and execution of the inter-scholastic athletic schedules.
- 3) Coordinate all inter-scholastic athletic tournaments in cooperation with the principals.
- 4) Schedule game officials for all school contests working with head coaches and the principals.
- 5) Prepare contracts for game officials and opposing teams including subordinate squads.
- 6) Schedule school athletic medical examinations in cooperation with appropriate staff members.
- 7) Approve all athletic awards.
- 8) Articulate the insurance program for all sports in cooperation with the principals and the business manager.
- 9) Arrange all athletic banquets.
- 10) Approve athletic news releases.
- 11) Assist in the preparation of athletic budgets and submit budgets according to schedule.
- 12) Work in conjunction with the Assistant Superintendent - Business Affairs and building principals in coordinating the purchase of athletic equipment.
- 13) Coordinate equipment inventories and maintenance procedures with appropriate staff members.
- 14) Serve as a member of a curriculum committee and to make recommendations relative to curriculum improvement in physical education and health.

- 15) Teach summer school recreation at Jefferson Elementary School.
- 16) Accept additional duties from appropriate administrators for the promotion of sound instructional and athletic programs.

217.000 POSITION TITLE: DIRECTOR OF MEDIA SERVICES

217.100 REQUIRED TRAINING AND EXPERIENCE

- 1) Master's degree in Media Supervision or Master's degree in Administration with undergraduate preparation in media.
- 2) Administrative certificate (Supervisory or General Endorsement)
- 3) Academic training in library services, audio-visual, and media supervision
- 4) Successful professional experience in media (librarian, audio-visual specialist, etc.)

217.200 DESIRED TRAINING AND EXPERIENCE

- 1) Advanced graduate work in media supervision and general school administration
- 2) Ability to execute fundamental research
- 3) Administrative and/or supervisory experience
- 4) Experience as a classroom teacher
- 5) Experience in developing federally funded proposals

217.300 SPECIAL REQUIREMENTS OF THE POSITION

- 1) Ability to organize effectively
- 2) Ability to think creatively
- 3) Ability to work effectively with both administrators and teachers

217.400

LENGTH OF CONTRACT

10 months

217.500

WORKING RELATIONSHIP

Reports to: Superintendent (for cooperative film library)

Assistant Superintendent for Personnel and

Instruction (for C.U.#1 media programs)

Senior High School Principal (for duties at

High School)

Supervises: Cooperative film library employees

217.600

POSITION RESPONSIBILITIES AND DUTIES

- 1) Administer the cooperative film library program.
- 2) Advise building principals on the development, maintenance and improvement of media centers.
- 3) Advise media personnel on program execution.
- 4) Develop and administer the program in Title II, ESEA.
- 5) Direct and coordinate research in the area of media.
- 6) Advise the Assistant Superintendent for Personnel and Instruction on district-wide development of media programs.
- 7) Provide inservice training for C.U.#1 staff.
- 8) Advise the Assistant Superintendent - Business Affairs and Building Principals regarding the purchase, replacement, and repair of media equipment and materials.
- 9) Assume responsibility for operating the professional library at the central office.
- 10) Serve as a media specialist at the Senior High School.
- 11) Accept additional duties assigned by the administration.

218.000	<u>POSITION TITLE:</u>	<u>DEPARTMENT CHAIRMEN-JUNIOR AND SENIOR</u>
		<u>HIGH SCHOOLS</u>

218.100 REQUIRED TRAINING AND EXPERIENCE

- 1) Valid teaching certificate
- 2) Bachelor's degree
- 3) Two years teaching experience

218.200 DESIRED TRAINING AND EXPERIENCE

- 1) Master's degree
- 2) Supervisory certificate
- 3) Five years teaching experience

218.300 SPECIAL REQUIREMENTS OF THE POSITION

- 1) Knowledge of the principles of general education.
- 2) Ability to work with others
- 3) Ability to provide leadership
- 4) A desire and ability to assist other teachers
- 5) Knowledge of the principles of curriculum development

218.400 LENGTH OF CONTRACT

Regular teaching contract plus supplement

218.500 WORKING RELATIONSHIP

Reports to: Building principal and/or assistant principal

Supervises: Appropriate department members

218.600 POSITION RESPONSIBILITIES AND DUTIES

- 1) Serve as a member of the school curriculum council.
- 2) Conduct departmental meetings as such meetings are either necessary or desirable.
- 3) Assist teachers with instructional problems.
- 4) Assist the building principal in preparing the master schedule.

- 5) Assist the building principal with preparing departmental budgets.
- 6) Teach a specified number of classes.
- 7) Encourage faculty experimentation, creativity, and research
- 8) Assist the building principal in maintaining a good instructional program.

230.000

ADMINISTRATIVE COUNCIL

230.100

The Administrative Council shall consist of the Superintendent of Schools, the Assistant Superintendent for Personnel and Instruction, the Assistant Superintendent for Business Affairs, Principals and Assistant Principals.

230.200

The Administrative Council shall meet to discuss common administrative problems of the school system, provide systematic reports to the Superintendent about their respective schools, and make recommendations to the Superintendent.

240.00

ADMINISTRATIVE REGULATIONS

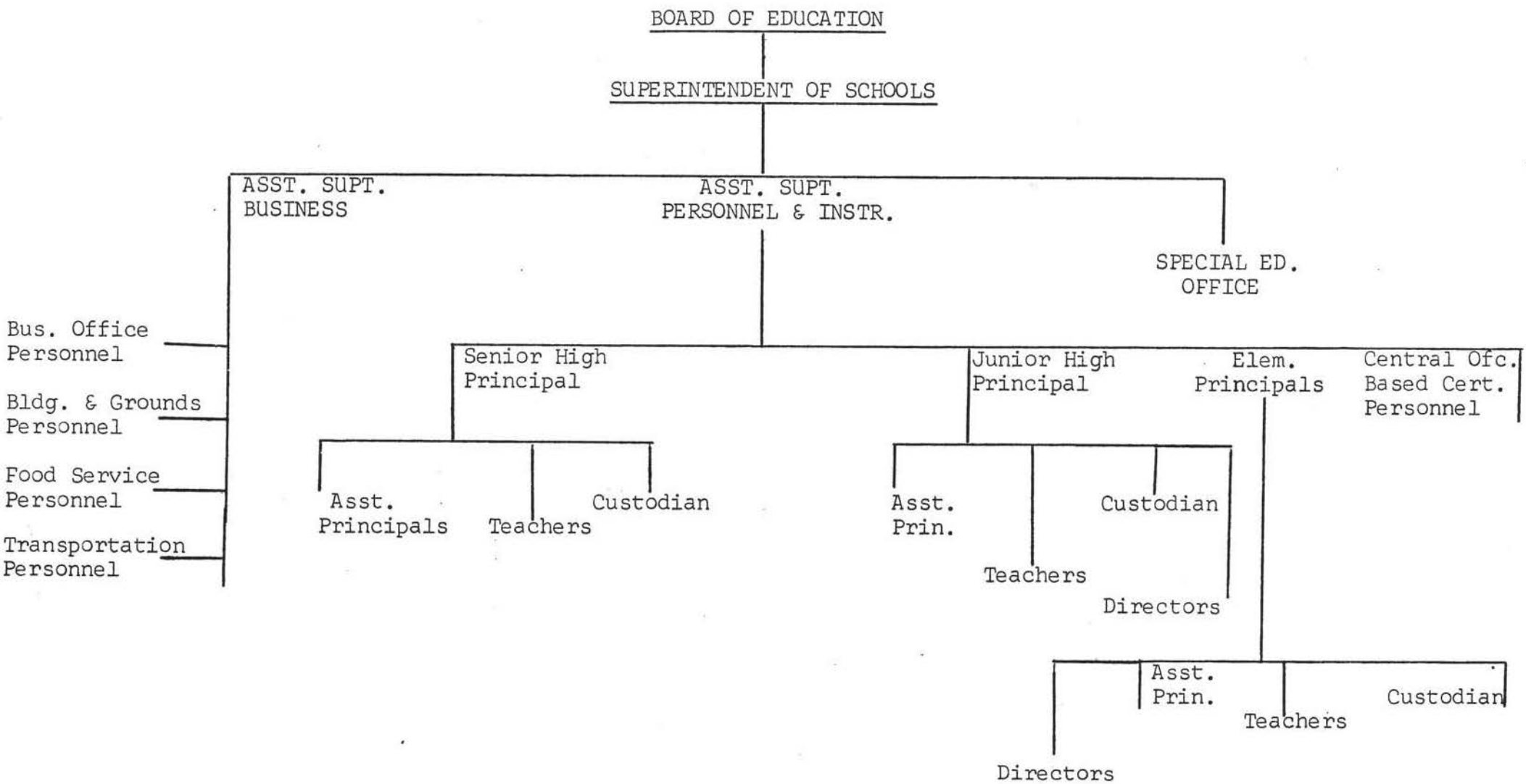
Administrative regulations shall be established by the central office administrative personnel.

250.000

ADMINISTRATIVE REGULATION HANDBOOK

An administrative regulation handbook shall be developed within the framework of this school board policy.

270.000

ADMINISTRATIVE ORGANIZATION CHART

300.000

GENERAL PERSONNEL POLICY

305.000

SICK LEAVE

Each full-time employee shall be entitled to one (1) sick leave day per each month employed with a minimum of ten (10) sick leave days per year. Certificated employees who work at least half-time and non-certificated employees who work at least five (5) hours per day shall be granted ten (10) days sick leave per year. Sick leave shall accumulate, to a maximum of 180 days, including the leave for current year.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include:

Parents, spouse, brothers, sisters, children,
grandparents, grandchildren, parents-in-law,
brothers-in-law, sisters-in-law, and legal guardians.

Exceptions to the interpretation of the immediate family must be approved by the Superintendent upon the recommendation of the building principal.

In accordance with Section 24-6 of the Illinois School Code, the school board may require a physician's certificate as a basis for pay during leave after an absence of three days for personal illness, or as it may deem necessary in other cases.

310.000

PERSONAL LEAVE

Each employee shall be entitled to a total of two (2) days personal leave with pay during the school year. Current personal leave shall not be used as sick leave. Personal leave unused at the close of the contract year will accumulate as sick leave.

Written advance notice, except in emergency, shall be presented to the Superintendent or his designee for approval. Notice shall contain date and time of expected absence and general reason for request.

Leave shall be approved for emergencies and legitimate business that cannot be conducted on other than school days. Leave for the day immediately preceding or following a legal holiday or school recess shall not be recognized as personal leave without the approval of the Unit Superintendent. Leave for seeking other or additional employment or earning money shall not be granted.

315.000

FUNERAL LEAVE

The first two days of funeral leave shall be deducted from sick leave. If more than two days are necessary, additional time up to two funeral days may be granted by the Superintendent. If additional days beyond these four are granted, they must be taken from sick leave.

320.000

WORKMEN'S COMPENSATION

Duty-connected injury shall be covered by Workmen's Compensation. The School Board will continue to pay the employee's full salary and the employee will endorse to

the Board the Workmen's Compensation or with the payment of the employee's salary for the following August, whichever occurs first.

Sick leave will not be charged until payments of Workmen's Compensation cease or until the following September 1, whichever occurs first.

In the event of contested compensation claim, sick leave will be charged. If the employee is awarded compensation for lost time, sick leave used during this period will be restored.

On the job accidental injuries to employees shall be reported promptly to the employee's principal or other immediate supervisor.

325.000

LIABILITY INSURANCE

To insure against any loss or liability of the school district, members of school boards, employees and student teachers by reason of civil rights damage claims and suits, constitutional rights damage claims and suits and death and bodily injury and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of the school board. Such insurance shall be carried in a company licensed to write such coverage in this state.

330.000

PHYSICAL EXAMINATIONS OF EMPLOYEES

All newly employed persons shall submit a record of a physical examination to be made by a physician licensed

to practice medicine and surgery in all its branches not more than 90 days preceding the time of presentation to the board following a form provided by the Board of Education. New employees shall also present evidence of freedom from tuberculosis. The physician shall sign and return a statement to the Superintendent if he can certify that the examinee is free from any communicable disease or any physical or mental condition which might interfere with the health of pupils or adults in the schools. This statement shall be in the office of the Superintendent within 30 days of the date of beginning employment. In accordance with the Illinois School Code, the cost of the examination at the beginning of employment shall be borne by the employee.

After the original employment, each regular employee shall submit a record of a physical examination at the discretion of the board. This examination shall be made by a physician to be selected by the Board, not more than 90 days preceding the time of presentation to the board. A statement from the physician shall be filed with the Superintendent as provided above. The full cost of subsequent examinations as required shall be borne by the Board of Education, provided the examination includes only those items prescribed on the form.

335.000

JURY DUTY

School personnel selected to serve on the jury will receive their regular pay and will not be charged with personal leave, sick leave, or docked in salary. Employees serving on the jury shall turn in the check they receive as payment for jury duty to the Business Office.

340.000

TAX SHELTERED ANNUITY

Any employee of the school district may authorize an amendment to his contract to begin with any payroll during the period of September through June, which shall be established as the tax-sheltered annuity year.

The district shall be prepared to remit the premiums directly to any company with whom an employee wishes the district to enter into a tax-sheltered annuity program.

No agent for any tax-sheltered annuity program may interview or otherwise outline an individual tax-sheltered annuity program to an employee during regular working hours.

345.000

RETIREMENT

Contractual continued service shall cease at the end of the current term of employment following the 65th birthday of any employee. Any subsequent employment of such a person shall be on an annual basis and at the discretion of the Board of Education.

Retirement recognition - "All personnel shall receive appropriate recognition upon retirement provided they have served the Charleston School District ten or more years and are retiring when they leave the Charleston Schools."
(Retirement would be interpreted as drawing teacher retirement or I.M.R.F.)

350.000

OUTSIDE EMPLOYMENT

No full time employee shall engage in other employment or business enterprise which, in the opinion of the Board of Education, seriously affects the efficient performance of his duties for the school system.

355.000

CIVIL RIGHTS COMPLIANCE

No person will be dismissed from employment or denied employment by the district because of race, color, or creed.

360.000

VACATIONS FOR YEAR-ROUND EMPLOYEES

After a year of continuous employment, year-round administrators and non-certificated employees shall be eligible for a paid vacation on the basis of complete fiscal years worked. The vacation shall be ten (10) days per year, except where modified by the individual's contract or employment agreement. Non-certificated employees will be granted an extra day of vacation for each year of service past ten years, up to 15 days earned vacation.

Vacation time earned in one fiscal year shall be used by the end of the following fiscal year or the employee shall lose it. Administrators and non-certificated employees terminating their employment shall be entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the school system for one year. However, this vacation remuneration shall be paid only when employment is terminated by the action of the Board of Education or by a two weeks' notice in writing by the employee.

Requests for vacations shall be submitted to the administrator to whom the employee is responsible and must be approved by him. Every effort shall be made to meet the desires of the employee and the needs of the school system in establishing vacation dates. The Payroll Department shall keep a record of vacations earned and the dates taken.

The following holidays shall be observed without loss of pay for all administrators and all regularly employed non-certificated personnel: 4th of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the Friday following, December 24, Christmas Day, New Year's Day, Lincoln's Birthday, Good Friday, and Memorial Day. The work day on December 31 shall be one half the normal.

When any of the above holidays fall on a Saturday or a Sunday, the preceding Friday or the following Monday will be observed as a holiday unless school is in session. A holiday will be counted as part of the work week in computing overtime.

School District workshops, institutes, and other times when students are not required to be in attendance are not considered paid holidays.

400.000 CERTIFICATED PERSONNEL401.000 CERTIFICATED PERSONNEL, HOW APPOINTED

Certificated personnel shall be employed by the Board of Education on recommendation by the Superintendent of Schools.

405.000 EMPLOYMENT AND PERSONNEL POLICIES405.100 QUALIFICATIONS

The first responsibility of the Board of Education is to those children the schools are to educate and develop, and,

A well trained and professionally prepared staff is one of the prerequisites to the success of any school district, it is the policy of the Board of Education to employ the best prepared and the best qualified persons available and to require and expect that they keep themselves informed in accordance with the ethics and standards of their profession.

Only persons who are fully qualified under the laws of the State of Illinois and the regulations of the North Central Association of Secondary Schools and Colleges will be employed.

405.200 RECRUITMENT

The procedure for recruitment and selection of certified personnel by the administrative staff shall be as directed by the Superintendent.

VACANCIES, TRANSFERS, AND PROMOTIONS

The Superintendent, in his monthly newsletter, shall send to Association members a notice of all vacancies, including vacancies to promotional positions, as they occur or are anticipated. Such notice shall be accompanied by a job description and a statement of minimum qualifications. During the summer vacation, vacancy notices shall be mailed along with paychecks to all teachers' homes. Vacancies shall be filled with the best qualified persons as determined by the administration and approved by the Board of Education.

Any teacher may apply for transfer to another building. Such application shall be in writing to both building principals involved and the Superintendent of Schools.

Any teacher affected by an involuntary building transfer shall be notified immediately and shall be released by the Board of Education from his contract, if he so requests.

Any teacher transferred without request shall receive priority consideration over teachers who have never been transferred involuntarily in any requested transfer into future vacancies.

The Board declares its support of a policy regarding the filling of vacancies from its present staff including vacancies in promotional positions.

Promotional positions are defined as those positions paying a salary differential or those which are of an administrative or supervisory nature or both.

The Board of Education shall not discriminate against husband and wife or other members of the immediate family for regular teaching positions provided they are not in the same building. However, the Board of Education reserves the right not to employ an applicant who is of the immediate family of a Board member or an employee of the Board.

When teachers are required by Board resolution and agree to return to school for retraining in their fields due to curriculum changes, tuition and fees or tuition waivers will be provided by Community Unit No. 1.

410.000

SUPERVISION OF INSTRUCTION

The supervision of instruction shall be a necessary part of a sound school system and shall be an accepted procedure in Community Unit District #1. The supervisory process shall include formal and informal observations by the assistant superintendent for instruction and the building principals.

415.000

CERTIFICATED STAFF EVALUATION

The superintendent shall abide by the agreements made between the Board of Education and the Charleston Education Association in this regard.

420.000

PROFESSIONAL GROWTH

The superintendent shall abide by the agreements made between the Board of Education and the Charleston Education Association in this regard.

425.000

TUTORING

Tutoring shall be defined as teaching privately for pay, and shall be reported as outside employment. The school system's policy in this matter shall be as follows:

- 1) There shall be no tutoring in the school building.
- 2) No child shall be excused from school for tutoring.
- 3) No teacher shall tutor a child from his own class, and only in unusual circumstances shall a contractual teacher tutor a child enrolled in District #1.
- 4) In discussing tutoring with parents, each case shall be considered on its own merits.
- 5) Principals and teachers shall avoid recommendations regarding the particular tutor to be secured.
- 6) Parents shall be urged to keep the principal or teacher informed of any tutoring that is done.

430.000

LEAVES OF ABSENCE

The superintendent shall abide by the agreements made between the Board of Education and the Charleston Education Association in this regard.

435.000

COMPENSATION

The superintendent shall abide by the agreements made between the Board of Education and the Charleston Education Association in this regard.

440.000

SALARY ADJUSTMENTS

While the adoption of an amended salary schedule shall not serve to lower the basic salary of any teacher, neither does it imply an automatic increase to all members of the staff. An increase may be withheld when the professional contribution of a staff member is unsatisfactory. To withhold an increase, however, the staff member in question must have been given notice in writing prior to January 15 that any increase for said staff member may be in jeopardy. The reason for such action should be written after consultation with the staff members involved.

445.000

EXTRA DUTY ASSIGNMENTS

Assignments in addition to the normal teaching schedule during the regular school term include, but are not limited to adult education courses, extra duties enumerated in the Professional Negotiation Agreement, and the summer school courses. If a teacher desires to be relieved of existing extra-duty assignments, a written request should be presented to the principal by the end of the first semester and relief shall be granted by a suitable replacement before the start of the next academic year. Where applicants have equal qualifications, the positions will be filled by the recommendation of the administration with consideration given to teachers' evaluation, major and minor fields of study, and length of service in the school district.

450.000

RESPONSIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

All schools in addition to their regular curriculum have a responsibility for providing a variety of extra-curricular activities, most of which are an outgrowth or extension of the regular curricular program, and which are a necessary part of a child's training in the principles of social living and self-government and are important to the child's social and educational development. All teachers are expected to assist in some way in their so-called extra-curricular activities, and it is the policy of this Board of Education that all teachers of this school district are to assume certain duties and responsibilities as a part of their assignments and in addition to their regular classroom teaching, for the general supervision of students and of student activities. The school principal shall assign these duties and responsibilities as equitably as possible.

455.000

SCHOOL NURSES

All school nurses shall be classified as certificated personnel, subject to all rules and regulations included in the Certificated Personnel section of this Board Policy.

460.000

PAY FOR UNUSED SICK LEAVE

The Board of Education will pay \$12.50 for each day of unused sick leave upon retirement.

465.000

TEACHER SCHEDULE

- 1) The teacher shall arrive at school before the beginning of the school day early enough to attend to matters which may require attention at that time. A teacher

shall remain for a sufficient period after the close of the teacher school day to attend to those matters which properly require attention. If a building principal decides that any teacher is abusing the privilege of deciding what is sufficient time to take care of those matters that require attention, he has the authority to require that teacher to spend such additional time as necessary to perform the duties required of him.

- 2) The Board shall provide a duty-free lunch period as outlined in Sec. 24-9 of the 1969 School Code.

500.000

NON-CERTIFICATED PERSONNEL

510.000

NON-CERTIFICATED EMPLOYEES, HOW DEFINED

- 1) Employees of the school district who are not required to have teaching certificates are listed as non-certificated personnel.
- 2) Included are secretaries, bookkeepers, custodians, maintenance employees, cafeteria workers, bus drivers, clerical aides, non-certified supervisors, cooperative-work-study employees and summer workers.
- 3) Full time non-certificated personnel are those working at least eight hours per day for fifty-two (52) weeks.

515.000

SELECTION, CLASSIFICATION, AND ASSIGNMENT OF PERSONNEL

The Superintendent shall assign all personnel and shall, in the case of a change of assignment or classification, seek the judgment of the administrators involved before the change is made.

New employees shall be interviewed by the Assistant Superintendent for Business Affairs, or his designee, and other appropriate personnel. The Superintendent shall make recommendations for employment by the Board of Education.

520.000

EMPLOYMENT

Non-certificated employees shall be employed by the Board of Education on the recommendation of the Superintendent at a regularly convened meeting of the Board. Each employee shall receive a Notice of Employment, signed by the Superintendent, following employment by the Board of Education. This notice shall indicate the position, the assignment, and the salary rate.

525.000

SALARY PLAN

The Board of Education shall adopt a salary plan annually for non-certificated personnel in each group classification, upon the recommendation of the Superintendent of Schools. The Board shall establish a minimum and maximum salary for each group and shall approve the positions to be included in each group.

The adopted salary plan and amendments to it shall be entered in full in the board's record, shall be published for the information of the present and prospective employees, and shall be issued by the Superintendent.

530.000

WORK SCHEDULES

The regular work week shall be a 40-hour week. Certain part-time positions may be authorized by the Superintendent as the need arises.

The administrator to whom the non-certificated employee is assigned shall determine the time schedule of working hours for each employee, and it shall be his duty to make special, as well as regular, work assignments.

Overtime, over 40 hours per week, will be compensated at the rate on time and a half. Overtime hours of work shall be authorized in advance, in writing, by the Superintendent. The administrator to whom the employee is responsible shall examine and verify all reports of overtime and shall submit them to the Business Office.

535,000

ILLINOIS MUNICIPAL RETIREMENT FUND

The State of Illinois requires that all employees working 600 hours or more a year must contribute to the Illinois Municipal Retirement Fund (IMRF). These payroll deductions are compulsory by law. Likewise, the law requires that an amount be deducted for social security according to income.

540,000

MISCELLANEOUS REGULATIONS

Non-certificated employees shall comply with these Rules and Regulations of the Board of Education and failure to do so shall be sufficient cause for dismissal. The Board of Education shall authorize a Notice of Dismissal to be issued by the Superintendent, to any employee who shall be dismissed.

Non-certificated employees, upon termination of employment, shall receive any salary due but shall not be compensated for unused accumulated sick leave. However, upon retirement (as defined by Board Policy) , the employee shall be paid for one-half his unused sick leave at \$6.00 per day.

600.000

STUDENTS

601.000

ENTRANCE AGE

To enroll in kindergarten or first grade at any time during a school year, a child must be five or six, respectively, on or before December 1 of the current school year, in which case he may enter on the first day of school. Kindergarten and first-grade children enrolled for the first time must present a certified birth certificate or a hospital record.

A child may be enrolled without his meeting these age requirements, if he has been in regular attendance in another school district, provided the child was not a resident of this school district at that time.

602.000

ENROLLMENT PROCEDURE

New students shall be registered in the office of the school they will attend, except where other arrangements for their registration are provided for. An official birth certificate, or hospital record, shall be required for registration and must be presented before the registration is considered final. In the case of kindergarten children and first graders who have never attended school, some verification of the date of birth must be presented before the child can be temporarily enrolled.

If the official birth certificate or hospital record is not presented within a reasonable time, the child shall be excluded from school until it has been received.

603.000

ATTENDANCE

All Illinois children residing in the District over seven (7) years of age and under sixteen (16) years of age are required to be under school jurisdiction during the hours school is in session. Students between the ages of five (5) and twenty-one (21) are entitled to attend the District's schools until they attain graduation.

604.000

PERMANENT RECORDS

Permanent records shall be maintained for all students enrolled in the district in accordance with the Student Record Policy (Appendix A).

605.000

PHYSICAL EXAMINATIONS

In compliance with the School Code of Illinois, a physical examination shall be required before entrance into school, fifth grade, ninth grade, and for students who have not previously been examined prior to or upon entrance into another public school system in Illinois. A record of such an examination presented to another school system shall be accepted, provided the parent secures this record and presents it at the proper time.

If the report of the physical examination is not presented within a reasonable time, the child shall be excluded from school until it has been received.

Students shall be excluded from school until the report of such an examination is forthcoming, except that, in the case of new residents of the community, a reasonable time shall be allowed for securing the examination.

Pupils objecting to physical examinations on constitutional grounds shall not be required to submit themselves thereto, if they present to the school a statement of such objections signed by a parent or guardian.

606.000 EXCLUSION OF PUPILS FOR DISEASE

The regulations of the Department of Health of the State of Illinois shall be observed regarding the exclusion from school of children when there is disease in the family; namely, in cases of diphtheria, whooping cough, and smallpox.

607.000 PROMOTION AND RETENTION

In general, children shall be kept with their own chronological age group. However, a student shall be retained or double promoted when it appears he will profit. While the teacher and principal may confer with the parent regarding these matters, the final decision for grade placement shall rest with the school building principal.

608.000 TUITION STUDENTS

It shall be the policy of Community Unit District #1 to consider the acceptance of non-resident students on a tuition basis, as provided in the Illinois School Code:

"The tuition charged shall in no case exceed the per capita cost of conducting and maintaining the schools of the district attended. Non-resident pupils attending the schools of the district for less than the school term shall have their tuition apportioned; however, pupils

who become non-resident during a school term shall not be charged tuition for the remainder of the school term in which they become non-resident pupils." (See Sec. 10-20-12a, Illinois School Code.)

The tuition rate for students not residing within the district and who are attending regular classes shall be equal to the per capita cost of maintaining the schools of the district for the preceding school year. The Superintendent will determine whether a tuition student may be enrolled in the schools of the district. Non-resident students shall not be admitted until a semester tuition is paid. This tuition shall be based upon per capita costs of the preceding fiscal year.

609.000

TRANSFER OF STUDENTS BETWEEN SCHOOLS

When students change their residence within the school system during the school year, they may be allowed to complete the school year in the school they have been attending. Other transfers between schools not involving a change of residence shall require the approval of the Superintendent.

610.000

ACCIDENTS TO STUDENTS

Except in cases of extreme emergency, it shall be the responsibility of the parent to call a doctor for a child or to take him to the doctor's office or the hospital. In cases where it is impossible to reach the parent and it is deemed necessary to take such action, the parent shall be

notified as soon as possible. In any case, the responsibility for the payment of medical, ambulance, or hospital fees shall be the parent's.

No teacher or other school employee shall at any time administer any treatment or medicine, except first aid, to a student except upon the written direction of a physician.

611.000 UNUSUAL DISCIPLINARY MATTERS

The policy of the Board of Education in regard to suspension of students shall follow the guidelines recommended by the School Behavior Policy (Appendix B).

612.000 STUDENT INSURANCE

A low cost accident policy shall be offered to all students and shall be optional. The insurance shall be placed with a company approved by the Board of Education.

613.000 FEES

Fees shall be charged students for textbook rentals and such laboratory fees as shall be deemed necessary by the Board of Education. All fees shall be established annually on the recommendation of the Superintendent of Schools.

Arrangements shall be made to reduce fees for students enrolling during the school year and to make appropriate refunds for those withdrawing during the school year.

614.000 TRANSPORTATION

- 1) All students living $1\frac{1}{2}$ miles or more from their school shall be provided free transportation. The determination of the $1\frac{1}{2}$ mile distance shall be made by

measuring from a point on the street opposite the main entrance to the school to a point on the street opposite the front entrance to the home.

- 2) There shall be no bus routes for the use of students living less than $1\frac{1}{2}$ miles from their school, except when hazardous walking conditions exist. The Board shall be the final authority in determining hazardous walking conditions after considering recommendations by the Superintendent.

615.000

RELIGIOUS INSTRUCTION

Students shall not be excused from classes to attend religious instruction class, except any child over twelve and under fourteen years of age while in attendance at confirmation classes, as provided by the School Code. However, students shall not be required to remain after school hours for any purpose if it conflicts with religious instruction classes.

616.000

DAMAGE TO PROPERTY

Students shall be required to pay for damage to school property if it is established that the damage was done deliberately or through wanton carelessness. (School Behavior Policy, Appendix B.)

617.000

SPECIAL EDUCATION

The School District shall cooperate with neighboring school districts to establish and maintain special education facilities for handicapped children. Special Education shall be accomplished through the Eastern Illinois Area of Special Education.

619.00

SUPERVISION OF STUDENTS

The teaching staff shall have full authority and responsibility for supervising students while the students are at school or engaging in a recognized school activity away from school. In addition, the teaching staff shall have authority to supervise students who are on their way to and from school when supervision is needed to insure the safety and welfare of students.

620.000

EXCUSING CHILDREN FROM SCHOOL

No child shall be allowed to leave the school grounds when classes are in session without the consent of the principal or, in the principal's absence, someone acting in his capacity. It shall be the teacher's responsibility to make certain that the principal has given this approval before releasing the child; and it shall be the responsibility of the principal to make certain that a person calling for a child or otherwise requesting he be excused be a responsible person.

621.000

LAW ENFORCEMENT OFFICER INTERVIEWING STUDENTS

No police officer or other law enforcement officer shall be allowed to question or interview a student in the school building or on the school grounds, except in the presence of the parent or legal guardian of the child.

No child who is ill shall be allowed to go to his home or be taken to his home, unless a parent or other responsible adult is in the home and/or without the specific instruction of the parent.

622.000

PREGNANCY OF STUDENTS

Any student shall notify the principal of the school she is attending of her pregnancy and the expected date of delivery. The girl may remain in school provided her physician reports to the principal in writing, one time each month, that she is physically and mentally capable of remaining in school. If the attending physician fails or refuses to provide such written statement, the girl must discontinue her attendance.

The schools will provide home instruction, correspondence courses, or other courses of instruction for pupils who are unable to attend school because of pregnancy.

700.000

INSTRUCTION

710.000

PHILOSOPHY FOR THE CHARLESTON COMMUNITY SCHOOLS

The Charleston Community Schools strive to provide each student with the opportunity to acquire the very best education according to his or her needs and abilities. Upon leaving the Charleston school system, each student should have an employable skill and/or an adequate preparation for further training or education so that he may become a responsible, productive citizen. The schools also attempt to develop in each student an understanding of and appreciation for our American heritage.

In accordance with these goals, boys and girls are guided toward an understanding of and respect for the dignity and worth of the individual, regardless of race, creed, or economic status. In addition, the schools attempt to foster interest and participation in the study and solution of community problems. The schools also attempt to foster interest in national and international problems.

The stimulation and development of ideals and the ability to think clearly, logically, and independently are essential to life in a democratic society. The Charleston Community Schools strive to use all possible resources, especially those of the community, to meet these goals.

Each child is expected to develop self-discipline based on respect for others. The schools assist in this development by reinforcing and rewarding independent, responsible

behavior. The Charleston Community Schools also assist in this development by providing the necessary guidance and direction to aid individual students as they become responsible citizens in a democratic society.

720.00 ORGANIZATION

721.100 Elementary Schools (Grades K-6)

Students in the elementary school must satisfactorily complete the prescribed course of study before entering junior high school.

721.200 Junior High School (Grades 7-8)

Students in the junior high school must satisfactorily pass the required course of study. Upon successfully completing the required course of study, students will be admitted in full standing at the Senior High School.

721.300 Senior High School (Grades 9-12)

Nineteen and one-half (19½) units are required for graduation from Charleston High School. One unit is awarded for the successful completion of a course which meets one hour per day, five days per week, for one year.

All students who plan to graduate must take the subjects listed below. These subjects form the foundation for all kinds of education and contribute greatly to successful living. The foundation curriculum forms about half the subjects that one will take; the other half may be chosen according to the students needs and interests. *

* All other courses are elective.

ENGLISH	-	3 units
		Freshman - Speech I and Communication Skills
		Sophomore - Communication Skills and Anthology Approach or Genre Approach
		Junior - Any two of American Poetry and Drama, Mass Media, American Short Stories, Multi-Ethnic Literature
		Senior - Elective
MATH	-	1 unit
		Algebra I or General Math
SCIENCE	-	1 unit
		Biology I or General Science
SOCIAL STUDIES	-	2 units for students on work programs. 2½ units for all others.
		Freshman - Social Studies
		Junior - American History Survey or American History 1945 and one of the following: American History Colonial to 1800, American History 1800 to 1877, American History 1877 to 1945.
		Senior - Consumer Education (unless student is on a work program)
HEALTH	-	½ unit
DRIVER EDUCATION	-	Successful Completion of Classroom Phase of Driver Education
PHYSICAL EDUCATION	-	Three Units

- 721.310 If a student has amassed all required credits excepting Physical Education by the close of the first semester, he may request early graduation. This request shall be made in writing to the Principal. The Principal will study the request and when he is convinced that all graduation requirements have been met and that early graduation would be in the best interest of the student, the Principal will recommend same to the Superintendent. The Superintendent will then make a recommendation to the Board of Education.
- 721.320 The four (4) year requirement can be reduced for pupils who cannot attend due to illness or physical handicaps. Part of the nineteen and one-half ($19\frac{1}{2}$) unit minimum requirement may be met by these students through correspondence courses or approved home study conducted by the school under the Special Education Program.
- 721.330 A high school dropout may, on approval of the local school officials, qualify for a high school diploma by completing courses which will approximate four (4) years of high school and the required nineteen and one half ($19\frac{1}{2}$) units of credit by combining the following:
- a) High School attendance
 - b) Approved Summer School attendance
 - c) Approved Correspondence Courses
 - d) Approved Adult Education Courses
 - e) Evaluation of credits transferred from schools in foreign countries.

The diploma should not be issued to a dropout before the equivalent of four (4) years of high school attendance is achieved.

721.400 Adult Education

721.410 Community Unit #1 facilities shall be made available for Lake Land College to offer extension courses.

721.420 Adult education courses shall be offered to the public upon demand of ten or more people for a particular course. Course offerings will be made each semester, and tuition will be charged to cover the cost of the instruction and instructional materials.

722.000 Extra-Curricular Activities

As a part of a sound educational program, extra-curricular activities shall be maintained as a part of the Community Unit District #1 Program. The extra-curricular programs shall be determined and controlled by the administration.

723.000 Teachers in Community Unit #1 shall be free to discuss controversial issues in their classrooms as a part of academic freedom. Provision shall be made for discussion of both sides of the issue

730.000 CURRICULUM DEVELOPMENT

A "system-wide" curriculum council and three sub-councils will function to evaluate and improve the academic program K-12.

740.000 CLASSROOM ORGANIZATION AND MANAGEMENT

741.000 Class Size

The Administration agrees to abserve and maintain present class size, subject to installation of experimental or innovative programs and budgetary limitations. The administration, in consultation with the teachers involved, will take all possible steps to alleviate overcrowding, wherever it occurs.

741.100 A minimum of twelve kindergarten students are to be enrolled for the operation of a kindergarten class.

741.200 On the basis of projected enrollment as of June 1, two adjacent grades having a combined enrollment of less than 25 students will be combined into one class and assigned to one teacher.

741.300 A minimum of twelve students shall be required for operation of a class at Senior High School. Any exception to this rule requires the approval of the Superintendent.

750.000 REPORTING PUPIL PROGRESS

The teaching staff shall, at regular intervals, report each pupil's educational progress to his parents. The method by which this reporting shall be done shall be determined by the Superintendent. Such methods may include parent-teacher conferences, letters to parents, and report cards.

760.000

SUMMER SCHOOL

The school district may offer a program of instruction during the summer. The nature of the program shall be determined by the Superintendent and shall be approved by the Board of Education. The summer school program shall be financially self-sufficient, and the board shall establish a fee for this instruction upon the recommendation of the superintendent.

770.000

SCHOOL CALENDAR

The school calendar shall be established by the Board of Education upon the recommendation of the Superintendent, in accordance with the School Code of Illinois.

800.000 BUSINESS AND OPERATION810.000 FINANCIAL MANAGEMENT811.000 School Treasurer - See 165.400 for job description

812.000 The final responsibility for financial management of the school district shall rest with the Board of Education, Superintendent and Assistant Superintendent - Business Affairs. See 207.000 for job description.

820.000 BUDGET

The Board of Education shall adopt an annual budget in accordance with the School Code of Illinois and adopt a fiscal year which shall begin July 1 and end June 30 of the succeeding calendar year.

The Superintendent shall propose before March 1 of each year a salary, employment, and budget calendar which will meet the requirements of the School Code and will provide ample time for the Board to exercise judgment in these important matters.

Every effort shall be made to involve all employees, and particularly all administrators, in the annual budget preparation process. However, the Superintendent shall be responsible for submitting an overall budget which is soundly conceived and consistent with the financial ability of the district.

830.000 ACCOUNTING

The school district shall maintain complete financial books and records, and shall conform to all requirements of State law for all funds.

All cash collections shall be controlled through the use of receipt forms. These forms shall be in duplicate and shall be kept on file for audit.

All accounting records and related documents shall be housed in a place of reasonable safety and shall be on file so long as the law requires.

The Board of Education shall take formal action and cause to be properly recorded in the minutes all school district financial transactions.

840.000 PURCHASING

840.100 All purchases of supplies and equipment shall be made by the Superintendent or Assistant Superintendent - Business Affairs.

840.200 Procedures for the control of the purchasing function, including forms for requisitions and purchase orders, shall be developed under the direction of the Assistant Superintendent for Business Affairs.

840.300 All items of a value of \$2500 or over must be bid. Practical items of lesser amounts may also be bid at the discretion of the Superintendent and Assistant Superintendent for Business Affairs.

840.400 The Assistant Superintendent for Business Affairs shall maintain a list of interested bidders and shall allow bidders an opportunity to submit bids. Where price, quality, and service are equal, local firms shall be given preference.

850.000

PAYROLLS

Salary checks for all personnel shall be regularly issued on a bi-weekly basis.

Each administrator shall report regularly to the business office all absences of employees responsible to him and the substitutes engaged by him, if any.

No employee shall receive an amount in excess of his or her contract for the fiscal year. However, the board may pay additional monies for additional duties and/or responsibilities. The sum for this purpose may not be a part of the contracted salary and must be approved annually by the board. Overtime for non-certificated personnel will be paid when such overtime has been approved by the Assistant Superintendent for Business Affairs.

Deductions for pension, income tax, hospitalization, etc., shall be made as required by law or as per agreement with the employee. The business manager shall be responsible for preparing reports as required by State or Federal laws regarding deductions.

860.000

AUDITING

An audit of receipts and expenditures of all Board funds and student activity funds shall be performed annually soon after the close of the fiscal year by a Certified Public Accountant selected by the Board of Education.

The Board shall specify annually to the auditor the type of audit and report of audit which shall be made.

Each member of the Board of Education, as well as the Superintendent and Assistant Superintendent for Business Affairs, shall be provided with a complete and detailed report by the auditor and the board may, at its discretion, request the auditor to appear at a meeting of the board to discuss the report.

870.000

INSURANCE

The Assistant Superintendent for Business Affairs shall be responsible for maintaining insurance coverages on all buildings, contents, and motor vehicles consistent with sound business management practices. Such program shall be reviewed annually by the Board of Education.

870.100

Appraisals

Annual appraisals shall be authorized by the Board of Education in order to determine the amount of insurance that should be carried to safeguard the district against undue loss in the event of destruction of school properties.

880.000

TRANSPORTATION

881.000

School buses shall be purchased, operated, housed and maintained by the district for the transportation of eligible resident children between their homes and schools located within the district. Smaller vehicles may be substituted for buses for reasons of economy or more efficient operation. All such activity resulting from such transportation shall be in conformance with the State of Illinois Law and Office of Public Instruction Rules and Regulations.

- 881.100 Free transportation shall be provided for pupils residing at a distance of one and one-half miles or more from any school to which they are assigned for attendance within the district. The determination of the one and one-half mile distance shall be made by measuring from a point on the road or street opposite the main entrance to the school to a point on the road or street opposite the front entrance to the home.
- 881.200 There shall be no bus routes for the use of students living less than one and one-half miles from their school, except when hazardous walking conditions exist. The Board shall be the final authority in determining hazardous walking conditions after considering recommendations by the superintendent.
- 881.300 Transportation in Towns, Villages and Cities will be from centralized pick up points as established by the administration and approved by the Board.
- 881.400 Transportation for physically or mentally handicapped resident children will be provided to both in district and out of district schools if the district pays part of the child's tuition.
- 881.500 Summer school transportation will only be offered when such program is funded by the O.E.O. or other such organization and such service has been approved by the Board.
- 881.600 Any major change such as addition, deletion or change of pick-up points shall require the approval of the administration and Board.

Minor changes in routing shall be made by the Transportation Supervisor.

881.700 Interruption of Bus Schedule

The Assistant Superintendent for Business Affairs will make determination of weather and road conditions and make recommendation to the Superintendent for any variation or interruption of the regular schedule. The Superintendent's decision will be forwarded to local radio stations and news media as early as practicable.

882.000 STUDENT REGULATIONS

882.100 All students transported on Unit #1 School Buses will be expected to follow the "Instructions to School Bus Riders" as shown in the Illinois School Bus Transportation Circular. Each fall these instructions will be duplicated and a copy given to each rider.

882.200 All students transported on Unit #1 School Buses will be expected to follow all rules and regulations as established by the individual school principals, administration and Board.

883.000 EXCURSIONS OR FIELD TRIPS

Student trips of significant educational value are encouraged and student trips of recreational value are permitted under rules established by the Superintendent. Student safety and proper operation and care of school vehicles shall be primary considerations.

883.100 Approval of Student Participation

Students going on a trip must have the permission of the teacher accompanying the group, that of the principal of his/her school, and the written permission from one of his/her parents or legal guardians. Permission for trips outside the school district shall be secured from the parent or legal guardian on a trip to trip basis.

883.200 All trips should be requested on Bus Request forms, approved by building principal and forwarded to the Director of Transportation, Bus Garage.

883.300 Local trips, which should be scheduled between the hours of 9:00 a.m. and 3:00 p.m., shall be requested one week in advance and may be approved by the Director of Transportation.

883.400 Trips outside the district shall be scheduled in advance and shall require the approval of the Superintendent. Trips involving one-way mileage in excess of 150 miles, or other unusual requirements, shall be made only with Board approval.

883.500 Athletic and spectator buses may be furnished, with spectator buses requiring chaperones and payment of fee as set by the Assistant Superintendent for Business Affairs.

890.000 TRANSPORTATION REIMBURSEMENT

Board members and school district employees shall be reimbursed at the rate of 12¢ per mile for travel incurred

in their automobile and/or the cost of commercial air,
train or bus transportation for approved travel within
the district or for authorized travel out of the district.

900.000 SCHOOL COMMUNITY RELATIONS

905.000 CITIZENS' CONSULTING COUNCIL

The American system places a responsibility for public policy upon the citizens of the country. All voters may share, directly or indirectly, in public decisions. Those who represent citizens in dealing with particular public affairs, such as public education, must be competent, diligent, and adequately representative of the citizenry.

Our public schools should exemplify the best practices of the American type of democracy. The encouragement of citizen participation in school affairs, e.g., Board of Education member, Citizens' Advisory Council member, P.T.A. member and other advisory council capacities, will strengthen the educational possibilities of a community. Participation by as many citizens as possible is the ideal method of dissemination of knowledge and efforts.

The purpose of the Citizens' Consulting Council will be to share in an advisory capacity with the Board of Education and the school's staff, the policies to be enacted by the Board of Education. Its authority to do so is outlined in the board rules and regulations as adopted by Resolution on July 23, 1970.

910,000

USE OF BUILDINGS AND GROUNDS BY COMMUNITY ORGANIZATIONS

In general, the buildings and grounds shall be made available to the public of the school district for all worthwhile activities which do not interfere with the regular school program. All groups and organizations who normally carry liability insurance must provide the district with a certificate of such insurance which must include a statement which would hold the district harmless in the event of an accident.

Groups and organizations who do not normally carry liability insurance may, at the discretion of the administrator or the board, be required to purchase such insurance for the duration of their use of the buildings or grounds.

The superintendent or an administrator assigned by him shall be authorized to grant the use of the buildings or grounds to any responsible organization in the school district for regular meetings or for a single program of education or entertainment. Requests must be made in writing.

While the superintendent or an administrator assigned by him may grant use of the building, they may also choose to refer such requests to the Board of Education for consideration.

Permission for use of the school buildings or grounds, whether given by the administration or by the board may be granted after consideration of the following:

- 1) Suitability of the building and grounds for the use requested.
- 2) Possible damage to the building or grounds.
- 3) Possible interruption of the educational program.
- 4) Possible dilatory effect upon the immediate neighborhood of the school and of the total community.

There shall be three general classifications of use of buildings, depending on the organization or the purpose, with charges as indicated.

- 1) For the use of building facilities at which an admission charge is made, at which the benefits will be restricted to certain individuals in the community, or which are sponsored by a commercial or profit-sharing organization, charges for a half-day or evening shall be as follows:

High School Gymnasium	-	\$75.00
High School Auditorium	-	\$100.00
High School Cafeteria	-	\$30.00 (no kitchen)
High School Lecture Room	-	\$35.00
Junior High School Gymnasium	-	\$50.00
Junior High School Cafeteria	-	\$20.00 (no kitchen)
Jefferson Gymnasium	-	\$25.00
All Kitchens	-	\$25.00
All Multi-Purpose Rooms	-	\$15.00

In addition, there shall be an hourly charge, as established annually by the Board of Education, for custodians' time spent preparing for and cleaning up after the

meeting, and for attendance in the building during the time the building is open for the meeting.

- 2) For the use of building facilities at which no admission charge is made, and which is not sponsored by a commercial or profit-sharing organization, the only charge shall be for custodians' time spent preparing for and cleaning up after the meeting and for attendance in the building during the meeting.
- 3) For the use of building facilities by the schools or affiliated organizations and a limited number of organizations who serve school-age children, there shall be no custodial charge.

For all meetings there shall be a custodian or an employee of the school system in the building during the entire time the building is open.

At any meeting at which kitchen facilities are to be used, a member of the cafeteria staff or someone else appointed by the Assistant Superintendent - Business Affairs shall be in charge of the kitchen, except for meetings sponsored by the schools. An hourly fee for this service shall be established annually by the Board of Education, with a minimum charge for two hours for serving at the end of extended evening meetings.

All rental fees, custodial fees, and kitchen employees' fees shall be collected by the Assistant Superintendent - Business Affairs, to be deposited to the account of the school district. Payment to all employees for this kind of service shall be made as a part of a regular payroll.

The Assistant Superintendent - Business Affairs shall report to the board at their next regular meeting regarding any unnecessary damage occurring as a result of the use of the buildings by any organization.

915.000

LENDING OF EQUIPMENT

It shall be the general policy not to lend any items of equipment for use outside the buildings, except to other governmental agencies, schools in the community and to employees of the school system.

Equipment shall be lent to employees only in unusual circumstances and when no other arrangement can be made. The employee shall secure permission from the principal of the building in which the equipment is found before removing it from the building. Where some other administrator may have some responsibility for the care or use of the equipment, the principal shall consult with him before granting permission.

Employees shall not use equipment in the buildings for personal projects not related to their work.

920.000

AGENTS

No agents or salespersons shall interview any employee of the school district on school property without the specific permission of the administrator to whom the employee is responsible.

925.000

ADVERTISING IN THE SCHOOLS

It shall not be the policy of the school system to accept for distribution to students or teachers any item which is primarily produced for business advertising purposes. The schools may cooperate with community organizations, however, in publicizing their projects and activities. No free materials, circulars, or flyers of any sort shall be distributed to students or teachers without the permission of the Superintendent of Schools.

930.000

STUDENT TEACHERS

The district shall work cooperatively with area teacher training institutions by providing facilities, students, and cooperating teachers for student teaching and laboratory experience programs.

Any plans for placing a student teacher in the school system shall be presented by the university to the Superintendent of Schools or someone designated by him for approval. All student teachers shall be interviewed by the Superintendent or someone designated by him prior to their assignment to the school system.

Approval by the Superintendent of Schools of the selection of a member of the teaching staff to serve as a supervising teacher shall be secured by a representative of the university before any proposal is made to the teacher.

935.000

PUBLICITY

All persons preparing news releases or written material for distribution to school patrons, shall seek the direction of the superintendent, and he shall be provided with copies of such material.

940.000

SOLICITATIONS

The Board of Education approves of school participation in charitable activities of reputable organizations. All activities of this sort must meet with the approval of the Superintendent of Schools.

Contests and other projects involving pupil or teacher participation must meet the following requirements:

- 1) Participation of the District 1 school staff in the development of the project to meet local educational objectives.
- 2) A minimum interruption of the school program.
- 3) Suitability to the age groups and abilities of the students.
- 4) Sufficient advance notice for proper planning and preparation.

945.000

GIFTS AND MEMORIALS

Plans for gifts by groups of students to an employee shall have prior approval of the appropriate administrator.

An effort shall be made to make participation optional and without embarrassment to those not desiring to participate and to keep contributions to such projects at a reasonable amount.

Administrators shall use their judgment and influence to see that memorials, gifts to departing teachers, and other projects of this sort sponsored by parent groups are moderate and donations are nominal.

Student Record Policy

The Community Unit #1 Board of Education holds that: (a) student files provide a place for the collection of information required by State Statute that are needed for the health, safety, and welfare of the student, and (b) that information contained in a student file is needed to aid the professional staff in helping each student toward maximum development of their potential.

The Board hereby establishes that the following student files shall be maintained and that the following general policies shall govern what may be contained in a student file, where each file is to be retained, who shall have access, and what disposition may be made of the file or any of its contents. Any and all student files are subject to the policies of the Board and administrative procedures.

Notwithstanding any other statements contained herein, upon specific request made by the Board, the entire file and record of any student shall be made available to the Board.

Student Cumulative Record

A. Description and Typical Content

The student cumulative record file provides for the collection of information relevant to the student's educational experience during his years in the public school system.

This file shall contain a general record of the student's progress and performance in school. Information contained in this file will pertain to the student's progress through the elementary, junior high, and senior high school and will include such items as grades, attendance, and the results of standardized tests. This file may also contain copies of important communications, such as a record of interviews with the student and/or parents, counselor interviews, anecdotal records, and any other material submitted by official district personnel that is clearly and directly related to the progress of the student.

B. Where the File Will Be Maintained

While a student is in the elementary grades, the cumulative record will be kept by his regular (primary) classroom teacher in a locked desk or locked file drawer. If the teacher is unable to secure the materials in this manner, the record will be kept locked in the building principal's office.

For the period of enrollment in the junior and senior high schools the student record file will be maintained in the office of the counselor to which the student has been assigned. All authorized clerical personnel in the school offices are to be carefully instructed as to the confidential nature of student files and the proper handling of student records in performing their job. Files containing student cumulative records shall be secured by the counselor in a cabinet which will be locked and the office made secure during his/her absence.

Who May Have Access To The File

The file may be reviewed by all professional staff members who have a rightful and direct interest in helping the student involved. Where interpretation may be considered necessary to fully understand the content of the file, review of the file by parents, student, guardian, or professional staff member shall be in the presence of the principal or his designee. No other person shall have access to the student's record without the written consent of the student (if over 18), parents or guardian except where required by a court of law.

The school may provide anonymous data from its records for outside research purposes without the consent under conditions where the likelihood of identifying any individual because of his unique characteristics is negligible.

D. Disposition Of The File

The student file shall be purged following the fourth, sixth, and eighth grades. Upon graduation of the student, the counselor has the responsibility to purge the file of all data, reports, letters, disciplinary reports, and similar materials judged not of long-term significance. A remaining record to be known as the Official Permanent Record shall be maintained on a permanent basis. The official permanent record will be transferred to microfilm and kept under careful security against all potential hazards of fire, theft, and misuse.

Materials typically retained in the Official Permanent Record would include semester grades, attendance, test scores, and such items of correspondence that might be pertinent and beneficial to the student.

I. Student Health File

A. Description and Typical Content

The student health file provides a central place for the collection and retention of medical, dental, and other health and safety information about the student. The school nurse will review and determine what material shall be entered and maintained in the health file.

B. Where The File Will Be Maintained

During the enrollment of the student in the Charleston Community Schools, the health records will be maintained and secured in the office of the school nurse, or an area designated by the building principal. All health records will be treated as confidential material.

C. Who May Have Access To The File

The file may be reviewed by all professional staff members who have a rightful and direct interest in helping the student involved. The student health file is available for review by students, parents, or guardians in the presence of the nurse or someone designated by the principal. Since there may be some information in the

medical file that has been kept from the student, the nurse will review the file and then make contact with the parent for approval prior to the student review of his medical file.

The nurse may disseminate any of the materials to professional staff members where in her judgement she feels the safety and welfare of the student would be enhanced by having health information about the student in the hands of instructors or administrators in the building. No other person shall have access to the student's records without the written consent of the student (if over 18), parents, or guardian except where required by a court of law.

D. Disposition Of The File

When the student graduates the nurse will purge the file of all information deemed not significant or not appropriate to long-term records. Certain materials in the Student Health File shall then be transferred to the Official Permanent Record.

Typically the materials retained will relate to any handicapping illness, injury, or affliction that has affected the performance of the individual as a student in the Charleston Community Schools. (Records of accidents on school property or under the supervision of school personnel will also be retained as well as any other records deemed by the nurse to have some continuing benefit to the student.)

Student Conduct File

A. Description and Typical Contents

The student conduct file is a temporary file used to gather pertinent information relative to teacher referrals and other matters of student conduct. The typical contents are the teacher referral notices, and any information about the student that relates to incidents where he was directly involved or to efforts to work with the student, his family, courts or other agencies to improve his general attitude or conduct within the school setting.

The material entered into this file will be at the judgement of and under the jurisdiction of the Assistant Principal to which the given student has been assigned.

B. Where Will The File Be Maintained

The file will be maintained in the office of the Assistant Principal or Principal to which the individual has been assigned. The Assistant Principal is responsible for maintaining a high degree of security to assure the privacy of the student conduct file.

C. Who May Have Access To The File

The file may be reviewed by all professional staff members who have a rightful and direct interest in helping the student involved. The student conduct file is available for review by students, parents or guardians in the presence of the Assistant Principal or Principal. No other person shall have access to the student's

record without the written consent of the student (if over 18), parents or guardian except where required by a court of law.

D. Disposition Of The File

At the end of each year all student conduct files shall be purged of all material except where numerous and/or serious infractions have been noted. This material may be carried forward to the next year. It shall be the judgement of the Assistant Principal or Principal as to the kinds of materials to be carried forward in the file and the clearance of the file must be done him personally.

Upon graduation the disciplinary file shall be destroyed.

Procedures For Review Of A Student File

Any student, parent, or guardian wishing to review a specific file, shall submit to the building principal or his designee a request for that file stating the reason for review.

Following approval of such request, an appointment shall be made with the principal or his designee to review the file.

Release Of Information Regarding Student Files

No student record or file, or portions thereof, shall be released except as herein provided. No person, except as herein provided, shall be permitted to examine directly any student record or file without an order of court of competent jurisdiction, or a subpoena duly issued, so empowering him to do so. Release to parents, guardians and students of any file contents shall be as provided herein:

The Superintendent of Schools of District #1 may, without prior consent of the student, parent, or guardian, release information from student files to --

- a. Other school officials who have a legitimate educational interest in such information. All such officials shall, as a condition of access to such information, be required to sign a written form which shall be permanently filed indicating the specific "legitimate" educational reason for seeking such information.
- b. Officials of other school districts in which the student intends to enroll in or transfer to upon the condition that the student, parents and/or guardians request that such records be sent and with the further provision that they be given the opportunity to challenge the contents of such record in the manner hereinafter provided.

The Right Of Challenge

Either a student or the parents of a student shall have the right to challenge

information contained in the file. They may seek to remove or modify information contained in the file and/or make attachment of relevant facts or dissenting opinion. Right of challenge shall be initiated by students or parents with a written explanation of why the material in the file is being contested and what changes are being sought. Such written appeal shall be presented to the student's counselor who will then convene a meeting with the parents and/or student for the purpose of seeking a mutually satisfactory resolution to the problem. If the problem cannot be resolved by the counselor, the parents or student may appeal to the building principal who will employ the same general procedure. Appeal of unresolved issues may continue to the Superintendent and failing resolution may be appealed for final decision to the Board of Education.

Forms for the purpose of challenge are available in the guidance, nurse's, and principal's office. While use of the form is not necessary, it may help all to know and meet the provisions of the challenge procedure.

Penalty For Unauthorized Release Of Information

The release by any employee of student record or file, or portions thereof, not conforming with the policy on release of information regarding student files is strictly prohibited. Any violation shall be considered possible grounds for dismissal and the Superintendent shall file charges against the offending employee or employees with the Board of Education.

This provision applies primarily to release of information to outside agencies or individuals since the professional staff naturally must have access to the record in the performance of the duties for which they are employed. Again, the violation refers to release of information regarding the student record or file as such. Since much of the material in a file may be of transitory and incidental nature and value, the mere incidence of knowledge about a student by professional employee and the fact that the same information is in cumulative record, health record or conduct file does not automatically place the passage of this information to another person under the context preview of this penalty provision.

STUDENT FILE REQUEST

Name of Student _____ Date _____

School _____ Grade _____

File Requested _____

Reason for file request _____

Person requesting file _____
(Title/position)

Approval _____
YES NO

(Request is to be submitted to the building principal or his designee.)

CHALLENGE FORM FOR STUDENT RECORDS

Name of Student _____ Date _____

School _____ Grade _____

File being challenged _____

Reason for challenge:

Changes being sought:

Name of person(s) initiating challenge _____
(must be student, parent/guardian)

Action taken (Office Use Only) _____

Signature of Principal or designee

SCHOOL BEHAVIOR

- * Rights
- * Responsibilities
- * Regulations
- * Expectations

C.U.#1
SFAL

Superintendent
HOWARD S. SMUCKER

CHARLESTON COMMUNITY UNIT SCHOOLS
410 WEST POLK AVENUE - CHARLESTON, ILLINOIS 61920

SCHOOL BEHAVIOR

RIGHTS, RESPONSIBILITIES AND REGULATIONS

This handbook is intended, in general terms, to describe some of the rights and responsibilities of students in the Charleston Community Unit Schools and to set forth appropriate regulations governing school behavior.

The Board of Education of Charleston Community Unit School District #1 believes that the primary function of its schools must be the preparation of all students for meaningful rewarding participation in our democratic society. Each student has the right to those educational experiences which will enable him to meet his present and future needs and to realize his individual potential for participation. This right will be respected and protected for each student so long as it does not result in behavior which denies to others the self-same right. This is a basic concept of democracy which must be progressively nurtured in all our students during their school years as a part of their normal physical, social and emotional maturation.

Every school district has the inherent right to require cooperation of its members, staff and students, in the performance of its educational function and to take appropriate action when the conduct of any of its members impedes, obstructs or threatens the harmony of the institution or the realization of its educational objectives.

In order to provide an equitable and just basis upon which to work toward the performance of its educational objectives free from the obstruction of disruptive influences, either from within or without the school, the

board of Education has the responsibility to set forth policies clarifying the individual rights of students, standards of behavior and regulations designed to help each student conduct himself as a good citizen.

The rules and standards set forth in this handbook apply to conduct on school premises or on school buses or involving school property, to conduct off school premises which directly affects other students or the school, and to conduct at school functions of any kind. Please note that this handbook does not define all types and aspects of student behavior.

I. ESTABLISHMENT OF POLICIES, RULES AND REGULATIONS

The Board of Education and the Superintendent of Schools, through the authority granted by Illinois School Code-Ch. 122, Art. 10, Sect.20.5, may establish written policies, rules and regulations of general application governing student conduct in all schools.

In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

II. AREAS OF PROHIBITED STUDENT CONDUCT

The Board of Education subscribes to the theory that a democratic society can function successfully only when there is an intelligent citizenry. The Board of Education also places strong emphasis upon individual student responsibility for both learning and behavior, but it is also essential that rules and regulations imperative in governing the relationship between the school and its members be communicated in clear concise policies. Therefore, the Board of Education has enumerated some of the main areas of conduct which may lead to disciplinary action, including possible expulsion for a period in excess of ten (10) school

days or for the balance of the semester or school year. The Superintendent of Schools is authorized to suspend and/or recommend to the Board of Education expulsion in cases of flagrant and continuing misconduct.

Flagrant misconduct includes the following:

- A. Violation of public law, such as theft, arson, assault and battery, and destruction of property.
- B. Possessing, using or transmitting any object that, in fact or under the circumstances, can reasonably be considered to constitute a weapon.
- C. Causing or attempting to cause physical injury or harm to any student, teacher or other school employee, or visitor on school grounds or during a school function or event.
- D. Threatening or intimidating any student, teacher or other school employee, or visitor.
- E. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
- F. Possessing, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, or intoxicant while on the school premises, or partaking of such elements prior to coming on school premises.
- G. Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers or other employees, or visitors.

- H. Refusal or failure to comply with state and local attendance laws, including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes.
- I. Gambling on school premises or at school events.
- J. Smoking on school premises.
- K. Willful failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. This shall include, but shall not be limited to, the refusal to show a student identification card when asked to do so.
- L. Subject to the lawful exercise of First Amendment rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with, any school function, activity, or purpose.
- M. Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety, or in a manner which causes an interference with school work or which creates a classroom or school disruption.
- N. Willfully or negligently defacing, destroying or damaging or causing the same to be done to any school property. The student will be held financially responsible for such damage to the extent that the school administration shall judge the culpability in relation to the cost of replacing or restoring such property to its original condition.

- O. Making a false fire alarm or any other knowingly false and disruptive rumor or report.
- P. Inability to adjust to the demands of school life as evidenced by continuing misconduct and poor grades.

III. SUSPENSION OR EXPULSION AND RIGHT TO HEARING

Chapter 122, Section 10-22.6 of the Illinois Revised Statutes provides that students may be expelled for gross disobedience or misconduct, and further provides that students may be suspended for a period not to exceed ten (10) school days pending review by the School Board.

- A. Any principal may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days if the student violates any of the rules set forth in or contemplated by this handbook. Any such suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review, a copy of which shall be given to the School Board.
- B. If a student is to face disciplinary action which could result in his expulsion from school for the balance of the semester or school year, he will be notified of this fact. Under policies, rules and regulations adopted by the Board of Education, expulsion shall take place only after the parents have been requested to appear at a meeting of the board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is

to become effective. If a hearing officer is appointed by the board, he shall report to the board at the meeting and the board may take such action thereon as it finds appropriate.

IV. STUDENT RECORDS

It is the responsibility of the school administration to maintain accurate and complete records of school attendance, progress, and participation throughout the student's years in the public schools. These cumulative records are kept in the attendance center where the student is enrolled. They are available to all professional staff members authorized by the Board of Education.

The OSPI regulations on student records, Section 4-14, essentially reflect the stipulations of federal court decisions:

1. A student and/or the student's parents or guardians have a right to know the contents of the student's file.
2. Information contained in a student's file is confidential and should not be released to anyone other than school personnel without the express, written consent of the student and/or parents or guardians.
3. Information contained in the records should be relevant, up-to-date, and objective.

In some cases, such as with psychological testing, social work profiles, and special education placements, parents and students should seek an interpretation from persons specially trained in the administration and interpretation of such tests. Anyone else wishing to see a student's record must get written permission from either the parents or the student or the courts.

V. CORPORAL PUNISHMENT

For purposes of enforcing discipline in the school, the teacher and other certified educational employees and in relation of parents and guardians to the pupils, and may administer reasonable corporal punishment in order to enforce reasonable rules.

The OSPI regulation on corporal punishment, Circular Series A-160, Section 4-32, recognizes that parents or guardians have the primary responsibility for the discipline of their child or ward. If the parents or guardians are opposed to the use of corporal punishment by school personnel, then they may request that their children or wards not be physically punished. The school must honor that request. Parents or guardians should direct a letter to the principal of the school stating their wishes on this matter.

VI. SCHOOL LOCKERS

Lockers are school property and may be searched by school officials, with or without the student's permission, when the officials believe an illegal or dangerous substance is hidden.

VII. OTHER COURSES OF ACTION

The Superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including, but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes or to prevent an interference therewith, including, but not limited to, counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extra-curricular activity.

APPENDIX DD

PROFESSIONAL NEGOTIATION AGREEMENT

PROFESSIONAL AGREEMENT

BETWEEN THE

CHARLESTON BOARD OF EDUCATION, COMMUNITY UNIT #1

AND

CHARLESTON EDUCATION ASSOCIATION

AGREEMENT BETWEEN BOARD OF EDUCATION, COMMUNITY UNIT
NO. 1, AND THE CHARLESTON EDUCATION ASSOCIATION

PREAMBLE

The Board of Education of Community Unit No. 1, hereinafter referred to as the "Board," and the Charleston Education Association, hereinafter referred to as the "Association," recognize that attainment of educational objectives is a joint responsibility of the public, the Board, the administrative and supervisory staff, and the professional teaching personnel.

ARTICLE I -- RECOGNITION

Section A. - The Board recognizes the Association as the sole and exclusive bargaining representative for all regularly employed certificated teaching personnel in the District under the Board contract excluding the Superintendent, Assistant Superintendents, Administrative Assistants, Principals, Assistant Principals, and other administrative personnel, and substitute teachers. Administrative personnel shall not include guidance counselors, librarians, department heads, special education teachers, and school nurses.

Section B. - The term "teacher," when used hereinafter in this agreement, shall refer to all employees represented by the Association in the negotiating unit defined above.

Section C. - The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this agreement. Further, the Board agrees not to negotiate with any teacher individually during the duration of this agreement except as provided in the grievance procedure which is a part of this agreement. However, the Board reserves the right to set length of contract for teachers having special assignments.

ARTICLE II -- DEFINITION OF RESPONSIBILITIES AND RIGHTS

Section A. - The Board hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the statutes of the State of Illinois. Within the realm of current statutes, the Board agrees to participate in good faith negotiations with the duly designated representatives of the Association.

Section B. - The Board and the Association shall meet and negotiate in good faith with respect to salaries, related economic conditions of employment (fringe benefits), grievance procedure, and negotiation procedures. Other items will be considered for inclusion in the negotiations proposal at the time of the initial presentation of the package.

Section C. - "Good faith" is defined as the mutual responsibility of the Board and the Association and their respective representatives to deal with each other openly and fairly, and to sincerely endeavor to reach agreement on items being negotiated.

Section D. - The Board and the Association shall confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations, and to reach tentative agreements which shall be presented to the Board and Association respectively for ratification.

Section E. - The Board and the Association agree to keep information regarding negotiations confidential until there is agreement on all matters being negotiated at which time information regarding agreements that have been reached may be released. However, this stipulation may be voided by either

party upon written notice to the other party at least 72 hours before the first negotiation meeting.

Section F. - The Association shall have the right to post notices of its business affairs in designated places in each school building.

Section G. - The Association shall have the right to use the district school mail service and teacher mail boxes for communications to teachers.

Section H. - The Association shall have the right to use school buildings for meetings concerned with Association business, providing approval is obtained in advance. There will be "no charge" for use of the building providing a custodian is on duty during the meeting as part of his daily working hours. Charges will be made at all other times according to the Building Rental Policy as it relates to school and related groups.

Section I. - The Association shall have the right to transact official Association business on school property at all reasonable times, other than during school hours, provided that this shall not interfere with or interrupt school operations. And further provided, the Association's views on matters relating to supervisor-teacher or Board-teacher relationships shall not be discussed in the presence of the students.

Section J. - The Board will make available current financial data and other information classified as "public" information upon reasonable request from the Association. The Association will furnish copies of any pertinent information as reasonably requested by the Board or its representative.

Section K. - Parties agree that they will not discriminate against any teacher because of membership in the Association or lack thereof. Furthermore, the parties agree to abide by the Constitutions of the State of Illinois and the United States.

ARTICLE III -- EFFECT OF AGREEMENT

Section A. - The parties mutually agree that the terms and conditions set forth in this agreement may be added to, deleted from, or modified only through the voluntary mutual consent of the parties in an amendment hereto. Such amendment would be negotiated pursuant to the terms of Article IV or as provided in Sections B. and C. of this Article.

Section B. - The parties mutually agree to delete any portion of this agreement that conflicts with any statute enacted by the Illinois legislature.

Section C. - Should any Article, Section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, Section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law, but the remaining Articles, Sections, and clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section, or clause.

ARTICLE IV -- NEGOTIATION PROCEDURES

Section A. - Each party may select whomever it wishes to represent it in negotiations provided that not more than five negotiation-team members and three consultants and/or observers (total number not to exceed 8) representing it are present at any one time in a negotiations session except by mutual consent of both parties and provided that the chairman of the Board negotiations team shall be a Board member or an administrator, and the chairman of the Association negotiations team shall be a CEA member.

Section B. - Negotiations on matters for a given year (restricted as indicated in Article II, Section B.) shall be presented in a package with negotiations beginning no later than the last Tuesday in January. It is understood that items in the package may be modified as mutually agreed upon during the negotiation process. Meetings will be held at times and places agreed to by both parties.

Section C. - During negotiations, tentatively agreed-upon material, if any, shall be prepared as a record for the Board and the Association and signed prior to the adjournment of the meeting at which tentative agreement was reached.

Section D. - Agreement and Appendices

When the Association and Board negotiating committees reach tentative agreement on all matters being negotiated for that school year, they will be reduced to writing and shall be submitted for ratification to the membership of the Association and to the Board.

Section E. - Impasse

If agreement is not reached on matters in the original package by April 1, either party may declare that an impasse has been reached and call for the selection of a mediator as prescribed in Article IV, Section F.

Section F. - Mediation

A mediator shall be selected within 15 days from the date on which either party declares in writing to the other that an impasse exists. Note in Section E. that an impasse cannot be declared until after April 1. If the parties cannot agree on a mediator, the mediator shall be selected as prescribed in Subsections 1, 2, and 3 below.

- 1) A list of 5 mediators shall be secured from the Office of the Superintendent of Public Instruction, AAA (American Arbitration Association) or FMCS (Federal Mediation and Conciliation Service), provided that such list shall not include a resident of the involved school district.
- 2) Selection of the mediator shall be made by the parties from the list supplied as determined above. Final selection of the mediator shall be made by the parties alternately deleting a name from the list until one name remains, and this person shall serve as mediator. The party eligible for the first deletion shall be determined by chance.
- 3) If the final mediator named is unable to serve, the last name deleted from the list shall be the alternate.
- 4) The total time for the mediation process shall not exceed 20 days from the date of selection of the mediator.

The mediator shall meet with the parties or their representatives, or both, forthwith, either jointly or separately and shall take such other steps as he may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement; provided that the mediator shall not, without the consent of both parties, make finding of fact or publish or make public any information or recommendations on terms of settlement.

Section G. - Fact Finding

If agreement cannot be reached through deliberations with a mediator within the prescribed time limits, a fact finder will be selected in the same manner as provided above for the selection of a mediator, provided that the lists submitted by OSPI, AAA, and FMCS shall not include any persons submitted as possible mediators.

The fact finder shall, within 10 days after his selection, meet with the parties or their representative, or both, either jointly or separately, make inquiries and investigations, hold hearings, and shall take other steps as he deems appropriate. The Board and Association shall make available to the fact finder, upon his request, all public records, papers, and information in their possession relating to any matter under investigation by or in issue before the fact finder.

If the dispute is not settled prior thereto, the fact finder shall make findings of fact and recommend terms of settlement, which recommendations shall be advisory only, within 30 days after his selection. Any findings of fact and recommended terms of settlement shall be submitted in writing to the parties.

Within 10 days from receipt of the written report, both parties must notify the fact finder, in writing, of their decision. If the fact finder's written report is not accepted, the reasons for non-acceptance must be included in the parties' response.

If no agreement is reached within 10 days from receipt of the written report, the responses will be added to the written report and copies will be released to the public.

ARTICLE V -- ATTENDANT COSTS

Cost for consultants chosen by any party shall be paid by that party. The cost for the mediator or for the fact finder shall be shared equally by the Board and the Association.

ARTICLE VI -- REPRESENTATION ELECTION

An organization challenging the Association must submit evidence that it has at least 30% of the professional employees in the negotiating unit as members. This evidence shall be filed with the secretary of the Board between September 15 and November 1. Such referenda shall be limited to one during each school term.

If such petition is deemed valid by the Board, a referendum shall be held within 60 days of the filing of the challenge. The organization receiving a majority of the votes cast in any such referendum shall be declared the exclusive representative.

All other matters pertaining to the election shall be mutually established by the Association, challenging organization, and Board. Upon failure to reach agreement within 15 days following the validation of the petition, the issues in dispute shall be submitted to the AAA for final and binding arbitration in accordance with their rules.

ARTICLE VII -- GRIEVANCE PROCEDURE

Section A. - Definition. Any claim by the Association or a teacher, or by a certificated employee not represented by the Association as negotiation agent, or by the Board or an agent of the Board, of a violation, misinterpretation, or misapplication of this agreement, presented in writing following the procedure prescribed in paragraph D of this Article, is a grievance.

Section B. - Purpose. The purpose of this procedure is to achieve equitable solutions to grievances with minimum involvement by Board members, administrative and supervisory employees, and Association officials.

Section C. - Grievance Committees. The Association Grievance Committee shall consist of four members including the Association President and shall be convened by the Association President to process grievances. The Board Grievance Committee consisting of four members including the Superintendent shall be convened by the Superintendent as necessary to process grievances.

Section D. - Procedure. The Board and the Association agree that grievances, and claims that may develop into grievances, should be settled equitably and promptly. All persons receiving written grievance items will acknowledge time of receipt.

Step 1. (The Grievance Prevention Step) Any claim that may develop into a grievance shall be presented orally first. If the claim is made by a teacher, the presentation shall be made to the teacher's immediate supervisor in the presence of the Association Building representative (or other designated representative if the teacher's primary duties are not confined to one building), and also in the presence of the Superintendent or someone designated by him.

If a claim against the Association is made by someone other than a teacher, the presentation shall be made to the Association President in the presence of the Superintendent. Those present at an oral presentation shall try to achieve a satisfactory settlement so the person making the claim will not initiate a grievance.

Step 2. If a settlement satisfactory to the staff member (the individual making the claim in Step 1) is not achieved in Step 1, he may submit within 5 school attendance days after the oral presentation conducted as prescribed in Step 1, to his principal or immediate supervisor (or to the Superintendent if a grievance against the Board is filed by an Association official, or to the Association President if a grievance against the Association is filed by a staff member representing the Board), a written signed statement in quadruplicate specifying the section or sections of this agreement allegedly violated, giving tangible evidence supporting his grievance. The recipient will return within five school attendance days to the staff member the statement endorsed with his written response. The staff member will file with the Superintendent one copy and the Association President one copy after endorsing them to indicate whether or not he accepts the settlement achieved at this point.

Step 3. If the staff member wishes to appeal the settlement achieved in Step 2, he may indicate this in his endorsement of the copy submitted to the Superintendent. The Superintendent may take appropriate steps to achieve a satisfactory settlement. If a satisfactory settlement is not achieved by the Superintendent within 5 school days following his receipt of it, he forwards the endorsed copy to the appropriate Grievance Committee which meets and renders its decision within 5 school attendance days after receiving the grievance form.

Step 4. If the staff member wishes to appeal the decision reached in Step 3, he may request the Superintendent to conduct a hearing with the two Grievance Committees and others involved invited to be present. If the Association Grievance Committee does not accept the invitation, the matter is closed as far as Board-Association relations are concerned. If a settlement satisfactory to the Grievance Committee(s) present at the hearing is achieved, this closes the matter. If a settlement satisfactory to the Grievance Committee(s) present at the hearing is not achieved, the Superintendent refers the matter to the Board for a hearing in executive session with the aggrieved and person whom the grievance was filed against as well as one or more members of the Grievance Committee(s) in attendance.

Step 5. If a satisfactory settlement is not reached in executive session of the Board, the matter will be submitted within 14 school days to an arbitrator selected in the same manner as a mediator is selected in Article IV, Section F. The decision of the arbitrator shall be advisory in nature and not binding on the parties to this agreement.

ARTICLE VIII -- DURATION OF THE AGREEMENT

This agreement shall be in full force and effect for the present school year and shall continue in full force and effect from year to year thereafter, subject to annual change or revision through negotiation between the Board and the Association, and also subject to provisions of Article VI.

ARTICLE IX -- CITIZENSHIP

The teacher shall be guaranteed the political rights that are accorded a citizen of the State of Illinois and the United States of America. The teacher shall not use institutional privileges, time, facilities, equipment, or students to promote candidates for any elective office or to further partisan political activities.

ARTICLE X -- TEACHER PROTECTION

Section A. - Any case of assault or battery upon a teacher who is within the scope of his employment shall be reported to the Board of Education or its designee.

Section B. - Protection from suit. (Appendix C)

Section C. - Liability Insurance. (Appendix C)

Section D. - Workmens Compensation. (Appendix C)

Section E. - Any complaints by a parent of a student directed toward a teacher shall be channeled through the teacher, and no additional action shall be initiated by the administration until a scheduled parent-teacher conference has taken place. The teacher may request the presence of a member of the administrative staff or member of the Association or both at such conference. If the parent or the teacher is not satisfied with the results of this conference, to seek resolution of the problem, the following sequence of conferences shall be employed as needed:

- (1) Parent-teacher-building principal
- (2) Parent-teacher-principal-superintendent or his designee
- (3) Parent-teacher-principal-superintendent-board

The teacher involved at his request shall have another Association member at any of the above conferences.

ARTICLE XI -- PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

Section A. - New teachers employed by the Board for a regular teaching assignment shall have at least a baccalaureate degree from an accredited college or university and a valid teaching certificate. A person teaching with a vocational certificate will be exempt from the requirements in this Section.

Section B. - The teacher shall not be required to teach outside the limits of his teaching certificate except in emergencies.

Section C. - Tentative information regarding teacher assignments for newly employed teachers and changes in assignments for returning teachers for the forthcoming year will be made prior to the end of the school year. Any changes made after the end of the school year will be made known to the teacher as soon as possible. He then shall be given first consideration for alternative positions or be allowed to resign if such changes are not acceptable to him.

Section D. - Positions in the summer school program shall, to the extent feasible, be filled by regularly appointed teachers in the school district. Teachers shall apply for summer teaching positions within (5) five days after announcement of the summer school program. Where the applicants are qualified, positions will be filled on a rotating basis. Summer school classes may be canceled at any time by Board decision.

Section E. - Assignments in addition to the normal teaching schedule during the regular school term include, but are not limited to adult

education courses, extra duties enumerated in Appendix B. and the summer school courses. If a teacher desires to be relieved of existing extra-duty assignments, a written request should be presented to the principal by the end of the first semester and relief shall be granted by a suitable replacement before the start of the next academic year. Where applicants have equal qualifications, the positions will be filled by the recommendation of the administration with consideration given to teachers' evaluation, major and minor fields of study, and length of service in the school district.

ARTICLE XII -- ASSOCIATION RIGHTS

Section A. - The Superintendent shall place on the agenda under "New Business" appropriate items submitted in writing by the Association to the Superintendent no later than the Thursday prior to the regular Board meeting, but in case of emergency, forty-eight (48) hours prior to the regular meeting.

Section B. - The President of the Association or his designee shall be given written notice of any regular or special meeting of the Board, together with a copy of the agenda or statement of purpose of such meeting at least twenty-four (24) hours prior to the scheduled time of meeting.

Section C. - Eleven (11) copies of all Board minutes shall be mailed or placed in the mailbox of the President of the Association as soon as they have been prepared for general distribution, and there shall be kept in each building, by the Association, file of Board minutes readily available to teachers at all times.

Section D. - The Association shall be given the opportunity to consult with the Superintendent or his designee on the revision of policies which are significant to teachers and to make recommendations with respect to these matters prior to adoption. It is not the intent of this provision to delay proposed policy changes by the Board of Education.

Section E. - C.E.A. meetings may be placed in the school bulletin. Announcements of emergency cancellation of C.E.A. meetings may be read over the intercom system in each school building at the times regularly scheduled, if at all possible.

Section F. - Within thirty (30) days of ratification of the procedural and substantive agreements, the C.E.A. shall have sufficient copies prepared and delivered to the Board of Education, all members of the administration, and each teacher in the district. Each new teacher shall be furnished a copy of the Master Agreement after signing a contract.

The Association and Board agree to share on a 50/50 basis the cost of printing the above mentioned agreements and to jointly decide the method of printing and preparation.

Section G. - An Association committee shall be given the opportunity to consult with the Superintendent or his designee on the preparation of a school calendar and to make recommendations with respect to it prior to adoption. It is not the intent of this provision to delay the adoption of the school calendar.

Section H. - The Board shall deduct from the pay of each teacher all current membership dues of the Association, including the Illinois Education Association and the National Education Association, provided that at the time of such deduction there is in the possession of the Board, a continuing membership written authorization form for dues deduction, executed by the teacher. Pursuant to such authorization, the Board shall each month deduct one-eighth of such dues from the salary check of the teacher for eight months with the first deduction in October and the last in May of each year. Such authorization for deduction of membership dues can be revoked by the teacher at any time during the school year. Deductions for teachers employed after the commencement of the school term shall be so pro-rated as to complete payments by the following May. Details for cut-off date shall be agreed upon each year with the Business Manager.

With respect to all sums deducted by the Board pursuant to authorization of the employee for membership dues, the Board agrees to remit to the treasurer of the Charleston Education Association all dues deducted by the Board, no later than fifteen (15) days after such deductions are made. Such remittance shall be accompanied by an alphabetical list of teachers for whom such deductions have been made and shall indicate any changes in personnel from the list previously furnished. The Association shall from time to time advise the Board of all members of the Association in good standing and furnish any other information needed by the Board to fulfill the provisions of this article.

If a teacher resigns from the employment of the Board prior to termination of the effective period of the then current authorization, if the teacher so requests, the Board shall deduct the unpaid portion of such authorization from the teacher's final pay check.

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any and make appropriate remittance for approved annuities, credit union, health insurance plans, or programs jointly approved by the Association and the Board.

Section I. - Building principals may permit teachers to leave their respective buildings to attend to personal business during preparation periods or time of emergency.

ARTICLE XIII -- TEACHING HOURS AND ASSIGNMENTS

Section A. - Teacher Schedule

1. The teacher shall arrive at school before the beginning of the school day early enough to attend to matters which may require attention at that time. A teacher shall remain for a sufficient period after the close of the teacher school day to attend to those matters which properly require attention. If a building principal decides that any teacher is abusing the privilege of deciding what is sufficient time to take care of those matters that require attention, he has the authority to require that teacher to spend such additional time as necessary to perform the duties required of him.
2. Duty Free Lunch Period (Appendix C)

Section B. - Preparation Time

1. Preparation time shall be provided for elementary school teachers during the time when special teachers in art, music, and physical education are working with that teacher's class.
2. Building principals may also grant preparation time when librarians are giving instruction to an entire class.

Section C. - Building principals shall assign inexperienced teachers to smaller class loads and a minimum number of preparations.

Section D. - A special effort will be made by the principal to help the first and second year teachers in all phases of teaching prior to their first evaluation.

ARTICLE XIV -- TEACHING CONDITIONS AND STAFF FACILITIES

Section A. - A desk-size dictionary shall be provided in each classroom.

Section B. - The Board shall provide, if space is available, work and storage space, including file drawer space.

Section C. - Off-street parking facilities will be provided, where feasible, for teachers' use.

Section D. - A teacher lounge will be provided, where possible, which is comfortably furnished and cleaned daily.

Section E. - Teachers shall not use institutional privileges for private gain.

Section F. - The Administration agrees to observe and maintain present class size subject to installation of experimental or innovative programs and budgetary limitations. The Administration, in consultation with the teachers involved, will take all possible steps to alleviate overcrowding, wherever it occurs. However, class size in K-3 shall be comparable to the district standards established in the school year 1973-74.

Section G. - In order to facilitate the teachers' abilities to the maximum, secretaries shall be employed for each school to take care of the clerical and secretarial needs of the professional staff.

Section H. - All state approved half-day workshops shall be applied for, if determined desirable and/or necessary by the Superintendent as requested by the curricular councils or departments. These shall be incorporated into the school calendar, if possible for 1974-75 and thereafter for curriculum revision and other educational purposes.

Section I. - The building principal or immediate supervisor shall assign a consulting teacher to every probationary teacher upon entrance of the probationary teacher into the school system. The consulting teacher, insofar as possible, shall be a tenure teacher with a minimum of three (3) years teaching experience and shall be engaged in teaching within the same grade and building or subject area as the probationary teacher. The consulting teacher shall assist the probationary teacher in acclimating to the teaching profession and the school system. The consulting teacher shall not be involved in the evaluation of the probationary teacher.

Section J. - Each teacher shall have the right, upon request, to review the contents of his personnel file, excluding confidential credentials. A representative of the Association, at the teacher's request, may accompany the teacher in this review.

Section K. - Each teacher's personnel file shall contain the following minimum items of information:

1. Initial TB report,
2. Required medical information,
3. All teacher evaluation reports,
4. Copies of annual contracts or notification of re-employment,
5. Copies of supplemental duty contracts,
6. Any other information which could be used as a basis for discipline, re-employment, demotion, promotion, assignment, transfer, or for determining salary of a teacher.

ARTICLE XV -- VACANCIES, TRANSFERS, AND PROMOTIONS

Section A. - The Superintendent, in his monthly newsletter, shall send to Association members a notice of all vacancies, including vacancies in promotional positions, as they occur or are anticipated. Such notice shall be accompanied by a job description and a statement of minimum qualifications. During the summer vacation, vacancy notices shall be mailed along with paychecks to all teachers' homes. Vacancies shall be filled with the best qualified persons as determined by the administration and approved by the Board of Education.

Section B. - Any teacher may apply for transfer to another building. Such application shall be in writing to both building principals involved and the Superintendent of Schools.

Section C. - Any teacher affected by an involuntary building transfer shall be notified immediately and shall be released by the Board of Education from his contract, if he so requests.

Any teacher transferred without request shall receive priority Consideration over teachers who have never been transferred involuntarily in any requested transfer into future vacancies.

Section D. - The Board declares its support of a policy regarding the filling of vacancies from its present staff including vacancies in promotional positions.

Section E. - Promotional positions are defined as those positions paying a salary differential or those which are of an administrative or supervisory nature or both.

Section F. - The Board of Education shall not discriminate against husband and wife or other members of the immediate family for regular teaching positions provided they are not in the same building. However, the Board of Education reserves the right not to employ an applicant who is of the immediate family of a Board member or an employee of the Board.

Section G. - When teachers are required by Board resolution and agree to return to school for retraining in their field due to curriculum changes, tuition and fees or tuition waivers will be provided by Community Unit No. 1.

ARTICLE XVI -- CERTIFIED STAFF EVALUATION

Section A. - The parties hereto believe that the purpose of teacher evaluation is to obtain information concerning a teacher's overall effectiveness and to use this information constructively, and cooperatively with the teacher to help him or her become a more effective teacher. The evaluation process is carried out in a pattern consistent with the stated philosophy of the Charleston Community Schools.

Section B. - A copy of this Article (XVI) shall be distributed to each teacher at his initial building staff meeting, or within thirty (30) days after initial date of employment, whichever occurs first.

Section C. - Definition of terms for Teacher Evaluation:

1. Evaluation - Evaluation shall refer to a written report of a teacher's performance submitted by a building principal and/or immediate supervisor. All evaluations shall be formally submitted in writing.
2. Self-Evaluation - Self-evaluation shall refer to a written report of teaching performance submitted to the building principal and/or immediate supervisor by the teacher. All self-evaluations shall be submitted in writing.
3. Formal Observations - Formal observation shall be a classroom visit by the building principal and/or immediate supervisor for the purpose of observing teacher performance. All formal observations must include comments in writing by the building principal and/or immediate supervisor. Formal observations are to be submitted in writing.
4. Informal Observation - Informal observation shall refer to any observation made by a building principal and/or immediate supervisor of teaching performance or related activities which does not include a written report.

Section D. - Procedures for Teacher Evaluation:

1. Evaluation - All non-tenure teachers shall be evaluated once each year. All tenure teachers shall be evaluated once every two years. A prin-

principal or immediate supervisor may submit yearly evaluations on tenure teachers if desirable. Evaluations are to be completed and submitted to the proper official no later than 90 days prior to the closing of the schools at the end of the spring semester.

2. Self-Evaluations -

All tenure teachers shall be required to submit self-evaluations once each two years (to be submitted during the year in which no evaluation is completed by the building principal or immediate supervisor). Any teacher may be asked to submit a self-evaluation at the request of the building principal or immediate supervisor; however, this requested self-evaluation may never replace a required evaluation.

3. Formal Observations -

All non-tenure teachers shall be formally observed at least once each semester. The initial observation for first year teachers in the district is to be announced. All tenure teachers shall be formally observed at least once each year. The teacher does not have to be notified of a formal observation except as previously specified. The teacher shall receive a copy of the formal observation report within three (3) working days of the observation.

4. Informal Observations -

Informal observations are conducted at the discretion of the building principal or immediate supervisor. Difficulties continuously observed shall be noted in teacher's file and teacher shall be so notified.

Section E. - A teacher may request a conference with the building principal or immediate supervisor relative to any matters involving evaluation. The principal or immediate supervisor shall allow each teacher to examine the completed evaluation report before it is forwarded to the personnel office.

Section F. - The building principal or immediate supervisor shall attempt to provide each teacher with assistance to overcome difficulties noted during observations. Such assistance shall be attempted prior to the completion of a yearly evaluation. Principals and immediate supervisors are encouraged to make comments after each classroom visit.

Section G. - If a teacher believes his evaluation report is incomplete, inaccurate, or unjust, he may put his objections in writing and have them attached to the completed evaluation form before the form is submitted to the personnel office and/or to the next highest administrator for review. Such action shall be used only to improve quality education.

Section H. - Dismissal of Tenure Teachers (Appendix C)

Section I. - The CEA and Board of Education encourage principals and assistant principals to request evaluation of their performances by their faculties. They are also encouraged to utilize the faculty in drawing up the evaluation instruments. The purpose of the administration evaluation is to provide constructive and accurate information for the principal as to his effectiveness and to improve the relationships among the certified staff.

ARTICLE XVII -- STUDENT TEACHING PROGRAM ASSISTANCE

Section A. - A supervising teacher shall possess a minimum of a bachelo-
laureate degree and have at least three (3) years of successful teaching
experience. He shall supervise only in the fields in which he is quali-
fied to teach. Acceptance of student teacher supervision shall be
voluntary, and with the approval of the building principal. A super-
vising teacher shall hold a valid teaching certificate other than a
provisional certificate. Guidelines set up by the study committees for
pre-laboratory and student teaching shall be followed.

Section B. - A supervising teacher shall work directly with the principal
and the college or university program coordinator, who shall assist in
developing extensive opportunities for the student teacher to observe
and practice the arts and skills of the teaching profession.

Section C. - The Association agrees to provide student teachers with
opportunities to attend appropriate meetings and be included in selected
activities of the Association.

Section D. - The Board agrees to provide student teachers with textbooks,
but not consumable materials.

ARTICLE XVIII -- PUPIL DISCIPLINE

Section A. - Although the Board recognizes that the teacher has the primary responsibility for the maintenance of discipline within his classroom, the Board and administration also recognize their responsibility to give all reasonable support and assistance to the teacher with respect to the maintenance of control and discipline in the classroom.

1. A teacher may recommend excluding a pupil from his class period when in the opinion of the teacher the grossness of an offense, the persistence of the behavior, or the disruptive effect of any violation makes the continued presence of the pupil in the classroom intolerable.
2. When a pupil is so recommended for exclusion by a teacher, the student shall be sent from the classroom to the building principal or his designee.
3. The building principal or his designee shall take appropriate action to solve the discipline problem. Should his decision include the readmittance of the pupil to class, the teacher shall be notified of the conditions under which readmittance is granted.
4. If the disobedience or misconduct continues or the conditions for readmittance are not met by the pupil, the teacher may recommend that the pupil be permanently excluded from that class.

Section B. - Procedures for suspension and expulsion of students from school, and for the use of corporal punishment shall be in accordance with the existing Board policy.

Section C. - A written statement by the Board governing use of corporal punishment of pupils shall be distributed to all teachers no later than the first week of each school term.

Section D. - If a teacher has one or more pupils who constitute serious behavioral problems in class, consideration shall be given to resolving the matter through meeting with the supportive staff involved.

ARTICLE XIX -- SPECIAL EDUCATION PROGRAMS

Section A. - In an effort to provide special education programs and diagnostic services for students, the Board shall maintain membership in the Eastern Illinois Area of Special Education. In addition, the Board, acting in the best interests of all students, shall strive to develop additional special education programs within the school district.

Section B. - Particular attention shall be given to reducing class size and providing the appropriate specialized assistance when special education pupils must be placed in a regular classroom.

Section C. - Special education pupils shall not be placed in the regular classroom of a newly-employed, inexperienced teacher without prior consultation with the teacher and the principal.

Section D. - Specially trained teachers for special education pupils should be hired, if at all possible.

Section E. - The newly employed inexperienced teacher shall not be given low ability and/or low-achievement classes unless he has had special training or has expressed a desire to work with the students.

Section F. - The above shall be accomplished through the cooperation of school staff, curriculum director, and others responsible for such programs.

Section G. - A study committee will be set up immediately to restructure the procedure and program of all Special Education in the school district.

The committee will be composed of the Superintendent of Schools, or his designee, a building principal, one elementary teacher, one secondary teacher, one Special Education teacher, to be selected by the Association, and a representative of the Special Education district. The committee shall submit a report to the Superintendent of Schools and the Association, before the end of the school year.

ARTICLE XX -- LEAVES

Section A. - Sick Leave

1. Each teacher shall be entitled to a total of ten (10) sick leave days with full pay per school year. Sick leave shall accumulate to a maximum of 180 days, including the leave for the current year.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include:

Parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Exceptions to the interpretation of the immediate family must be approved by the Superintendent upon the recommendation of the building principal.

2. The first two days of funeral leave shall be deducted from sick leave. If more than two days are necessary, additional time up to two funeral days may be granted by the Superintendent. If additional days beyond these four are granted, they must be taken from sick leave.
3. Summer school teachers may be allowed to use one (1) day of their regular accumulated sick leave. Summer school teachers who teach four (4) hours or less may deduct one-half day ($\frac{1}{2}$) from their regular accumulated sick leave for each absence.
4. A statement of accumulated sick leave shall be sent to every teacher with his first pay check of each year.

Section B. - Personal Leave

Each teacher shall be entitled to a total of two (2) days personal leave with pay during the school year. Current personal leave shall not be used as sick leave. Personal leave unused at the close of the contract year will accumulate as sick leave.

Written advance notice, except in emergency, shall be presented to the Superintendent or his designee for approval. Notice shall contain date and time of expected absence and general reason for request.

Leave shall be approved for emergencies and legitimate business that cannot be conducted on other than school days. Leave for the day immediately preceding or following a legal holiday or school recess shall not be recognized as personal leave without the approval of the Unit Superintendent. Leave for seeking other or additional employment or earning money shall not be granted.

Section C. - Duty-Connected Injury

Duty-connected injury shall be covered by Workmen's Compensation. The School Board will continue to pay the teacher's full salary and the teacher will endorse to the Board the Workmen's Compensation monthly checks received. Such payment to be limited to lost time covered by Workmen's Compensation or with the payment of the teacher's salary for the following August, whichever occurs first.

Sick leave will not be charged until payments of Workmen's Compensation cease or until the following September 1, whichever occurs first.

In the event of contested compensation claim, sick leave will be charged. If the employed is awarded compensation for lost time, sick leave used during this period will be restored.

Section D. - Maternity Leave

The Board and the Association agree that maternity leave shall be granted under the following:

1. General Provision - The Board shall grant a maternity leave of absence without pay or loss of accrued sick leave or seniority to a full-time regularly employed member of the certified staff who submits written request for such leave with a physician's certification of pregnancy.
2. Maternity Leave for Adoption - The Board shall grant maternity leave to any teacher who furnishes evidence of pending adoption proceedings and who applies in writing to the Board not less than sixty (60) days prior to requested leave. Provisions 1 and 3 shall apply to this leave.
3. Benefits - Any benefits accruing under this agreement shall be suspended during her leave. A teacher who has completed one (1) semester or more shall receive credit for one (1) year on the salary schedule and be allowed to continue hospital and surgical insurance at her own expense until return to work or end of leave period.
4. Such teacher may continue to teach so long as her physician shall periodically certify her physical and mental competency to completely fulfill all her teaching duties.

Section E. - Leaves of Absence

The Board and the Association agree that leaves of absence without pay may be granted to tenure teachers under the following:

1. A tenure teacher may be granted leave of absence for the

following reasons:

Exchange, Foreign or Military Teaching
Peace Corps, Teachers Corps, Job Corps as full-time participant
Cultural Travel, Advanced Study, Related Work Programs
Service as IEA or NEA Officer
Campaigning for or serving in Public Office

This section does not prohibit issuance of leaves by the School Board for other valid reasons such as prolonged illness or where such an absence would beneficially contribute to education in the Unit 1 school system.

2. Teachers shall be granted leave for Military Service by Induction or Enlistment because of imminent induction. Advancement on salary schedule will be granted up to two (2) years.
3. Requests for leave shall be filed with the Superintendent.
The reason for the request and the period for which the leave is being requested will be stated.
4. A teacher returning from a leave of absence will be placed on the salary scale at the same step he held prior to the leave.
An exception to this provision shall be that if the activities of the teacher during his leave, to be determined at the time the leave is granted, are deemed to benefit the school system by improving the quality and level of experience of the teaching force, than the teacher shall be placed on the step on the salary schedule he would have achieved had he not taken leave.
5. Sixty (60) days notice shall be required only if return is not specifically designated in the original request for the leave.
6. Every consideration will be given to the returnee being placed in his former position, but no guarantee of such will be given.

7. Leaves shall be for one (1) year or less, except Military, and may be renewable upon application sixty (60) days prior to termination of current leave.
8. Teachers on leave shall be given the opportunity to continue hospital and surgical insurance coverage at their own expense.
9. The president and president-elect of the Association shall be granted released time with pay to attend IEA meetings not to exceed three (3) days per school year. If a member of the Association is an officer of the Regional Council, he shall also be granted released time not to exceed three (3) days per school year. This will include the chairman, vice chairman, secretary, and treasurer. Substitutes will be paid by
Community Unit #1

When teachers are asked to be on North Central Accrediting Association and/or similar committees, they may be granted leave with full pay. Teachers holding offices at the national, regional, or state level in their teaching field may be granted released time with full pay to attend meetings. Such leaves, shall not be deducted from sick leave, personal leave, or other professional leave. The final decision of such leaves shall be left to the Superintendent.

Any teacher may make application for a visiting day through their building principal, stating the date, and place he would like to visit and a brief summary of the work the teacher hopes to observe. Final approval for the visiting day without loss of pay or personal leave, may be granted by the Superintendent. If approval is granted, the teacher shall submit a written report of his observation to the building principal.

10. Jury Duty (Appendix C)

ARTICLE XXI -- JOINT COUNCILS

Section A. - A "system-wide" curriculum council and three sub-councils will function to evaluate and improve the academic program K-12.

1. Structure

a. Elementary Sub-Council (12 members)

Ashmore - 1 member
Carl Sandburg - 1 member
Jefferson - 2 members
Lerna - 1 member
Lincoln - 1 member
Mark Twain - 1 member
Rardin - 1 member
Elementary Principals - 2 members
Member - Elementary Media Staff
Elementary Counselor

b. Junior High School Sub-Council (9 members)

Principal - (Chairman of sub-council)
Chairman, Dept. of Social Studies
Chairman, Dept. of Language Arts (English)
Chairman, Dept. of Math-Science
* Chairman, Dept. of Fine Arts
Counselor - 1 member
At-large - 3 members

c. Senior High School Sub-Council (11 members)

Principal - (chairman of sub-council)
Chairman, Dept. of English
Chairman, Dept. of Social Studies
Chairman, Dept. of Math-Science
* Chairman, Dept. of Fine Arts
Chairman, Dept. of Foreign Language
Director of Vocational and Industrial Education
Director of Athletics
Counselor - 1 member
At-large - 2 members

* Joint appointment between Junior and Senior High Schools

d. "System-Wide" Council (9 members)

Chairman
Representatives of Elementary Sub-Council - 3 members
Representatives of Junior High School Sub-Council - 2 members
Representatives of Senior High School Sub-Council - 2 members
Representative of Library Services - 1 member

2. Appointment of members

- a. Elementary Sub-Council: Building principals will appoint other than first year teachers as building representatives. The two principals will be appointed by the Superintendent.
- b. Junior High School Sub-Council: The method of appointment of the at-large members will be determined by the building principal.
- c. Senior High School Sub-Council: The method of appointment for the at-large members will be determined by the building principal.
- d. System-Wide Council: Each sub-council will choose its representatives to the system-wide council.
- e. Selection of Department Heads: Procedures for Selection
 - (1) Notification of an opening for Department Chairman is announced through the Superintendent's Newsletter. Such announcement shall include a deadline date for making application as well as including information relative to making application. Candidates who respond by making application shall have their applications reviewed by the administrative staff and a selection shall be made from the applicants.
 - (2) In the event that no applications are received from the faculty for an opening as Department Head, the administration shall request the department to recommend a candidate for the position. If the recommendation of the department meets with the approval of the administration, the candidate recommended by the department will be offered the position.
 - (3) If the candidate recommended by the department is unacceptable to the administration; or, if the candidate recommended by the department and approved by the administration does not want the position, the position shall remain open until a new employee can be hired to fill such position. Such employment, however, would be contingent upon a teaching position being available in the department.

3. Duties and responsibilities

a. Sub-Councils

- (1) To provide information concerning development, evaluation, and progress at a given level of education to the system-wide council.
- (2) To work toward improved academic programs at the level of education they represent.
- (3) To provide recommendations to the system-wide council.
- (4) To keep teachers informed of curriculum developments.

b. System-Wide Council

- (1) To coordinate inservice activities.
- (2) To identify problems that would be forwarded to the sub-councils.
- (3) To coordinate the evaluation of new programs.

Section B. - This Article shall not prohibit the establishment from time to time by mutual agreement of other joint Board-Administration-Association committees to study and make recommendations on topics and problems of concern to the school district.

ARTICLE XXII -- PROFESSIONAL COMPENSATION AND RELATED PROVISIONS

Section A. - Supplementary Policies

1. Full credit will be given for the first five years of outside teaching experience and $\frac{1}{2}$ year credit for each full year thereafter on the salary schedule starting with the 1974-75 school year. (All experience for less than a full year will be dropped). This does not apply to teachers presently employed.
2. The salary schedule shall be added as Appendix A. Such schedule shall be based on a 185 day school calendar, but in no case fewer days than that provided by the School Code, five of which shall be designated as emergency make-up days as determined by the Board.
3. Extra duty pay will be specified in Appendix B.

Section B. - Payroll Procedures

1. Payroll checks shall be regularly issued on a bi-weekly basis.
2. If a regular pay date during the school term falls on a day when school is not in session, teachers shall receive payroll checks on the preceding day. During the summer period, checks shall be mailed on the regular pay date to the designated address of the employee.

Section C. - The Board will pay the employee's share for each full time certified teacher under a group Health, Life, and Major Medical Insurance Policy for the duration of the agreement.

Section D. - Effective dates of all insurance coverages shall be from September 1 to the following August 31.

Section E. - The Board of Education will pay \$12.50 for each day of unused sick leave upon retirement.

Section F. - Credit beyond the Bachelor's and Master's degree must be approved by the administration prior to starting the course to qualify for advancement on the salary schedule. However, if a course is acceptable for an advanced degree, it need not be previously approved, but the administration will need to approve any course within the realm of the teacher's field.

Section G. - Transcripts or other proof of credit earned must be submitted by September 15 to be applied to the schedule. Courses completed before the start of any school year will be allowed as credit on the salary schedule for that year, effective September 1. Contract changes and flat grants (H) will be made in October.

Section H. - Teachers will receive a flat grant of \$100 for five (5) or more semester hours of approved college credit earned within a given year, payable in September following completion of the five semester hours, providing the teacher is teaching in the Charleston Community Unit #1 Schools the ensuing year.

Section I. - To insure continued professional growth, the Board of Education by resolution may withhold increments from any teacher who, in its opinion, as evidenced by the following criteria, has not demonstrated such progress. Such action shall be used only in an attempt to improve quality education.

Five (5) semester hours of professional credit are required every five years of degree teachers who do not have their Master's degree to qualify for increments on the salary schedule, applicable only to teachers hired after July 1, 1966.

1. Approved workshops for which no college credit is received will apply at the rate of one (1) semester hour for every ten to fifteen (10 to 15) hours of workshop completed, and one and one-half ($1\frac{1}{2}$) semester hours for every sixteen to twenty (16 to 20) hours of workshop completed. Workshop must be related to your teaching field.
2. The above requirement should be clearly stipulated at the time each new teacher is hired.

Section J. - Active Military Service will be allowed on salary schedule up to a total of two year's credit if the teacher was employed by the school district prior to active military service. Nine months of service will qualify for two years of credit. A copy of separation notice should be filed for credit. (This provision effective as of August 28, 1972).

Section K. - Bachelor's Degree is required of all new teachers employed effective July 1, 1966.

Section L. - Summer school teachers will be paid on the basis of the salary schedule up to a maximum of \$9.00 per hour.

Section M. - Mileage required of teachers in carrying out their assigned duties in accordance with Board policy shall be reimbursed at the rate of a minimum of twelve (12) cents per mile as approved by the Superintendent.

Section N. - Contractual continued service in the district shall cease at the end of the school term following the 65th birthday of any teacher. Thereafter, full time employment shall be on an annual written contractual basis.

Section O. - To qualify for the "M.A. + 32" semester hour column, the teacher must have a total of 32 semester hours of approved credit in his teaching field. A limited number of related courses to his teaching field may be approved as well as courses necessary for a Specialists Degree.

ARTICLE XXIII -- EMERGENCY SCHOOL CLOSING

Section A. - When an emergency confronts the schools, notifications of the closing of schools will be released for broadcast over WEIC, and any other appropriate radio stations as soon as possible, but no later than 7:00 a.m.

Section B. - When the schools and school offices are officially closed by the Superintendent, no leave days previously arranged by a teacher will be deducted for such emergency days.

ARTICLE XXIV -- DURATION OF THE AGREEMENT

This agreement shall be in full force and effect for the present school year 1973-74 and shall continue in full force and effect from year to year thereafter, subject to annual change or revision through negotiation between the Board and the Association, and also subject to provisions of Article VI.

The heretofore attached sections are to be considered as an addition to the originally negotiated Professional Negotiations agreement.

All statutes cited in this agreement shall automatically include the suffix "as now in force or as hereafter amended" as listed in Article III-C of the Professional Negotiations agreement.

The Charleston Education Association agrees not to engage in or support a work stoppage or slow down by teachers in Community Unit #1 for the duration of this agreement, 1973-74.

ARTICLE XXV -- ACCEPTANCE

FOR THE BOARD:

FOR CHARLESTON EDUCATION ASSOCIATION:

DATE: August 26, 1974

APPENDIX "A"

SALARY SCHEDULE

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

1974-75 Fiscal Year

Yrs. Service	Non-Degree	B.A.	B.A. +16	M.A.	M.A. +16	M.A. +32	Spec. Degree
0	---	8150	8450	9125	9325	9525	9725
1	---	8450	8750	9425	9625	9825	---
2	8085	8750	9050	9725	9925	10125	---
3	---	9050	9350	10125	10325	10525	---
4	---	9350	9650	10525	10725	10925	---
5	---	9750	10050	10925	11125	11325	---
6	---	10150	10450	11325	11525	11725	---
7	---	10550	10850	11725	11925	12125	---
8	---	10950	11250	12125	12325	12525	---
9	9400	11350	11650	12525	12725	12925	---
10		11750	12050	12925	13125	13325	---
11		12150	12450	13325	13525	13725	---
12				13725	13925	14125	14325
13				14125	14325	14525	14725

APPENDIX B

The Board of Education, in accordance with teacher evaluation procedures outlined in Article XVI may recognize above average or excellent performance by increasing the designated increment on the 1974-75 schedule established in Appendix B.

It is understood that all personnel on extra duty pay will be evaluated annually by the building principal using the evaluation procedure established in Article XVI, Teacher Evaluation. The principal's evaluation shall be the basis for determining merit increases.

APPENDIX B

SCHEDULE OF ADDITIONAL ASSIGNMENTS 1974-75 School year

<u>Position</u>	<u>School</u>	<u>Minimum Salary or Hourly Rate</u>
<u>BASKETBALL</u>		
1 Varsity	High School	880
1 Junior Varsity	High School	440
1 Sophomore	High School	440
1 Freshman	High School	440
1 8th Grade	Junior High	440
1 7th Grade	Junior High	440
Elementary & 7th Grade Assistants		220
<u>FOOTBALL</u>		
1 Varsity	High School	880
1 Assistant Varsity	High School	440
2 Sophomore	High School	440
2 Freshman	High School	385
<u>TRACK</u>		
1 Varsity	High School	550
2 Assistants	High School	275
1 8th Grade	Junior High	220
1 7th Grade	Junior High	220
<u>CROSS COUNTRY</u>		
1 Cross Country	High School	275
1 Assistant	High School	150
<u>BASEBALL</u>		
1 Varsity	High School	550
1 Assistant	High School	275
<u>GOLF</u>		
1 Varsity	High School	275
<u>WRESTLING</u>		
1 Varsity	High School	600
1 Assistant	High School	300
<u>INTRAMURAL</u>		
Sponsor (Hourly Rate)	HS JH	3.60
Officials (Per Game)	HS JH	1.60

Schedule of Additional Assignments (continued)

<u>Position</u>	<u>School</u>	<u>Minimum Salary or Hourly Rate</u>
<u>GAA, CHEERLEADERS, TROJETS</u>		
1 GAA Coordinator	High School	260
2 GAA Assistants	High School	150
1 Trojets	High School	195
1 Cheerleaders	High School	195
1 Cheerleaders	Junior High	130
<u>JOURNALISM</u>		
1 Newspaper	High School	500
1 Yearbook	High School	600
1 Newspaper	Junior High	100
1 Yearbook	Junior High	350
<u>MUSIC AND DRAMATICS</u>		
1 Vocal	High School	550
1 Vocal	Junior High	300
1 Musical Spring	High School	220
1 Musical Summer	High School	550
1 Play	High School	330
1 Speech	High School	220
1 Debate	High School	110
1 Musical Spring (Dramatics)	High School	110

<u>MISCELLANEOUS</u>		
Department Heads		500.00
Ticket Sellers and Ticket Takers		
Football		7.00 per evening
Basketball	(for 1 game)	5.00 per evening
	(for 2 games)	7.00 per evening
Official Scorer and Timer	High School Varsity	
(When other than Unit 1 student)	Basketball (2 games)	7.00 per evening
Football Timer		7.00 per evening
Bus Trip Chaperones	(depends on distance)	7.00, 8.00, per 9.00, 10.00 trip

APPENDIX "C"

School Code Items

Section A. - The Board shall provide protection from suit as outlined in Sec. 10-20.20 of the 1969 School Code.

Section B. - The Board shall provide liability insurance as outlined in Sec. 10-23.3 of the 1969 School Code.

Section C. - The Board shall provide "Workmen's Compensation" as outlined in Sec. 48-13.8 of the 1969 Illinois Revised Statutes.

Section D. - The Board shall provide a duty-free lunch period as outlined in Sec. 24-9 of the 1969 School Code.

Section E. - The Board shall be in compliance with Sec. 24-12 of the School Code with regard to Reduction of Personnel.

Section F. - The Board shall provide for full salary for teachers called to serve as a jurist as outlined in Sec. 10-20-7 of the 1969 School Code.

Section G. - The Board shall provide secretary-clerks under the provision of the School Code, Section 10-22.34.

Section H. - The Board shall follow the dismissal procedures for tenure teachers, Section 24-12 through 24-16.

APPENDIX "D"

NO REPRISAL CLAUSE

The Board of Education of Charleston Community Unit School District #1 hereby agrees that it will take no reprisal against any employee of Community #1 School District as a result of having participated in the strike from August 22, 1974 to August 23, 1974. It further agrees that it will not discriminate in regards to hiring, disciplining, discharging, promoting, demoting or assigning in regard to the wages, hours, or working conditions of any employee participating in said strike.

The Charleston Education Association agrees that it will take no reprisal against any certified or non-certified employee, including substitute teachers, of Charleston Community Unit School District #1 for non-participation in the recent strike from August 22, 1974 to August 23, 1974.

APPENDIX "E"

No employee of Charleston Community Unit School District #1 shall lose any pay because of the strike (August 22 and August 23, 1974).

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

ICE OF THE SUPERINTENDENT
WEST POLK AVENUE

PHONE (217) 345 2106

LETTER OF INTENT
TO PARTICIPATE IN RE-BIDDING AND RE-EXAMINATION
OF THE CHARLESTON COMMUNITY UNIT #1
HOSPITAL-MEDICAL PROGRAM

The Charleston Board of Education and the Charleston Education Association, representing the teachers of Community Unit #1, agree to participate in a program of re-evaluation of the current comprehensive hospital-medical insurance program for certified employees.

The re-evaluation will ultimately result in the formation of new specifications and re-bidding our current program. Mr. Don Kenney, Assistant Superintendent - Business Affairs, will work cooperatively with the Charleston Education Association committees and insurance advisors. Implementation date of new plan will be December 1, 1974.



Board of Education



Charleston Education Association

Date 7-23-74

APPENDIX EE
HOMEBOUND INSTRUCTION

HANDBOOK FOR HOMEBOUND INSTRUCTION
COMMUNITY UNIT NO. 1
CHARLESTON, ILLINOIS

(Revised 8-24-73)

INDEX

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RESPONSIBILITIES RELATIVE TO PERSONNEL INVOLVED IN HOMEBOUND INSTRUCTION

A. Associate Superintendent

1. Compile lists of all eligible Homebound instructors and insure that all appropriate credentials for these instructors are on file in the personnel office.
2. Issue a list of eligible Homebound instructors to each building principal.
3. Carry on all correspondence with Eastern Illinois Area of Special Education including the forwarding of one (1) copy of the Medical Certificate for a prospective Homebound student.
4. Be responsible for all final decisions relative to the assignment of a student to Homebound instruction. .
5. Keep a master list of students enrolled in Homebound instruction.
6. Coordinate the program of Homebound Instruction.

RESPONSIBILITIES RELATIVE TO PERSONNEL INVOLVED IN HOMEBOUND INSTRUCTION

B. Building Principal (or Assistant Principal)

1. Recommend prospective students for Homebound instruction to Associate Superintendent. All recommendations must be accompanied by completed medical examinations in triplicate on the appropriate forms.
2. If student is approved for Homebound, select a Homebound teacher from the eligible list of such teachers.
3. In cooperation with the classroom teachers and/or guidance counselors, prepare an academic program for the Homebound teacher to follow (courses, units, etc.).
4. Supply the Homebound teacher with all necessary texts, and materials.
5. Meet periodically with Homebound instructors to evaluate student progress. This responsibility may be delegated to classroom teachers, guidance counselors, or other appropriate staff members.
6. Certify all time sheets for Homebound teachers working with students in his school by signing the time sheets ~~before they are forwarded to the Business Office.~~
7. Report student absences to the Business Office.
8. Supervise all instructional activities related to Homebound students registered in his school.

RESPONSIBILITIES RELATIVE TO PERSONNEL INVOLVED IN HOMEBOUND INSTRUCTION

C. Business Office

1. Receive time sheets after they are signed and certified by the building principal.
2. Keep all records for Claim Reimbursement including the time logs, salaries paid, students names and attendance records.

RESPONSIBILITIES RELATIVE TO PERSONNEL INVOLVED IN HOMEBOUND INSTRUCTION

D. Homebound Teacher

1. Meet with the principal and other appropriate instructional staff prior to beginning work with a student approved for the Homebound program.
2. Articulate academic progress including grade reports with the instructional personnel designated by the building principal (e.g. - classroom teacher, guidance counselor, etc.).
3. Report all student absences to the appropriate building principal.
4. Fill out time sheets and present to the appropriate building principal for certification.
5. Secure all appropriate instructional materials from the appropriate building principal.

RESPONSIBILITIES RELATIVE TO PERSONNEL INVOLVED IN HOMEBOUND INSTRUCTION

E. School Nurse

1. To assure that proper medical examinations are completed and forwarded to the building principals in order that he may make a recommendation relative to the child being considered for Homebound instruction. The medical statement must be completed in triplicate and on the form entitled Medical Certification, Form Special Education No. 3.
2. Maintain contact with the Homebound teacher relative to any problems relating to health and the physical condition of the child.
3. Assure that proper examinations have been completed prior to the termination of Homebound instruction.

STATE OF ILLINOIS
OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION
MICHAEL J. BAKALIS, SUPERINTENDENT
Handicapped Children Section
1020 South Spring Street
Springfield, Illinois 62706

MEDICAL CERTIFICATION
Required for all children before admittance

INSTRUCTIONS: Complete one form and retain on file in local school district.

ADMITTANCE TO CLASSES FOR PHYSICALLY HANDICAPPED CHILDREN

For Classroom Cases: This form should be on file in the individual pupil's folder in the special room for verification by the State Consultant. (If individual copies are needed, this form may be mimeographed by the school.)

For Home Classes: Retain this form on file in the local school district. Do not submit this form to the State Office.

CHILDREN SUFFERING FROM COMMON CHILDHOOD CONTAGIOUS DISEASES AND UPPER RESPIRATORY TRACT INFECTIONS WHICH ARE RELATIVELY UNCOMPLICATED OR REQUIRE LESS THAN 4 WEEKS OF TOTAL CONFINEMENT SHOULD NOT BE REFERRED FOR HOME INSTRUCTION.

The Law for the program for the physically handicapped states that the children must be physically handicapped and "their intellectual development must be such that they are capable of being educated through a modified classroom program." A modified program means there are modifications made because of the child's physical handicap but in essence, the academic program is comparable to that offered in each grade.

If there is any question as to intellectual ability of the child, the district should require an evaluation by a qualified school psychologist.

Doctor:

Please return to local school district promptly as service cannot be started until medical information is received.

SCHOOL NAME		DISTRICT NAME AND NUMBER	
COUNTY		CITY	
PUPIL NAME		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	AGE GRADE
ADDRESS			

MEDICALLY ELIGIBLE AND PHYSICALLY ABLE TO BE ENROLLED IN THE FOLLOWING PROGRAM (Check one)

- | | |
|---|--|
| <input type="checkbox"/> A. Special Classroom | <input type="checkbox"/> C. Hospital Class |
| <input type="checkbox"/> B. Home Instruction | <input type="checkbox"/> D. Transportation |

Attention Medical Examiner: The Medical Certification Report must estimate that the pupil will need the special service for a minimum of four weeks. The terms indefinite or undetermined are not acceptable for estimating approximate length of time.

ESTIMATED LENGTH OF TIME PUPIL
WILL NEED SPECIAL SERVICE THIS
SCHOOL YEAR
(In Weeks)

DIAGNOSIS (please check)

CLASSIFICATION	CONGENITAL	ACQUIRED
1. Neurological	<input type="checkbox"/>	<input type="checkbox"/>
2. Neuro-muscular	<input type="checkbox"/>	<input type="checkbox"/>
3. Bone and Joint	<input type="checkbox"/>	<input type="checkbox"/>
4. Medical	<input type="checkbox"/>	<input type="checkbox"/>

SPECIAL RECOMMENDATIONS to teacher concerning diet, rest, exercise, position, etc.

DEFINITE DIAGNOSIS

Typed or Printed Name of Doctor

Date

Signature of Doctor

Guidelines for Filling Out Time Sheets

1. A separate time sheet must be filled out for each student receiving homebound instruction.
2. If a student is receiving homebound instruction individually, the wage rate is \$5.00 per hour.
3. If a student is receiving instruction in a group of two or more, the wage rate is derived from the following formula:

(\$7.00 per hour) divided by (No. of students in group)

Examples:

- a. If a student is receiving instruction in a group of two, the wage rate to be reported on the time sheet for that student would be \$7.00 divided by 2, or \$3.50 per hour.
- b. If a student is receiving instruction in a group of three, the wage rate to be reported on the time sheet for that student would be \$7.00 divided by 3, or \$2.33 per hour.

Thus, if two students are receiving homebound instruction together, a time sheet would be filled out for each student and the \$7.00 per hour rate equally divided between the two time sheets.

4. Be sure that the appropriate building principal certifies the time sheet before it is forwarded to the business office.
5. The homebound teacher should submit all time sheets for a one month period at the same time. They should be clipped or stapled together.
6. In the past, some teachers have filled out a single time sheet for all the students. Remember, the guideline is one time sheet per pupil, not one time sheet per teacher. This should help the business office in figuring out salaries and clarify record keeping.
7. If mileage is to be claimed for instruction of a group, all mileage should be reported on a single time sheet of one of the students in that group.

APPENDIX D
PROCEDURE FOR EMPLOYMENT OF CERTIFICATED PERSONNEL

PROCEDURE FOR EMPLOYMENT OF CERTIFICATED PERSONNEL

CHARLESTON COMMUNITY UNIT ONE

CHARLESTON, ILLINOIS

Dr. Howard Smucker, Superintendent

Mrs. June Bouknight, Assistant Superintendent
Personnel and Instruction

ELIGIBILITY FOR EMPLOYMENT

To be eligible for employment as a teacher in the Charleston Community Schools, a candidate must:

1. Have at least a baccalaureate degree from an accredited college or university (such accreditation shall pertain to a recognized regional accrediting agency such as the North Central Association, or a recognized national accrediting agency such as NCATE)
2. Hold a valid teaching certificate issued by the Office of the State Superintendent of Public Instruction for the State of Illinois or eligibility to obtain such certification prior to first day of employment.

Exceptions to these two qualifications as they pertain to instructors of Vocational Education are based upon existing standards issued by the Certification Board of OSPI.

Step I - FILING APPLICATIONS

A. A candidate for an instructional staff position must file an application with the Charleston Community Schools. Candidates may receive application forms in one of the following ways:

1. Writing to the: Director of Personnel Services
Charleston Community Schools
Administrative Center
410 W. Polk
Charleston, Illinois 61920
2. Phoning the administrative office at 345-2106
3. Picking up an application in person at the administrative office
4. Receiving an application during a campus interview

B. To complete an application a candidate must include:

1. An official application form supplied by the school district
2. Confidential credentials from the placement bureau of an accredited university or college

- C. The candidate may include, but is not required to include, the following items when making application:
1. A recent photograph.
 2. A certified transcript from an accredited university or college (this may be required as part of the application where deemed necessary by the employing official)
 3. Any additional written statements which are relevant to the application
- D. Applications are filed in the personnel section in the following manner*:
1. Lower elementary (K, 1, 2, 3)
 2. Upper elementary (4, 5, 6)
 3. Special Education
 4. Junior High School (filed by subject area majors)
 5. Senior High School (filed by subject area majors)
 6. Art, Music, P.E. (K-6)
 7. Substitute status

*cross-filing is practiced in cases of double majors or relevant major-minor combinations.

Step II, SELECTING CANDIDATES FOR INTERVIEWS

- A. The Campus Interview - Campus interviews are not considered final interviews. Thus, the school district interviews all candidates with appropriate majors during this process. This is the only time at which the candidate can arrange the interview. All candidates who are interviewed on campus should be informed that if they are to be considered further for employment, it will be necessary for them to come to Charleston for an additional interview at a later date.
- B. The Final Interview - The selection of candidates for final interviews is completed in the following manner:
1. The building principal involved with the existing vacancy and the Assistant Superintendent for Personnel and Instruction screen the applications,

and select a reasonable number of candidates for final interviews. The building principal may request that his assistant represent him in screening applications or that the Assistant Superintendent for Personnel and Instruction screen the candidates independently. Likewise, the Assistant Superintendent may request that the building principal screen the applications independently. Such requests, however, should be made only where expediency is a factor.

2. Candidates selected for final interviews will be contacted by the office of the Assistant Superintendent for Personnel and Instruction. The Assistant Superintendent for Personnel and Instruction will be responsible for preparing an interview schedule acceptable to all parties concerned.
3. All candidates selected for final interviews shall be interviewed by:
 - a. The Superintendent of Schools
 - b. The Assistant Superintendent for Personnel and Instruction
 - c. The building principal (and/or the assistant principal if so desired by the principal)

~~At times it may be impossible for all of the above mentioned~~ administrators to interview a candidate. However, it is most desirable that the candidate be interviewed by at least one of the above mentioned central office administrators and by at least one of the above mentioned building administrators. In very rare cases where prolonged absence from work may be due to illness or vacation, special arrangements, approved by the Superintendent of Schools, may be made.

Department chairmen may be involved in the interviewing process if so desired by the building principal. The purpose of such involvement would be to give an additional dimension to the principal's assessment of the candidate. Thus, the perceptions of the department chairmen would be incorporated into the principal's written assessment. It would not be submitted as an independent assessment. Where department chairmen are involved, the principal shall be responsible for their conduct regarding matters of confidentiality and professional discretion.

Step III, SELECTION OF CANDIDATE FOR EMPLOYMENT

The selection of a candidate for employment is based upon the independent evaluations completed during the final interview sessions. All candidates so selected should be acceptable to all parties involved in the process. Final decisions rest with the Superintendent of Schools.

Step IV, NOTIFICATION OF INTENT TO EMPLOY

The candidate selected shall be notified by the Assistant Superintendent for Personnel and Instruction that the Superintendent of Schools will recommend employment to the Board of Education at a given date.

Step V, NOTIFICATION OF EMPLOYMENT

If the recommendation of the Superintendent is approved by the Board of Education, the Assistant Superintendent for Personnel and Instruction shall so notify the new employee. The Assistant Superintendent shall also be responsible for supplying the new employee with the necessary forms and information required of certified employees.

FILING VACANCY NOTICES

A. The Assistant Superintendent for Personnel and Instruction shall be responsible for notifying universities and colleges of existing vacancies for instructional staff positions. Such notification shall include:

1. The general nature of the vacancy
2. Minimum training and experience required for the vacancy
3. Desired training and experience for the vacancy
4. Information relative to obtaining an application

Employees of the school district will be notified of vacancies in accordance with the provisions of Section XV of the Professional Negotiation Agreement for 1974-75 or any modifications of those provisions as stipulated in future contractual agreements.

B. Typically, notices are filed with the following universities:

1. Eastern Illinois University
2. Western Illinois University
3. Southern Illinois University
4. Northern Illinois University
5. University of Illinois (Champaign)
6. Illinois Wesleyan University
7. Indiana State University (Terre Haute)
8. Indiana University (Bloomington)
9. Ball State University
10. DePauw University
11. Western Michigan University

GENERAL INFORMATION

- I. Improper Contact by a Candidate - If a candidate for an instructional position contacts a building principal, by phone or by mail, the principal should refer the communication to the Personnel Office. The principal may, if he chooses, describe the nature of an existing vacancy or the procedures for employment in the school district to the candidate. The principal should not directly give a candidate an application or promise an interview or employment to a candidate.
- II. Use of Confidential Information - Remember, that placement papers are confidential. They should never be shown to the candidate or to anyone not involved in the employment procedures. Placement papers or any other part of the application may not be removed from the personnel office without the approval of the Assistant Superintendent for Personnel and Instruction.
- III. Discussing Perceptions of Candidates - Administrators should not discuss perceptions of candidates with other candidates or anyone else not involved in the employment procedures. It is particularly dangerous to speculate to a third party why someone was not employed.
- IV. Contacting Other School Officials or Previous Employers for Additional Information - If an administrator deems it necessary to obtain additional information about a candidate, the administrator should notify the Assistant Superintendent of his intent to do so. This procedure will eliminate duplication of efforts or unnecessary phone calls.
- V. Discussing Perceptions of Previous or Current Staff with Candidates - An administrator should exercise extreme care in discussing previous or current employees with a candidate. This is particularly true in cases in which the candidate is applying for a position where the previous employee was dismissed. Often, it is possible to be candid without entering into confidential information about former or current employees.

GUIDE TO THE USE OF THE APPLICATION FORM

A copy of the new application form for an instructional staff position is attached to this guide as Appendix A. This form replaced our old form on January 1, 1974. Thus, if you have any old forms, please destroy them.

The new form will be used for all applications for instructional positions including homebound and substitute positions. The new form has several major improvements including:

1. More required information from the candidate.
2. A yellow color which will make it easier to identify in folders.
3. Heavier stock paper which will allow the application form to be retained longer for those employed.
4. An agreement statement which the applicant must sign which invalidates any contract if information was falsified on the form.

GUIDE TO THE USE OF ASSESSMENT OF PROSPECTIVE TEACHER FORM

The form is designed to meet the following objectives:

1. To provide an independent assessment of the candidate
2. To present some guidelines for the content of the interview session
3. To establish strengths and weaknesses of candidates

Section I, General Teaching Qualities

This section is designed to assess the candidate relative to the areas of:

1. Philosophy of education
2. Learning theory
3. Child and adolescent psychology
4. General knowledge of the profession of teaching

Section II, Area of Specialization

This section is designed to assess the candidate relative to the areas of:

1. Major and/or minor fields of preparation
2. Quality of academic preparation
3. Understanding of curriculum development and/or instructional theory as it relates to the candidate's major or minor field
4. Knowledge relative to the use of specific instructional materials

Section III, Personal Traits

This section is designed to assess the candidate relative to the following attributes:

1. Emotional stability, self-actualization, etc.
2. Personal values as they relate to education, children, the community, etc.

3. Personal hygiene
4. Effective communications

Section V, Comments

This section is designed to allow the interviewer to touch upon items not included in the first three sections, (or) to provide further explanation of certain characteristics, (or) to list major strengths and/or weaknesses of the candidate.

APPENDIX A

Application for Instructional Staff Position
CHARLESTON COMMUNITY SCHOOLS
 410 W. Polk
 Charleston, Illinois 61920

OFFICE USE ONLY

LE UE JH HS Sub Date Received

Miss
 Mrs.
 Mr.

Last First Middle Maiden

Present Address Street City State

Telephone Area Code Number

Permanent Address Street City State

Telephone Area Code Number

Applying for position of

Indicate grades or secondary school subjects in order of preference.

Check appropriate space(s)

I am interested in ☐ Full-time ☐ Part-Time ☐ Substituting

Address communications to:

Director of Personnel Services
 Administrative Center
 Charleston Community Schools
 410 W. Polk
 Charleston, Illinois 61920
 Telephone, (217) 345-2106

General Information

Are you under contract? Yes <input type="checkbox"/> No <input type="checkbox"/>	Present salary			
Have you ever failed to be rehired or asked to resign a teaching position? (If yes, explain on separate sheet) <input type="checkbox"/> No		Name and address of school district		
Do you hold an Illinois Teaching Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Certificate Number	Classification of Certificate	Is Certificate registered with the Coles County Superintendent of Schools? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you do not hold an Illinois certificate, have you applied for one? <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you wish to teach in the Charleston Community Schools:

information ONLY for
you are applying for:

Position Preferred

Elementary (Indicate order of grade preference by placing 1, 2 or 3 in appropriate boxes).

☐ Kindergarten ☐ 1st Grade ☐ 2nd Grade ☐ 3rd Grade ☐ 4th Grade ☐ 5th Grade ☐ 6th Grade

Area or Area of Specialization within Elementary Major:

Semester Hours in Reading Methods:

High School, grades 7 and 8 (Indicate total semester hours of preparation for each subject preference.)

Subject Preference	Semester Hours	Major Field	Number of Hours
		Minor Field	Number of Hours
		What course have you had in adolescent psychology or in the understanding of the junior high school age youth?	

What you feel is the most important task to be accomplished by the school for the junior high age group.

Experience have you had working with this age level?

School, grades 9, 10, 11 and 12 (Indicate total semester hours of preparation for each subject preference.)

Subject Preference	Semester Hours	Major Field	Number of Hours
		Minor Field	Number of Hours
		What course have you had in adolescent psychology or in the understanding of the high school age youth?	

What you feel is the most important task to be accomplished by the school for the high school age group.

Experience have you had working with this age level?

Education

Level	School Attended	City, State	Degree	Major	Minor	Dates	
						From	To
High School							
University							
College							
Graduate							
Postgraduate							

Student Teaching

City, State	Grade or subject(s) taught	Dates		Grade Received
		From	To	

Teaching or Administrative Experience

Name of School	City, State	Position	Number Years Taught	Dates	
				From	To

Name of Supervising Principal: _____ Why did you leave? _____

Name of School	City, State	Position	Number Years Taught	Dates	
				From	To

Name of Supervising Principal: _____ Why did you leave? _____

Name of School	City, State	Position	Number Years Taught	Dates	
				From	To

Name of Supervising Principal: _____ Why did you leave? _____

Name of School	City, State	Position	Number Years Taught	Dates	
				From	To

Name of Supervising Principal: _____ Why did you leave? _____

Work Experience Other Than Teaching

Firm, Institution, etc.	Nature of Work	Dates	
		From	To

Personal Information

(Month, day, year)		Birthplace (City, State)		Height	Weight	Social Security Number
Illinois law prohibits discrimination based on age.						
Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed				Date of Marriage		Number and ages of children
Full name		Does spouse work?		Employer		Address
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Does spouse attend university?		If yes, Name of Univ.		Address		Date of graduation
<input type="checkbox"/> Yes <input type="checkbox"/> No						
Are you engaged to be married?		Date of marriage		Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No or a misdemeanor more serious than a traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain on separate sheet and enclose in sealed envelope).		
<input type="checkbox"/> Yes <input type="checkbox"/> No						
Classification		Have you served in the armed services?		Date of discharge		Number of months
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
		If yes, was it before or after you began teaching?				

Have you been within the past three years, under the care of a physician for any physical or mental illness? ☐ Yes ☐ No
 Explain on a separate sheet of paper. Give dates, physician's name and address and nature of the illness and treatment.

Information or comments which you feel would better enable the Charleston Public Schools to determine your qualifications for the position are applying for:

Please Read and Sign

I hereby certify that the statements above are true and complete to the best of my knowledge. If any of the forgoing information is untrue in any respect, I understand that such statement shall be grounds for termination of my contract with the Charleston School District. I also understand that before any contract for teaching becomes effective or compensation is possible, a valid Illinois Teachers Certificate for the teaching assignment must be filed in the office of the Superintendent of the Educational Service Region of Coles County.

By signing this application I authorize the Charleston Community Schools, District No. 1 to request information from any of my former employers with respect to my work performance for such employers, and I authorize each of my former employers to provide said Charleston Public Schools with all such information, including a written reference, as requested by the Charleston Public Schools. I further understand that if I accept a contract to teach in the Charleston Public Schools, District 1, the above factual statements are to become a part of my permanent record.

	Signature of Applicant
--	------------------------

NOTE: You should request that a copy of your confidential credentials be sent by your university placement center to the Director of Personnel Services for Charleston Community Schools. Transcripts may be requested at a later date.

APPENDIX B

CHARLESTON COMMUNITY SCHOOLS
CHARLESTON, ILLINOIS

ASSESSMENT OF PROSPECTIVE TEACHER

Candidate's Name _____ Date of Interview _____

Type of Position Desired _____

I. GENERAL TEACHING QUALITIES

Ability to Verbalize a Philosophy of Education

Poor | _____ | Excellent

Knowledge of Learning Processes

Poor | _____ | Excellent

Knowledge of Child Growth and Development

Poor | _____ | Excellent

Knowledge of Current Developments in Public Education

Poor | _____ | Excellent

Quality of Previous Experiences Including Student Teaching

Poor | _____ | Excellent

II. AREA OF SPECIALIZATION

Knowledge of Subject Matter

Poor | _____ | Excellent

Quality of Academic Preparation in Relation to Desired Position

Poor | _____ | Excellent

Knowledge of Curriculum within Area of Specialization

Poor | _____ | Excellent

Ability to Verbalize Various Instructional Strategies Relative to
Area of Specialization

Poor | _____ | Excellent

Knowledge of Instructional Materials within Area of Specialization

Poor | _____ | Excellent

III. PERSONAL TRAITS

Self-Confidence

Poor |-----| Excellent

Personal Appearance

Poor |-----| Excellent

Apparent Commitment to Teaching as a Profession

Poor |-----| Excellent

Ability to Express Ideas

Poor |-----| Excellent

Quality of Verbal Communication (grammar, ability to listen, etc.)

Poor |-----| Excellent

IV. OVERALL ASSESSMENT

Candidate Potential for Success

Poor |-----| Excellent

V. COMMENTS (Including specific strengths and weaknesses)

Interviewer

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APPENDIX GG

STUDENT AND PRE-STUDENT TEACHING CLINICAL EXPERIENCES

HANDBOOK
FOR
STUDENT TEACHING
AND
PRE-STUDENT TEACHING CLINICAL EXPERIENCES

COMMUNITY UNIT SCHOOL DISTRICT #1
CHARLESTON, ILLINOIS

NOVEMBER, 1974

COMMITTEE MEMBERS:

Dr. Howard S. Smucker
Mrs. June Fouknight
Dr. Charles Kofoed
Mr. Donald Schaefer
Mrs. Glendora Plath
Mrs. Marilyn Switzer

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I. INTRODUCTION

For many years the Charleston Community Unit I Schools have worked cooperatively with area teacher training institutions by providing facilities, students, and cooperating teachers for laboratory experience programs. The purpose for providing this service is two-fold: 1) to provide expanded programs for the students of Unit I, and 2) to provide realistic, practical learning experiences for future teachers. In order that we may achieve this to the fullest benefit for all, it is important that everyone involved with laboratory experience programs understand their responsibilities and the policies governing these programs.

This handbook has been prepared so that common understandings may be achieved regarding laboratory experience programs developed cooperatively by Eastern Illinois University and the Charleston Community Unit I Schools. It describes:

- (1) the district and university policy governing the use of public school facilities for research, participation and observation
- (2) procedures for requesting access to public school classrooms
- (3) the role of university personnel
- (4) the role of the coordinator
- (5) qualifications and selection of cooperating teachers
- (6) the role of public school personnel
- (7) the responsibilities of the laboratory experience participants
- (8) approved laboratory experience programs (general course outline, outreach and opportunities)
- (9) remuneration policy

Anyone who wishes to participate in laboratory experience programs in Charleston Unit I Schools should become familiar with this handbook in order that continuity will prevail in these laboratory experiences.

II. ADMINISTRATIVE POLICIES AND PROCEDURES

A. ROLE OF UNIVERSITY PERSONNEL

1. The Director of Pre-Student Teaching Clinical Experiences, as approved by the Vice President for Academic Affairs, shall be the contact person with the Public Schools.
2. The research proposals, seeking access to public school classrooms and children, shall be approved by the Director of Pre-Student Teaching Clinical Experiences.
3. The above named person shall forward approved research proposals to the Assistant Superintendent of Schools, ~~Personnel~~ and Instruction, for approval.
4. When reviewed by the University and the Public Schools, the department or person will be appraised of its approval or non-approved status. The approval shall be from the Assistant Superintendent of Schools, ~~Personnel~~ and Instruction, to the Director of Student Teaching Clinical Teaching Experiences, to the department involved, to the individual (s) involved.
5. Request for access to public school classrooms for participation and/or observation experiences, shall be made to the Director of Student Teaching Clinical Teaching Experiences.
6. The above named person shall forward the request to the Assistant Superintendent of Schools, ~~Personnel~~ and Instruction for consideration and action.

B. PROCEDURE FOR ACCESS TO PUBLIC SCHOOL CLASSROOMS

1. Request from E.I.U. for use of public school classrooms, teachers and children for research, participation and observation purposes, will be sent first to the appropriate Director, either Pre-Student Clinical Experiences, or Student Teaching.
2. The request will be forwarded to The Assistant Superintendent of Schools for review and approval.
3. The principal in the school (s) shall be contacted and apprised of the request for use of the facilities and personnel and will determine if the request can be accommodated.
4. Each teacher involved will have an opportunity to review the request and volunteer to participate.

C. GENERAL POLICIES

1. There will be an annual review of all policies, approved clinical experiences and research procedures, by a committee of public school and university personnel. This review shall be completed in late September or early October.
2. The review committee shall be the two University Directors, the Superintendent and Assistant Superintendent of Schools, two classroom teachers (one elementary and one secondary) and a principal.
3. The remuneration for clinical experiences, other than student teaching, will be through the granting of tuition waivers at E.I.U.
4. Upon request from the public schools, university personnel will be made available for in-service, to conduct workshops institutes, etc.

D. GUIDELINES FOR SELECTING TEACHERS TO SUPERVISE PRE-STUDENT TEACHING EXPERIENCES

1. The supervising teacher must have a bachelor's degree.
2. The supervising teacher must have at least one year of teaching experience. Exceptions may be authorized by the building principal for second semester teachers.
3. Participants will not be assigned to a teacher who has a student teacher. Exceptions may be made in special areas such as art, music, physical education, or in other unusual situations at the discretion of the building principal. However, a student participant will never observe in a class when a student teacher is in charge.
4. Acceptance of pre-student participants is strictly voluntary on the part of the teacher; however, the staff members of the public schools are urged to regard the training of prospective teachers as a facet of their responsibility to their profession.
5. The building principal must approve all assignments. It is his responsibility to monitor the placement of participants to ensure that the educational needs of students in the public schools are the top priority at all times.

E. RESEARCH PROPOSALS

The following regulations shall apply to all research project proposals in which the researcher(s) plans to use students, facilities and/or staff of the Charleston Community Schools.

1. All research proposals shall be submitted in typewritten copy. One copy of the proposal shall be forwarded to the Assistant Superintendent, Personnel and Instruction, and one copy to the building principal(s) involved.
2. The research proposal shall identify:
 - a. The purpose of the research
 - b. The method of research
 - c. The level involvement for students, facilities and/or staff of the Charleston Community Schools.
 - d. The projected beginning and termination dates of the project.
3. The building principal(s) involved shall, upon reviewing the research proposal, forward his recommendation relative to the request to do research in writing to the Assistant Superintendent.
4. The Assistant Superintendent shall, upon review of the proposal and the recommendation of the building principal(s) make a recommendation relative to the acceptance of the proposal to the Superintendent of Schools.

III. APPROVED LABORATORY EXPERIENCE PROGRAMS

The following is a description of approved laboratory experience courses for Unit I Schools. Each description includes the course outline, outreach, and opportunities.

EDUCATIONAL GUIDANCE 5930

COUNSELING PRACTICUM. Supervised practice in counseling individual students. Practice provided at the level of the graduate's primary interest.

This course is taken near the end of the Master's Degree and is required for counselor certification.

Typical Pre-Laboratory Outreach. One to five students with approximately seventy-five hours each per semester of working with individuals or small groups of students.

Typical Opportunities Desired for Students

- A. To better understand and communicate with students.
- B. To aid students with personal, educational, and vocational concerns.
- C. To learn to work within the structure of a school system.
- D. To learn the concerns of teachers and to help them with guidance duties, activities.
- E. To learn about the organization of a counselor's duties.

EDUCATIONAL PSYCHOLOGY 3320

Individual growth and development with **emphasis** upon the secondary student, learning theories, measurement and evaluation.

Performance criteria as they relate to responsibilities in public schools.

- A. Spend one lunch period at an elementary school, junior high school and high school other than one's own. Sit at a table without peers but with school students. Submit developmental analysis of observations.
- B. Secure permission of a principal and a teacher of your subject area in high school and:
 - 1. observe one class
 - 2. manage class for one learning experience.

ELEMENTARY

EDUCATION 1230

LABORATORY IN EDUCATION. A laboratory course emphasizing directed observations and participation in classrooms with children of pre-school through junior high school ages. Required of and restricted to freshmen and transfer students in the elementary and junior high school education curricula.

Typical Pre-Laboratory Outreach. 20-30 elementary education students with six (6) hours of participation and five (5) hours observation per student.

Typical Opportunities Desired for Students.

A. Observations in primary through junior high grades.

Education 1230 has been designed so that freshmen students who are interested in elementary or junior high education as a teaching career could have the opportunity to observe and to work with children in a classroom. This observation and participating is done as soon as possible during the first year at Eastern. These activities give the college students a firsthand opportunity to (1) find out whether or not he wants to be an education major, (2) choose the approximate grade level where he wishes to teach, and (3) choose an academic subject matter area where he wished to concentrate his studies.

The student spends two (2) class hours in the college classroom per week. During these hours the instructor and the students discuss class observations, classroom participation activities, and a variety of topics relative to the modern elementary or junior high school.

The supervising teacher is requested to provide the college student with opportunities to work with the elementary level students in as many different phases of elementary classroom activities as is possible.

The supervising classroom teacher completes an evaluation form for each of the participants as soon as each individual finishes his classroom participation.

ELEMENTARY

EDUCATION 3270

3280

(Junior Block)

TEACHING SOCIAL STUDIES AND LANGUAGE ARTS IN THE ELEMENTARY SCHOOL. Objectives, techniques, and materials of social studies and language arts, excluding reading and childrens literature; instruction in handwriting.

DEVELOPMENTAL READING IN THE ELEMENTARY SCHOOL.
Objectives, techniques, and materials of the basal
reading program from kindergarten through junior high
school; current trends in reading instruction.

Typical Pre-Laboratory Outreach. 20-30 elementary
education students with thirty (30) hours of
participation or observation per student.

Typical Opportunities Desired for Student.

- A. Reading group instruction using a basal reader,
programmed materials, language experience projects
or other reading programs.
- B. Creative writing or dramatic projects which may
result from other language activities.
- C. Spelling projects.
- D. Instruction in manuscript or cursive writing.
- E. Discussions, panel presentations, film intro-
ductions or narrations that are related to the
social studies program.

During the participation time, block participants
are not expected to participate in a teaching
assignment every day. A portion of the time may be
spent observing and critiquing fellow participants
who are involved in a teaching task, observing the
classroom supervisor, or assisting in other work
tasks assigned by the classroom supervisor.

The supervising teachers are requested to
schedule conference periods for each of the
participants as often as is deemed necessary.
The conference periods should be scheduled during
the two (2) hour period when the students are
in the room.

Evaluation of the participation program and the in-
dividual block participant will be continuous. The
supervising teacher will complete the evaluation
form for each of the participants. These evaluation
forms will be shared with the block participant by
either the block instructor or the classroom teacher.
Evaluation of the block participation activities
count one-fourth of the course grade.

ELEMENTARY
EDUCATION 4260

The purpose of the participation is to provide teacher
trainees an opportunity to observe and teach nursery
kindergarten children prior to their full-quarter
student teaching experience. Students make practical
application of techniques discussed in the college
classroom, and correlate through direct involvement
their understandings of children gained through
discussions and independent reading and research.

Students devote a total of 15 classroom hours to participation during the course of the quarter. In most instances this consists of two-hour segments scheduled by mutual agreement of the individual trainee and the cooperating teacher. Students are assigned to on-campus or off-campus classroom on the basis of demand, availability of transportation, and availability of appropriate blocks of time.

The participation consists of one introductory visit to the classroom to which the participant has been assigned; the purpose of this visit is to permit the trainee to sense the general plans and methods used by the cooperating teacher. The remainder of the visits involve the participant in several presentations of different types which involve groups of nursery-kindergarten children. Each activity is selected as the participant confers with the cooperating teacher, in order to find a learning experience consistent with both the needs of the children and the capabilities of the trainee. Typical activities dramatizations, experiments in science, learning a new song or game, and explorations of new art media.

Each participant maintains a log in which is recorded the date and time of participation, the nature of his or her observations about the characteristics of children in specific learning situations, the nature of and objectives connected with each participant-presented activity, and some statement regarding the general effectiveness of the activity. In addition, participants are encouraged to record questions and comments which serve as the basis for in-class discussions with the college instructor.

Students are evaluated during individual conferences which involve the college instructor and the cooperating teacher. Informal conferences between a participant and the cooperating teacher are also a part of the appraisal of each trainee. The college instructor examines each log, and the cooperating teacher is requested to evaluate in writing the proficiency of assigned students, using a form which is provided for that purpose.

ENGLISH 3405

LITERATURE IN THE GRADES. Emphasized wide acquaintance with the great bodies of world literature--myth, legend, etc.-- and with the best poetry for children.

Typical Pre-Laboratory Outreach. 60-80 elementary education students with approximately 20 minutes per student, twice each semester required for "story-telling" to elementary school children.

Typical Opportunities Desired for Students.

- A. To enable the story teller to have a firsthand experience in the art of storytelling.
- B. To enable the student to learn more about children teaching, the learning process, and about himself/herself, and
- C. To enable the children who listen to the selected story to capture a heightened awareness of the joys of varied and universal experiences and concepts to which they may be introduced through the oral presentation of a first-rate literature.

FRENCH 3400

METHODS OF TEACHING FRENCH. (Primarily secondary level)

Typical Pre-Laboratory Outreach. Enrollment varies from zero to ten or twelve per semester with an average of about six. Each student is required to make a certain number of observations in secondary school during the course of the semester. The number varies according to particular circumstances.

Typical Opportunities Desired for Students.

In the last ten years we have seen a proliferation of methods and materials for the teaching of foreign languages. Consequently we would like our prospective teachers to see as many of these as possible in actual use.

During and after the classes observed the students are to watch for and note the following:

1. The type of text or materials used.
2. The general methodology espoused by the teacher.
3. The particular techniques used to implement the methodological approach.
4. The reaction of students to all the above.
5. General classroom management.

GERMAN 3400

METHODS OF TEACHING GERMAN. (Primarily secondary level)
Methods and materials appropriate for junior and senior high school.

Typical Pre-Laboratory Outreach. Enrollment varies with an average of three. Each student is required to

make up to ten observations in secondary schools during the course of the semester. The number varies according to circumstances.

Typical Opportunities Desired for Students.

- A. To observe as many methods and techniques as possible in the area of language teaching and learning since in recent years we have seen a proliferation of methods and materials for teaching foreign languages.
- B. To evaluate what he observes in accordance with an outline something like this:
 - 1. The type of texts and materials used.
 - 2. The general methodology espoused by the teacher
 - 3. The special techniques used to implement the methodological approach.
 - 4. The reaction of the student to all the above.
 - 5. The general classroom management.

HOME
ECONOMICS 3150

ADVANCED NUTRITION. Human nutrition principles applied to needs of individuals at various stages in the life span, with emphasis on current nutrition research.

Typical Pre-Laboratory Outreach. 6-10 Home Economics students with one (1) hour or one class period observation and one (1) hour presentation.

Typical Opportunities Desired for Student.

- A. To stimulate greater interest in nutrition education among teachers and to help children become aware of their own food habits and learn about good food habits.
- B. To give the students in the advanced nutrition class an opportunity to plan and actually present a nutrition idea in an out-of-the college-class room situation.

The projects have been planned in the past as follows:

- A. The presentation is made so as not to disrupt class routine--often planned to coordinate with a health unit.
- B. The presentation is one (1) hour long, but broken into several units, the length of which is determined by the classroom teacher as what she feels would be suitable for her students.
- C. The nutrition students are given an opportunity to observe the class beforehand so as to learn something about the children they will be working with.
- D. An informal evaluation by the cooperating teacher of the student presentation.

JUNIOR HIGH
EDUCATION 3110

DIRECTING LEARNING IN THE JUNIOR HIGH SCHOOL. Administration, organization, and function of the junior high school; general methods, planning, evaluation, guidance, and classroom management.

Typical Pre-Laboratory Outreach. 20-30 junior high school majors with 12-15 hours of participation activities.

Typical Opportunities Desired for Students

- A. Teaching activities:
 - 1. Lead discussion
 - 2. Assist individual students
 - 3. Help with small group activities
 - 4. Assist with the operation of audio-visual equipment
 - 5. Evaluate written reports
- B. Preparing Instructional Materials:
 - 1. Prepare teaching aids
 - 2. Help prepare bulletin boards
 - 3. Distribute and collect materials
 - 4. Select materials from the Library - IMC
 - 5. Preview films and filmstrips
 - 6. Evaluate learning materials
- C. Assist with Classroom Routines:
 - 1. Copy materials on chalkboard
 - 2. Organize learning materials
 - 3. Keep records
 - 4. Prepare lists
- D. Extra - Class Activities:
 - 1. Attend student events
 - 2. Attend PTA meetings
 - 3. Attend sports events

JUNIOR HIGH
EDUCATION 4280

TEACHING READING IN SECONDARY SCHOOLS. The course is designed to prepare junior and senior high school teachers for effective participation in all-school reading programs through study of specific techniques for dealing with a variety of reading situations. It is planned to provide guidance with respect to the organization, materials, and methods used in directing the reading development of youth.

Typical Pre-Laboratory Outreach. 15-20 students with 10-15 hours of participation or observation of each student.

Typical Opportunities Desired for Students.

- A. Reading as a language process.
- B. Psychology and mechanics of reading
- C. Need for continued reading development
- D. Objectives of secondary school reading programs

LIBRARY
SCIENCE 4490

OBSERVATION AND PRACTICE. Practical experience in library work with special emphasis on service to the public. Weekly seminars are held.

Typical Pre-Laboratory Outreach. 5-10 Library Science students with eight (8) hours of practical library experience required each week of semester.

Typical Opportunities Desired for Students

Supervised participation in the program of the school library media center. (Students who are not preparing for school librarianship are placed in libraries that are suited to their interests)

Students have the opportunity to work under the direction of a professional library media director and to gain increased knowledge of the practical aspects of library service. Typical on-the-job experiences include organization of materials, helping school pupils make use of the library media, and book talks. Library Science 4490 students take part in any library activity planned by the supervisor.

MATHEMATICS 3200 TEACHING ELEMENTARY MATHEMATICS I. Methods and materials for teaching mathematics in the elementary school with special emphasis on grades K-3.

Typical Pre-Laboratory Outreach. These prospective teachers should observe in one of the four levels (K-3) for approximately 50 minutes. If the class lesson is only 16 or 20 minutes then they should observe two classes. There are 20-25 students in each section of Math 3200.

Typical Opportunities Desired for Students.

- A. Teacher conducting a discovery/discussion lesson with whole class so prospective teachers may observe teacher uses of questioning to help students discover algorithms or principles, how children's questions and suggestions leading away from the lesson are dealt with, as well as how children's responses are manipulated by the teacher to contribute to the lesson.
- B. Teacher working with one small group while other groups are working independently so prospective teachers can observe how the teacher manages these situations, how all students are kept working at meaningful tasks, and how discipline is maintained.
- C. Laboratory class situations so prospective teachers can observe classroom organization and management as above.

- D. Classes where visual aids are used, either one demonstration aid for the whole class or cases where each child has his own, so prospective teachers can observe classroom organization and management as above.

MATHEMATICS 3210

TEACHING ELEMENTARY MATHEMATICS II. Methods and materials for teaching mathematics in the elementary school with a special emphasis on grades 4-6.

Typical Pre-Laboratory Outreach. These prospective teachers should observe in one of the three levels (4-6) for approximately 50 minutes. There are 20-25 students in each section of Math 3210.

Typical Opportunities Desired for Students.

Same as for Math 3200

MUSIC 2440

LABORATORY IN MUSIC EDUCATION. Directed observations and individualized experiences in participation in all kinds of music learning situations at all grade levels.

Typical Pre-Laboratory Outreach. 60-70 students with approximately two (2) hours of participation and four (4) hours of observation required for each student.

Typical Opportunity Desired for Students.

- A. To introduce the music major to the various phases of the educational program.
- B. To give him an opportunity to observe experienced teachers at work.
- C. To have him plan and implement a short segment of instruction in several different areas, and
- D. To have him evaluate, in conference with the university professor and the cooperating teacher, his participations in the classroom and their implications for him at this stage of his teacher education program.

MUSIC 3400

METHODS OF TEACHING MUSIC IN SECONDARY SCHOOLS. Methods and materials appropriate for junior and senior high school. Emphasis is on the instrumental program.

Typical Pre-Laboratory Outreach. 3-5 students per semester with three (3) hours of observation and participation required.

Typical Opportunities Desired for the Student

- A. To provide the student with direct experiences in observation of a participation in instrumental music teaching at all levels.

I. Specifically:

1. Observation of teaching and actual teaching of beginning instrumental classes.
2. Observation of teaching and actual teaching of small instrumental ensembles at the junior high and senior high levels.
3. Observation of conducting and actual conduction of junior and senior high bands and orchestras in full rehearsal.
4. Opportunities to discuss policy and teaching problems with experienced educators in the field.

MUSIC 3439

METHODS OF TEACHING MUSIC IN ELEMENTARY SCHOOLS.

A study of the objectives, methods, and materials of music education in the elementary grades.

Typical Pre-Laboratory Outreach. 15-20 music students with 2-4 hours of observation and 1-2 hours of participation required. Experiences will include grades K-6 K-6, and possibly grades 7-8.

Typical Opportunities Desired for Student.

- A. To provide the music major with an overview of general music teaching on the K-8 level.
- B. To give him an opportunity to observe the music specialist at work.
- C. To give him an opportunity to observe and work with children in the lower and upper elementary grades.
- D. To have him plan and implement a short segment of instruction in the following teaching areas: Grades K-3, grades 4-6, and possible grades 7-8.
- E. To have him evaluate, in conference with the university professor and the cooperating teachers, his participations in the classroom and their implications for him at this stage of his teacher education program.

PHYSICAL
EDUCATION 2000

TECHNIQUE AND PRACTICE OF TEACHING PHYSICAL EDUCATION

This course is designed for the student majoring in physical education. The purpose of the course is to learn techniques of teaching selected individual and team activities, and to observe and participate in a practical teaching situation to provide an early clinical experience in the student's professional preparation.

Typical Pre-Laboratory Outreach

Summer Term - 5-8 students with approximately 2-3 hours of practical work per week for each. (16-24 hours per student.)

Regular School Year-- 20-25 students each term with approximately 2 hours of observation and participation each week per student. (approximately 30 hours per student)

Typical Opportunities Desired for Students

- A. To determine desirable teacher competencies.
- B. To observe the implementation of teaching principles
- C. To observe teaching techniques employed at a minimum of 2 levels of education.
- D. To participate in planning, organization, directing, learning, and evaluation of learning.
- E. To assist and participate in teaching situations.
- F. To observe and participate in using various teaching techniques for individual and dual sports and team sports.
- G. To complete a selected teaching assignment under the supervision of an experienced teacher.
- H. To receive a critique of the teaching experience.
- I. To enable the student to participate approximately 30 hours in the classroom or related area on campus, to become proficient in selected physical education activities.

PHYSICAL
EDUCATION 2410

PHYSICAL EDUCATION FOR TODAY'S ELEMENTARY CHILDREN
This course is designed for the student majoring in physical education. The purpose of the course is to introduce the student to the scope of the elementary school physical education program and to introduce beginning skills and knowledges necessary to understand, plan and teach in grades K-6.

Typical Pre-Laboratory Outreach. 20-25 students with approximately 15 hours of observation or participation for the semester for each student.

Typical Opportunities Desired for the Student

- A. To learn about children
- B. To observe methods and techniques used by the instructor.
- C. To assist and participate in teaching situations.
- D. To enable the student to take practical application of technique and skills acquired in the class through involvement with the children.

PHYSICAL
EDUCATION 3400

ORGANIZATION OF GRADE LEVEL ACTIVITIES AND METHODS OF TEACHING THE ACTIVITY IN PHYSICAL EDUCATION.
Organization of health and physical education activities for various age levels, and methods of teaching health and physical education.

Typical Pre-Laboratory Outreach 15-20 students with five(5) hours of participation or observation required.

Typical Opportunities Desired for Students.

- A. Summarize the procedure (In what order and time allowance for divisions of the class period).
- B. Describe class Organization
- C. What was taught?
- D. What teaching method and techniques were used?
- E. What did you learn?
- F. Other matters which you believe worthy of mention.
- G. Complete an observation checklist.

PHYSICAL
EDUCATION 3600

INTRODUCTION TO ELEMENTARY SCHOOL PHYSICAL EDUCATION

This course is designed for the student majoring in Elementary Education. The purpose of the course is to relate physical education to the total education of the elementary school child with emphasis on the developmental approach.

Typical Pre-Laboratory Outreach. 20-60 students with approximately 6 hours of observation over the semester.

Typical Opportunities Desired for the student

- A. To observe methods and technique used by the instructor,
- B. To be aware of class organization.
- C. To enable the student to make practical application of technique and skills acquired in class.
- D. To observe children in a physical education setting.

PHYSICAL
EDUCATION 3640

ELEMENTARY SCHOOL PHYSICAL EDUCATION PRACTICUM

This course is designed for the student majoring in physical education or the elementary education major with an emphasis in elementary physical education.

This is a culminating course in elementary physical education which provides an emphasis on program planning and practical experience working with children under the direct supervision of the college instructor.

Typical Pre-Laboratory Outreach. 10-20 Students with approximately 60 hours including both participation and observation of each student.'

Typical Opportunities Desired for Students

- A. To learn more about children
- B. To enable the college student to understand better the motor behavior of the child and the development of Perceptual Motor tasks.
- C. To enable the student to improve and utilize the best teaching methods in the elementary physical education program stressing particularly the concepts incorporated in Basic Movement Education.

- D. To enable the student to plan, organize, and correlate physical education activities with other subject matter.
- E. To enable the student to observe the children in a classroom setting.
- F. To enable the student to develop a physical education program K-6.
- G. To enable the student to evaluate the children and the program.
- H. To enable the student to recognize problems relative to equipment, space personnel and attitudes.
- I. To enable the instructor and the college student to work together in planning and teaching the lessons. The instructor provides on-the-spot supervision.
- J. To enable the college students to observe master lessons given by the instructor.
- K. To enable the student to make practical application of techniques and skills acquired in class and in other classes through involvement with the children.
- L. To enable the student to participate approximately 15 hours in the classroom on campus. This will permit the students an opportunity to discuss problems and to direct their progress in the field experiences.

PSYCHOLOGY 3500

DEVELOPMENTAL PSYCHOLOGY. Methods of research in child development and the effects of biological, social, and psycho-social factors on normal and deviant behavior.

Typical Pre-Laboratory Outreach.

- A. To acquaint the student with and to provide experiences for increasing the student's awareness of the characteristics, needs, and developmental tasks of children at various stages.
- B. To acquaint the student with and to provide experiences that will increase the student's awareness of the group process and its influences upon individual behavior and development.
- C. To acquaint the student with institutions which influence development during all stages from kindergarten to adolescence.
- D. To create opportunities for student to participate in community and school activities in order to create a desire to render a service to community institutions and agencies.

Typical Opportunities Desired for Students

The teachers in public schools are able to assist in fulfilling the above objectives by providing such opportunities as:

- A. Teacher may permit classroom observations, hold a teacher conference concerning academic achievement, social and emotional adjustment of the child being studied.
- B. Teacher may assist college students in selecting a normal, typical child to study - keeping in mind parents who will probably cooperate and not be offended by having their child studied.
- C. Teacher may provide the college student with the permanent record of the child at the teacher's discretion.
- D. Teacher may permit participation, when possible, in group activities such as playground period, free-time activities and classroom parties.
- E. Teacher may permit student to assist with audio-visual projects such as threading projector, introducing film to children, and the like.

PSYCHOLOGY 4750

PSYCHOLOGY OF EXCEPTIONAL CHILDREN. Psychological diagnosis of, and therapeutic programs for, children who deviate from the normal.

Typical Pre-Laboratory Outreach. Same as for Psychology 3500.

Typical Opportunities Desired for Student. Same as for Psychology 3500

PSYCHOLOGY 4790

PSYCHOLOGICAL MEASUREMENTS: INTELLIGENCE TESTING. Advanced study of individual intelligence tests; practice in administration and interpretation.

Typical Pre-Laboratory Outreach. Same as for Psychology 3500 and 4750

Typical Opportunities Desired for Student. Same as for Psychology 3500 and 4750

PSYCHOLOGY 5890

CLINICAL PRACTICUM Field experience in an elementary school setting for school psychology degree candidates.

Typical Pre-Laboratory Outreach. 6-8 students per semester.

Typical Opportunities Desired for Students

- A. Full range of opportunities for observation:
- 1. teaching activities
 - 2. special programs and classes
 - 3. extra-class activities
 - 4. administrative functions

- B. Opportunities for participation (voluntary-aid capacity)
 - 1. In classroom activities
 - a. case studies
 - b. individual and group tutoring
 - 2. In extra-class activities
 - a. sports events
 - b. in-service programs
 - c. club activities and other school functions

NOTE: This program intends, as its major function, to acquaint the potential school psychologist with the variety of activities and functions carried on in the school setting. Purposefully, it should be initially unstructured allowing the school to provide the structure. Each practicum student is required to spend 10 hours per week in the school, preferably 2 hours per day. Supervision will be provided by the sponsoring teacher and the intern supervisor (H.O. Morice).

SECONDARY

EDUCATION 2000
3000
3100
4000

COMPETENCY BASED TEACHER EDUCATION. At the present, this program operates at Eastern as the Experimental Secondary Education Pilot Project (ESEPP). University students are enrolled on a volunteer basis. The cooperating schools are Mattoon High School and Charleston High School. Two Charleston High School teachers, Mrs. Bette Johnson and Mrs. Eloise Buffenmeyer, are members of the project committee and are designated as professional activities leaders (P.A.L.). ESEPP is organized in four levels. Level I, SED 2000, is a non-credit course providing early field experience, usually in the student's home high school. Level II, SED 2000, and Level III, SED 3100, consist of experiences, set up in learning modules, to help the pre-student teacher achieve competency in behaviors necessary to good teaching and learning. Level IV, SED 4000, is the teaching practicum. The program was initiated in 1973-74, and the first university participants were sent to the schools in September 1974.

Typical Pre-Laboratory Outreach. 70-100 secondary education students are presently enrolled in Levels II and III of ESEPP. Each of these students must complete the 11 required modules, as well as the modules which apply specifically to his major area. All students at Levels II, III, and in some cases IV, will need experiences in the two participating schools.

Typical Opportunities Desired for Students. All university students in Levels II, III, and IV will be scheduled by Mrs. Johnson or Mrs. Buffenmeyer to work with members of the high school faculty, according to the experiences prescribed in the learning

This program would be directed by the Speech 3400 Instructor assisted by a designated graduate student.

An example of a typical learning opportunity would be working with four high school debaters for a two hour period performing the following functions:

- A. Listening to a practice debate
- B. Providing oral critique and suggestion periodically throughout the debate.
- C. Giving written suggestions at the conclusion.

A second typical learning experience might be assisting with the operation of a Saturday Individual Speech Events Tournament.

SPEECH 4990

REMEDICATION OF LEARNING DISABILITIES. This course deals with the various methods and techniques of remediation of children with learning disabilities. Prescription writing, procedures of teaching, curriculum needs, and teaching material will be studied.

Typical Pre-Laboratory Outreach. 15-20 learning disability (Elementary Education) students with ten (10) hours of participation or observation per student.

Typical Opportunities Desired for Students.

In a resource room or itinerant teacher situation, we would like the students to (1) see a particular kind of teaching method or a specific type of pupil with a common characteristic, (2) become acquainted with many different methods of presenting the same subject content, (3) observe modification of instruction as a result of student response, (4) learn to recognize individual differences, (5) observe drill techniques, and (6) realize that learning occurs under different and varied circumstances and in numerous situations. Careful examination and analysis of the pre-student teaching experience along with thoughtful discussion of interesting situations and cases with the supervising teacher will result in increased knowledge on the part of the college student.

IV. RESPONSIBILITIES OF THE PRE-LAB PARTICIPANT

- A. Receive the pre-lab assignment from the instructor of your university class.
- B. Contact the school and the teacher with whom you will be working at least one week prior to your visit.
- C. On your visit to the school, check in at the Main Office before you go to your class.
- D. If the principal is available, introduce yourself to him or her.
- E. Discuss with your teacher the types of experiences desired and the types of experiences available to you.
- F. Notify the school as soon as possible if you are to be absent.
- G. Be on time.
- H. Follow school rules and regulations.
- I. Be concerned with your appearance. Be neat and appropriately dressed.
- J. Remember at all times that you are present as a privilege.
- K. Do not discuss anything that goes on in the classroom or school with anyone other than your supervising teacher or your college coordinator.
- L. Avoid gossiping or criticizing associates.
- M. Avoid, except in extreme situations, interference between other teachers and students.
- N. Always deal justly and impartially with every student.
- O. Hold inviolate any confidential information concerning pupils, parents, or colleagues.
- P. Transact all school business through the proper channels.

V. STUDENT TEACHING

Student teachers, cooperating teachers, college coordinators and supervisors, and building principals should become familiar with this handbook as a guide which attempts to describe the various experiences and responsibilities each is expected to assume. The cooperating teacher, along with the university, should endeavor to find ways and means of letting the student teacher develop himself.

Student teaching assignments are made cooperatively by the public schools and the university. It is suggested that no classes on campus should be taken during the time of the assignment.

QUALIFICATIONS OF SUPERVISING TEACHERS

A supervising teacher should possess a minimum of a master's degree and have at least three (3) years of successful teaching experience. Other attributes may compensate for an approval of a supervising teacher who has not completed a master's degree. He shall supervise only in the field in which he is qualified to teach. A supervising teacher shall hold a valid teaching certificate other than a provisional certificate.

Acceptance of student teacher supervision shall be voluntary and with the approval of the building principal.

A supervising teacher shall work directly with the principal and the college or university program coordinator, who shall assist in developing extensive opportunities for the student teacher to observe and practice the arts and skills of the teaching profession.

VI. ROLE OF THE STUDENT TEACHING COORDINATOR

Administrative control of undergraduate off-campus contacts is delegated to the University Director of Student Teaching. The responsibilities of the Director of Student Teaching include budgeting for the activities and coordinating services requested from the participating public schools. He may delegate some of these functions to departments. Supervision and quality control, as well as personnel involved, will remain with departments.

- A. The Director of Student Teaching will administer the student teaching program
- B. The appropriate department will supervise student teaching experiences.

DIRECTOR	DEPARTMENT
1. Formulate and administer the budget.	1. Select teachers to participate in the program, subject to coordination by Director of Student Teaching.
2. Be "contact" person with public school administrators.	2. Assign students to specific teachers, subject to coordination by the Director of Student Teaching.
3. Improve and make arrangements for all new centers.	3. In cooperation with the supervising teacher, evaluate student performance and assign grades where required.
4. Provide yearly evaluation of programs for the Dean, FOE.	4. Submit yearly evaluations of the program to the appropriate department head and the Director of Student Teaching.
5. Make necessary contractual arrangements with school districts.	

VII. ROLE OF THE PUBLIC SCHOOL PERSONNEL IN THE STUDENT TEACHING EXPERIENCE

The public school personnel share in the opportunity to provide laboratory experiences for students preparing for careers in teaching. It is under their direction that activities, relationships, and techniques assist in bridging the gap between theory and practice.

"Getting Started" in any new enterprise tends to be difficult. It is important for the public school personnel to realize that even though every attempt is being made to establish the student teacher in the role of a teacher, the student teacher sees himself basically in the role of a student and the supervising teacher in the role of an instructor. This is not a distortion of the situation; it is a form of internship. As the internship progresses, the student teacher is able to conceptualize his role as a teacher while continuing to look to the public school supervising teacher and university professor for instructional assistance.

Perhaps the real role of public school personnel is to share in a meaningful way with the student teacher some ideas which have come from their teaching experience and to exhibit a willingness to contribute to the preparation of a future colleague.

VIII. REMUNERATION POLICY

Effective Spring Quarter, 1973, the administration of tuition and fee waivers for supervisors of student teachers and/or pre-student teaching experiences became a function of the Student Teaching Department. The official policy for this program was stated as follows in the Board of Governors Minutes of 15 March 1973:

Tuition and fee waivers may be granted to supervisors of student teachers and/or pre-student teaching experiences who wish to avail themselves of university level courses as total or partial compensation for work performed. The option is available only to those not otherwise employed by the institution.

A waiver may be granted to supervisors for a three semester-trimester or four quarter hour course(s) or comparable courses for each full time student teacher supervised. Supervisors of pre-student teaching experiences may be granted a waiver for each 50 clock hours of supervision. Such a waiver may be granted to the principal of a building wherein five supervising teacher waivers have been earned to be used as he directs. Any waiver granted must be utilized within one calendar year of award.

Community Unit School District No. 1
410 West Polk Street
Charleston, Illinois 61920

August 23, 1974

Dear Parents:

Community Unit School District No. 1 serves a well-balanced, nutritious lunch each school day in all of the district schools. The charge to students who can afford to pay is 50¢ at all elementary school, and 55¢ at Charleston Jr. High and Sr. High Schools. Since some families may find it difficult to pay the full price for their children's lunches, this district, in cooperation with the federal government, has developed a policy to provide free lunches to those children whose families cannot afford to pay the full price of the lunch.

Determinations will be made according to the family income level and based on national guidelines as indicated in the table enclosed. In addition, consideration will be given to any unusual circumstances, such as family illness, unexpected expenses due to fire or similar disaster, seasonal employment and similar emergency situations. Parents who believe their children may qualify for free lunches are urged to apply.

In certain cases foster children are also eligible for these benefits. If you have foster children living with you and wish to apply for free lunches and milk for them, please indicate it on the application. In the operation of this free lunch program, no child will be discriminated against because of race, sex, color, or national origin.

An application form is attached for your use. The application will be reviewed by Donald E. Kenney, Assistant Superintendent, within 10 days and parents will be notified promptly of the decision. If the application is approved, your child or children will be eligible to receive a free lunch, and you will be given instructions in this regard.

If your application is rejected, the reason for rejection will be clearly stated. This notice will also tell you how and to whom you may appeal the decision.

All application will be handled privately and information will be kept strictly confidential. Children who receive free lunches will be treated in the same manner as those who pay the full price for the lunch.

This policy is on file at each school office and is available for review by any interested person.

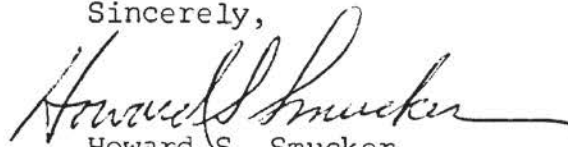
Applications should be returned to Donald E. Kenney, Assistant Superintendent, Community Unit School District No. 1, 410 West Polk Street, Charleston, Illinois, and may be filed at any time during the school year. Approval for emergency applications in the event of strikes, etc., may be made. We urge you to discuss any situation with school officials as it is our sincere desire to extend the benefit of a lunch at school to any child in need.

Children from families receiving public assistance, including the food stamp program, are eligible and should complete an application. An application must be on file for each child receiving a free meal.

Lunches shall be served free to all children whose family income level meets the eligibility standards indicated below:

<u>Family Size</u>	<u>Annual Gross Income</u>	<u>Monthly Gross Income</u>
1	\$ 2,910.00	\$ 243.00
2	3,830.00	320.00
3	4,740.00	395.00
4	5,640.00	470.00
5	6,480.00	540.00
6	7,310.00	610.00
7	8,060.00	672.00
8	8,810.00	735.00
9	9,510.00	793.00
10	10,190 00	850.00
11	10,860.00	905.00
12	11,530 00	960 00
Each additional family member	670.00	56.00

Sincerely,


Howard S. Smucker
Superintendent

HSS:cck

Enclosure

APPLICATION

August 15, 1974

Parents: To apply for free lunches for your children, fill out this form and return it to the school office.

Names and grades of children for whom application is made:

Name and address of parent or guardian: _____

Total number in family _____

Total family income before deductions (including wages of all working members, welfare payments, pensions, social security, and all other income) Yearly _____

Monthly _____ Weekly _____
(Fill out One)

If your gross family income exceeds the amount indicated in the attached family income scale; and you wish to apply under any of the special hardship conditions cited in the letter, please complete the application form and also describe the nature of your hardship here: _____

In certain cases foster children are eligible for free lunches regardless of your family income. If you have such children living with you and wish to apply for such lunches for them, please check here: _____

I hereby certify that all of the above information is true and correct to the best of my information and belief.

Signature of Adult Family Member

FOR SCHOOL USE ONLY

Your application for free lunches for your children has been:

_____ Approved for free lunches
_____ Denied for the following
reason _____

You may appeal this decision by calling or writing Mr. Donald E. Kenney, Assistant Superintendent - Business Affairs, 410 West Polk St., Charleston, Ill., phone - 345-2106.

APPLICATION

August 15, 1974

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Names and grades of children for whom application is made:

Name and address of parent or guardian: _____

Total number in family _____

Total family income before deductions (including wages of all working members, welfare payments, pensions, social security, and all other income) Yearly _____

Monthly _____ Weekly _____
(Fill out One)

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I hereby certify that all of the above information is true and correct to the best of my information and belief.

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Your application for free lunches for your children has been:

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_____ Denied for the following
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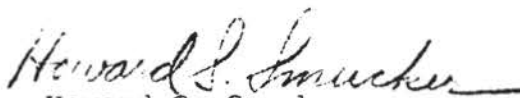
You may appeal this decision by calling or writing Mr. Donald E. Kenney, Assistant Superintendent - Business Affairs, 410 West Polk St., Charleston, Ill., phone - 345-2106.

Children from families receiving public assistance, including the food stamp program, are eligible and should complete an application. An application must be on file for each child receiving a free meal. In certain cases foster children are also eligible for these benefits.

Lunches shall be served free to all children whose family income level meets the eligibility standards indicated below:

<u>Family Size</u>	<u>Annual Gross Income</u>	<u>Monthly Gross Income</u>
1	\$ 2,910.00	\$ 243.00
2	3,830.00	320.00
3	4,740.00	395.00
4	5,640.00	470.00
5	6,480.00	540.00
6	7,310.00	610.00
7	8,060.00	672.00
8	8,810.00	735.00
9	9,510.00	793.00
10	10,190.00	850.00
11	10,860.00	905.00
12	11,530.00	960.00
Each additional family member	670.00	56.00

Sincerely,


Howard S. Smucker
Superintendent

DK:ck

Enclosure

APPENDIX JJ
COMMUNICABLE DISEASE

SYMPTOMS OF COMMUNICABLE DISEASE

SAVE THIS BULLETIN

MEMORIZE THE CONTENTS

Parents, look your children over every morning before sending them to school. See if they show any symptoms of contagious diseases.

LOOK FOR THESE THINGS:

Red and running eyes
Running nose
Coughing and sneezing to excess
Severe pain
Dizziness or faintness
Swelling about the neck
Sore throat
Unusual paleness
Ear ache or running ears
Feverish appearance (if possible take temperature with thermometer)
Rash of any kind
Nausea, vomiting or diarrhea
Tiredness, irritability, crossness or other change in the child's usual behavior.

IF YOUR CHILD SHOWS ANY OF THESE SYMPTOMS, DO THESE THINGS:

1. Keep them at home from school.
2. Keep them quiet and by themselves.
3. Notify the school office by telephone or note.
4. Remember it is always safest to notify a doctor early when your child is sick.

If your child has a communicable disease, please notify the school.

Communicable diseases can be controlled to a great extent in the school if there is cooperation between the parents and the school.

Every effort will be taken to protect the children from contagious diseases in the school.

Children will be inspected every morning for any signs or symptoms of a communicable disease. Children will be excluded from school if they show any sign that suspects a communicable disease.

APPENDIX B
SCHOOL PLAN FOR USE OF SCHOOL FACILITIES

COMMUNITY UNIT DISTRICT NO. 1, COLES & CUMBERLAND COUNTIES,
CHARLESTON, ILLINOIS

APPLICATION FOR USE OF SCHOOL FACILITIES

Date of Application _____

Name of Group or Organization _____

School Building and Area Desired _____

Date of Use Requested _____ Time _____ To _____

Nature and Purpose of Meeting or Activity _____

Approx. No. Expected _____

The undersigned officers or sponsors of above organization have read and agree to the provisions for use of school facilities as set forth,

Fee Charged _____
Yes or No Signature Title

Paid _____
Yes or No Signature Title

Permission Granted _____
Yes or No

By _____
Signature Title

PROVISIONS FOR USE OF SCHOOL FACILITIES, COMMUNITY UNIT SCHOOL DISTRICT NO. 1,
COLES COUNTY, ILLINOIS.

Use of school facilities shall conform with conditions prescribed or permitted by law and be in accordance with the adopted policies of the Board of Education.

Any group using the facilities agrees to restore to original condition any unwarranted destruction of property. The Board of Education shall be the sole judge of unwarranted destruction of property.

A use fee is to be paid as outlined by the Board of Education policies.

The officials or sponsors signing the reverse side of this form agree to the above provisions and bind themselves and their organization to the conditions set forth in the policies of the Board of Education.

CHARLESTON COMMUNITY UNIT SCHOOL DISTRICT NO. 1 - 1974-75 CALENDAR

August, 1974

	21	(22)	23	
26	27	28	29	30

September, 1974

X	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October, 1974

	1	2	3	4
7	8	9	10	(11)
X	15	16	17	18
21	22	23	24	25
28	29	30	31	

November, 1974

				1
4	5	6	7	8
X	12	13	14	15
18	19	20	21	22
25	26	27	X	=

December, 1974

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
=	=	X	=	=
=	=			

January, 1975

		X	=	=
6	7	8	9	10
13	14*	15*	16*	(17)
20	21	22	23	24
27	28	29	30	31

February, 1975

3	4	5	6	7
10	11	X	13	14
17	18	19	20	21
24	25	26	27	28

March, 1975

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24s	25s	26s	27s	X
31				

April, 1975

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May, 1975

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23*
26*	27*(28)	29	X	

June, 1975

2s				
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In accordance with the powers and duties of School Boards specified in Section 10-19 of the Illinois School Code, the Board of Education for Charleston C.U. School District No. 1 establishes that the school term for 1974-75 shall open on August 21, 1974, and shall close on June 30, 1975. Within these times there shall be scheduled no more than a minimum term of 185 days of school, which there shall be 176 days of actual pupil attendance.

Weds.	Aug.	21	Orientation Day - New Teachers	
Thurs.	Aug.	22	Faculty Workshop	
Fri.	Aug.	23	First Day of Attendance	
Mon.	Sept.	2	Labor Day	No School
Fri.	Oct.	11	County Teacher Institute	No School
Mon.	Oct.	14	Columbus Day	No School
Fri.	Nov.	1	End of 1st 9 Weeks	48 Days
Mon.	Nov.	11	Veterans' Day	No School
Nov.		28 & 29	Thanksgiving Vacation	No School
Fri.	Dec.	20	Christmas Vacation Begins at Close of School Day	
Mon.	Jan.	6	Christmas Vacation Ends at Opening of School Day	
Jan.	14, 15,	16	Semester Examination Days	
Thurs.	Jan.	16	End of 2nd 9 Weeks	41 Days
Thurs.	Jan.	16	End 1st Semester	89 Days
Fri.	Jan.	17	Faculty Workshop	No School
Weds.	Feb.	12	Lincoln's Birthday	No School
Fri.	Mar.	21	End of 3rd 9 Weeks	44 Days
Mar.	24, 25,	26	Emergency Make-up Days (Vacation Days If Not Used for Make-up)	
	&	27		
Fri.	Mar.	28	Good Friday	No School
May	23, 26,	27	Semester Examination Days	
Weds.	May	28	Faculty Workshop	No School
Thurs.	May	29	End 4th 9 Weeks	43 Days
Thurs.	May	29	End 2nd Semester	87 Days
Thurs.	May	29	Last Day of School & Commencement	
Fri.	May	30	Memorial Day	

DAYS IN SESSION BY SCHOOL MONTH FOR PURPOSE OF COMPUTING ATTENDANCE

Aug.	23 - Sept.	30	26 Days
Oct.	1 - Oct.	31	21 Days
Nov.	1 - Nov.	30	18 Days
Dec.	1 - Dec.	31	15 Days
Jan.	1 - Jan.	31	19 Days
Feb.	1 - Feb.	28	19 Days
Mar.	1 - Mar.	31	16 Days
Apr.	1 - Apr.	30	22 Days
May	1 - May	29	20 Days
TOTAL			176 Days

Days of Student Attendance	176
Institutes & Workshops	4
Emergency Make-up Days	5
TOTAL	185 Days

- X Legal School Holidays
- () Institutes & Workshops
- * Examination Days
- = No School