SIMEON CAREER ACADEMY
8147 S VINCENNES AVE
CHICAGO, IL 60620
WWW.SIMEONCA.ORG

2018-2019
STAFF HANDBOOK

“EXCELLENCE IS THE ONLY OPTION”
IMPORTANT - PLEASE READ DISCLAIMER

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

Table of Contents

Chapter 1 - Operations

WELCOME 7
MISSION AND VISION 7
Chicago Public Schools 7
NEAL F. SIMEON CAREER ACADEMY HIGH SCHOOL 8
SCHOOL ORGANIZATION 10
School Administrative Team 10
Wolverine Teams 10
School Committees 11
The Local School Council (LSC) 11
The Network 12
The Board of Education and its Executive Officers 12
EXTERNAL PARTNERS AND ORGANIZATIONS 12
ACADEMIC CALENDAR 13
BELL SCHEDULE, STAFF SCHEDULES AND SCHOOL HOURS 13
BUILDING SECURITY 14
EMERGENCY LESSON PLANS 15
FACULTY LOCKERS & CENTERS 15
HALL PASSES 16
IDENTIFICATION CARDS 16
INTERCOM - ALL CALLS 16
MAIL-USPS/GSR (CPS Mail Run) 17
REIMBURSEMENT AND PURCHASING 17
SAFETY AND BUILDING MAINTENANCE 19
Safety Emergencies, Serious Incidents, and Criminal Activity 19
Imminent Threat or Escalating Conflict Towards School 20
Child Abuse 20
Student Code of Conduct (SCC Groups 1 through 6) 21
Cleanliness and Maintenance of School Building 21
SCHOOL BUDGET 23
SCHOOL RECORDS 23
STAFF NEWSLETTER AND DAILY ANNOUNCEMENTS 24

“EXCELLENCE IS THE ONLY OPTION” 3
<table>
<thead>
<tr>
<th>Chapter 2 - Academic and Student Matters</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNOLOGY SERVICES</td>
<td>24</td>
</tr>
<tr>
<td>VACATIONS</td>
<td>24</td>
</tr>
<tr>
<td>WORK ORDERS</td>
<td>25</td>
</tr>
<tr>
<td>Chapter 2 - Academic and Student Matters</td>
<td>25</td>
</tr>
<tr>
<td>ASSEMBLIES &amp; TOWN HALL MEETINGS</td>
<td>25</td>
</tr>
<tr>
<td>ASSESSMENT PLAN</td>
<td>25</td>
</tr>
<tr>
<td>BANNED ITEMS</td>
<td>25</td>
</tr>
<tr>
<td>BOOK ROOM AND COPY ROOM</td>
<td>26</td>
</tr>
<tr>
<td>CLUB/ACTIVITY SPONSORS</td>
<td>27</td>
</tr>
<tr>
<td>FIELD TRIPS</td>
<td>28</td>
</tr>
<tr>
<td>BUS REQUEST PROCESS</td>
<td>29</td>
</tr>
<tr>
<td>GRADE CHANGES AND APPEALS</td>
<td>30</td>
</tr>
<tr>
<td>GRADING STANDARDS</td>
<td>30</td>
</tr>
<tr>
<td>GUEST SPEAKERS AND OTHER VISITORS</td>
<td>31</td>
</tr>
<tr>
<td>LESSON AND UNIT PLAN SUBMISSION</td>
<td>31</td>
</tr>
<tr>
<td>LIBRARY USAGE</td>
<td>32</td>
</tr>
<tr>
<td>PROFESSIONAL DEVELOPMENT</td>
<td>34</td>
</tr>
<tr>
<td>REACH</td>
<td>34</td>
</tr>
<tr>
<td>ESP/PSRP EVALUATIONS</td>
<td>35</td>
</tr>
<tr>
<td>SPECIAL EVENTS</td>
<td>35</td>
</tr>
<tr>
<td>STUDENT ATHLETES</td>
<td>35</td>
</tr>
<tr>
<td>STUDENT RECORDS</td>
<td>36</td>
</tr>
<tr>
<td>STUDENT TEACHERS AND OBSERVERS</td>
<td>36</td>
</tr>
<tr>
<td>STUDENT ATTENDANCE/TARDIES</td>
<td>37</td>
</tr>
<tr>
<td>PREPARATION PERIODS FOR TEACHERS</td>
<td>38</td>
</tr>
<tr>
<td>Chapter 3 - Employee Benefits</td>
<td>39</td>
</tr>
<tr>
<td>BENEFIT DAYS</td>
<td>39</td>
</tr>
<tr>
<td>HOLIDAYS</td>
<td>39</td>
</tr>
<tr>
<td>LEAVES OF ABSENCE</td>
<td>40</td>
</tr>
<tr>
<td>INSURANCE AND OTHER BENEFITS</td>
<td>40</td>
</tr>
<tr>
<td>Health, Medical, Life Insurance &amp; FSA Accounts</td>
<td>40</td>
</tr>
<tr>
<td>Retirement Savings Plans</td>
<td>41</td>
</tr>
<tr>
<td>PENSION</td>
<td>41</td>
</tr>
</tbody>
</table>

“EXCELLENCE IS THE ONLY OPTION” 4
WORKERS’ COMPENSATION/ASSAULT LEAVE 41

Chapter 4 - School/District Policies 42

STAFF ATTENDANCE PROCEDURES 42
(TEACHERS, PSRPS, ESPS) 42

BENEFIT TIME USAGE (INCLUDING DONATING SICK DAYS) 43

   Recipients 46
   Donors 46
   Submitting a Sick Day Transfer Request 46

BULLETIN BOARDS/GLASS CASES 46

   Staff Bulletin Boards 47
   Classroom Bulletin Boards 47
   Hallway Bulletin Boards 47
   Glass Cases 47

CAFETERIA 47

CELL PHONE USE 48

CLASSROOM REQUIREMENTS 48

COMMUNICATIONS/USE OF WEBSITE - ACCEPTABLE USE POLICY 49

DISCIPLINE 50

DRESS CODE 50

DRUG AND ALCOHOL FREE WORKPLACE 51

   Medical Marijuana 51

DUPLICATING MATERIALS FOR CLASS 51

EQUAL EMPLOYMENT OPPORTUNITY 51

ETHICS 53

FUNDRAISING 54

FACULTY MAILBOXES AND EMAIL 55

PAYROLL PROCEDURES - KRONOS 55

PERSONAL CONTACT AND EMERGENCY CONTACT INFORMATION 56

RESIDENCY 56

STAFF AND STUDENT BOUNDARIES 57

SUSPICION OF CHILD ABUSE 57

STUDENT CODE OF CONDUCT/STUDENT REFERRALS 58

RESPECTFUL, VIOLENCE FREE WORKPLACE AND LEARNING ENVIRONMENT 59
Chapter 1 - Operations

WELCOME

Dear Simeon Career Academy Employee,

Welcome or welcome back to Simeon Career Academy High School! The school administration is looking forward to a successful school year for our students, staff and teachers.

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

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

Best wishes,

Mrs. Patricia Woodson  
Administrator-in-Charge  
pawoodson@cps.edu

Mrs. Karin McFall  
Assistant Principal  
kmmcfall@cps.edu

Ms. Kyla Mathews  
Assistant Principal  
kwmathews@cps.edu

MISSION AND VISION

Chicago Public Schools

At Chicago Public Schools, our mission is to provide a high quality public education for every child, in every neighborhood, that prepares each for success in college, career and civic life. To fulfill our mission, we make these three commitments to our students, their families and to all Chicagoans: academic progress, financial stability, and integrity. To review CPS’ mission, click the following link: http://www.cps.edu/About_CPS/vision/Pages/vision.aspx.
Simeon Career Academy was named after teacher, administrator, and specialist in Vocational Education, Neal Ferdinand Simeon. His career as an educator began when he became a teacher at Wendell Phillips Evening High School. A short time later, he became a full-time machine shop teacher at Dunbar Vocational High School where he successively served as Administrator, Placement Counselor, Assistant Principal, and Director of Special Projects in Vocational Education.

His last position was as Director of Vocational Education and Guidance Centers for the Chicago Board of Education. He was then the highest paid African-American employee at the Chicago Board of Education. Mr. Simeon’s interest in the vocational training of Chicago’s youth was evident to all who observed his tireless devotion to his work. He was vitally concerned with the special problems in the area of vocational education. He was eminently qualified to assume the directorship of such a dynamic program of preparing the city’s youth for the forthcoming manpower requirements of our changing economy.

Simeon Career Academy's Vision

We are committed to ensuring Wolverines are prepared for college, career, and life. Our Early College and Career Education curriculum & instruction are well balanced with Career Technical Education (CTE) Majors, Dual Credit courses with Harold Washington College, and community partnerships which holistically develop students. Simeon Career Academy offers students a wide variety of after school opportunities, including clubs and athletics. Wolverines are encouraged to engage in any of the after school options as a vital part of their learning and high school experience. Wolverines embody PRIDE: Positivity, Responsibility, Intellect, Dedication, and Excellence.
2018-2020 Continuous Improvement Work Plan (CIWP) Priorities

- Professional Learning
- Curriculum
- Instruction
- Balanced Assessment & Grading

Simeon School Song

Simeon Academy colors blue and gold,
You’ll always be a part of me, always in my soul.
Simeon you’re number one and as the years may go,
I’ll always show my love and loyalty to the blue and gold.

I think I’m lucky to be an official Wolverine.
   Everywhere I go,
   People want to know,
   Why I feel so proud,
   I want to say out loud:
   Simeon is number one colors blue and gold.

You’ll always be a part of me, always in my soul.
Simeon you’re number one and as the years may go,
I’ll always show my love and loyalty to the blue and gold.

Simeon Quick Facts

   Population:  1400
   School Colors:  Royal Blue and Gold
   School Mascot:  Wolverine
SCHOOL ORGANIZATION

School Administrative Team

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

- Patricia Woodson, Administrator-in-Charge
- Karin McFall, Assistant Principal
- Kyla Mathews, Assistant Principal
- Keith Houghteling, Dean of Curriculum & Instruction
- Robert Smith, Disciplinarian
- Mary Branch & Beverly Woods, Nurses
- Norma Levin, Freshmen Counselor
- Erin Pruitt, Sophomore Counselor
- Menyett Baker, Junior Counselor
- Mallory Platt, Senior Counselor
- Martissa Berry, Finance Clerk
- Latoya Hill, Attendance Clerk
- Dante Culbreath, Head of Security
- Robert Thomas, Engineer
- Dale Terry, Lunchroom Manager

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

Wolverine Teams

**Instructional Leadership Team**: Visionary stakeholders who plan, monitor, and assess continuous progress toward school-wide instructional goals.

**Departments**: Content experts who influence vertically aligned student achievement around curriculum, instruction, and assessment by sharing best practices, collaborating in planning, and analyzing relevant data.

**Grade Level Teams**: Solutions based committees focused on horizontal alignment which yields success for graduating cohorts. Teams investigate issues and analyze targeted data to implement developmentally appropriate supports for all.

**Course Teams**: Open-minded cohorts that influence students’ connectedness with their classes. Members review, assess, offer ideas, and look at student work to enhance lesson delivery and heighten
School Committees

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

The following school committees operate to help guide instruction, create a healthy school culture and solve problems:

**The Professional Personnel Leadership Committee** (PPLC), which helps guide professional development and advises on curricular issues. The PPLC is elected from among licensed educators shortly after the start of the school year. Information regarding its creation and operation can be found at [http://www.cps.edu/EmployeeEngagement/Documents/PPLC_Guidelines.pdf](http://www.cps.edu/EmployeeEngagement/Documents/PPLC_Guidelines.pdf).

**The Professional Problems Committee (PPC)** is a CTU committee elected by school CTU members or appointed by the CTU delegate. PPC works with the school principal to solve problems at the school identified by the staff or the school administration.

**The Continuous Work Improvement Plan (CWIP) Team** or **School Improvement Plan for Advancing Academic Achievement (SIPAAA) Team** is a group of school staff members, including the principal, who develops and monitors the school’s plan for continuous improvement. A new plan is developed biennially in even-numbered years.

**The Local School Council (LSC)**

Simeon Career Academy High School’s local school council (LSC) is responsible for approving the school’s budget, certain local policies and principal selection and evaluation. Our local school council members are:

*Meetings are TBD.*

<table>
<thead>
<tr>
<th>Patricia Woodson</th>
<th>Administrator-in-Charge</th>
<th>Shun Haynes</th>
<th>Parent Member 1</th>
<th>Selena King</th>
<th>Community Member 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shun Haynes</td>
<td>Parent Member 1</td>
<td>Selena King</td>
<td>Parent Member 2</td>
<td>Ronnie Mosley</td>
<td>Community Member 2</td>
</tr>
<tr>
<td>Katina Hill</td>
<td>Parent Member 2</td>
<td>Ronnie Mosley</td>
<td>Parent Member 3</td>
<td>Diane Taylor</td>
<td>Teacher Member 1</td>
</tr>
<tr>
<td>Matthew Johnson</td>
<td>Parent Member 3</td>
<td>Diane Taylor</td>
<td>Parent Member 4</td>
<td>Victoria Coney</td>
<td>Teacher Member 2</td>
</tr>
<tr>
<td>Chamala Jordan</td>
<td>Parent Member 4</td>
<td>Victoria Coney</td>
<td>Parent Member 5</td>
<td>Robert Williams</td>
<td>Staff Member 1</td>
</tr>
<tr>
<td>Kendra Tate</td>
<td>Parent Member 5</td>
<td>Robert Williams</td>
<td></td>
<td>Schyler Travis</td>
<td>Student Member (HS only)</td>
</tr>
</tbody>
</table>

“EXCELLENCE IS THE ONLY OPTION”
The Network

Simeon Career Academy High School is part of the Independent School Principals (ISP) Network, one of 17 geographical networks throughout the City. Our Network Chief is Dr. Zipporah Hightower. The network offices are located at 42 W Madison Ave. Our network office and staff supports us by providing content coaching and other supports throughout the school year.

The Board of Education and its Executive Officers

Simeon Career Academy High School is one of approximately 600 Chicago public schools created and operated by the seven-member Board of Education of the City of Chicago. Current Board members are:

- Frank Clark, President
- Jaime Guzman, Vice President
- Mark Furlong, Member
- Alejandra Garza, Member
- Mahalia Hines, Member
- Gail Ward, Member

The day-to-day management of the Board is led by Chief Executive Officer, Dr. Janice Jackson. Central office departments assist her in her work. An organizational chart of central office departments is found here: [http://cps.edu/Leadership/Pages/organizationchart.aspx](http://cps.edu/Leadership/Pages/organizationchart.aspx). The Board and executive officers and central departments have their main offices located at 42 W Madison Street, Chicago, Illinois 60602. Satellite Offices for certain central office departments or business units are at the following locations:

- Garfield Park, 2651 W Washington Blvd, Chicago, IL 60612
- Bridgeport Office, 501 W 35th St, Chicago, IL 60609
- Coleman Office, 4655 S Dearborn St., Chicago, IL 60609

EXTERNAL PARTNERS AND ORGANIZATIONS

During the 2018-2019 school year, the school will be working with the following external partners or organizations:

- **After School Matters**: The inspiration for After School Matters arose more than two decades ago from the desire of then-Chicago First Lady Maggie Daley and former Chicago Department of Cultural Affairs Commissioner Lois Weisberg to develop cultural activities for the city’s teenagers. The program was popular and successful with teens who were eager to learn from caring adults who are experts in their field. Moreover, teens reported that gallery37 helped them express themselves through their chosen art form, made them
better communicators and introduced them to new career opportunities. Since then, the program has expanded. Visit http://www.afterschoolmatters.org for more information.

- **BAM- Becoming A Man** (Youth Guidance): In 2001, the Becoming a Man (BAM) program was launched to help young men navigate difficult circumstances that threaten their future. Program founder Anthony Ramirez-DiVittorio created a safe space for young men at Clemente High School to openly express themselves, receive support and develop the social and emotional skills necessary to succeed. Now in its 17th year, the BAM program plans to serve more than 6,000 youth in 107 schools this fiscal year.

- **Gay-Straight Alliance**: GSA Network is a next-generation LGBTQ racial and gender justice organization that empowers and trains queer, trans and allied youth leaders to advocate, organize, and mobilize an intersectional movement for safer schools and healthier communities.

- **Writers Never Die**: An established group of teenage poets and musicians from Simeon Career Academy that hold some of the most talented writers and performers of Chicago.

- **Student Voice Committee**: Student Voice Committees (SVCs) are designed to form crucial student-adult partnerships to help address the myriad of issues facing schools today. Through engaging students in the decision making process, SVCs seek to improve school culture and climate, and develop individual youth's leadership skills.

**ACADEMIC CALENDAR**

The Board's academic calendar can be found at http://cps.edu/Pages/DistrictCalendar.aspx.

**BELL SCHEDULE, STAFF SCHEDULES AND SCHOOL HOURS**

The school building is open at 7:15 a.m. during the school year; engineers and custodians may be present earlier than that. The building generally closes at 5pm except on evenings when there are special school events scheduled.

The teacher and student day starts at 8 am and ends at 3:23 pm on Mondays, Wednesdays, Thursdays, and Fridays. The teacher and student day starts at 8 am and ends at 2:20 pm on Tuesdays only. Teachers must be ready to receive students at 8 am.

Student lunches are during 3rd, through 6th periods. Teacher lunches are scheduled during these same periods according to their teaching preps.

“EXCELLENCE IS THE ONLY OPTION”
Students are dismissed and after-school programming begins at 3:45 pm.

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

PSRP/ESP schedules vary but are generally scheduled as 8:30 am. to 4:00 pm., 9:00 am to 4:30 pm, 9:30 am. to 5:00 pm, or 10:00 am. to 5:30 pm. PSRP/ESPs will be provided individual schedules at the beginning of the school year.

**Bell Schedule**

<table>
<thead>
<tr>
<th>Class Period</th>
<th>Monday, Wednesday, Thursday &amp; Friday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>8:00 am - 8:51 am</td>
<td>8:00 am - 8:44 am</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>8:55 am - 9:46 am</td>
<td>8:48 am – 9:32 am</td>
</tr>
<tr>
<td>Announcements</td>
<td>9:46 am - 9:53 am</td>
<td>No Announcements</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>9:57 am - 10:48 am</td>
<td>9:36 am – 10:20 am</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>10:52 am - 11:43 am</td>
<td>10:24 am – 11:08 am</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>11:47 am - 12:38 pm</td>
<td>11:12 am – 11:56 am</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>12:42 pm - 1:33 pm</td>
<td>12:00 pm – 12:44 pm</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>1:37 pm - 2:28 pm</td>
<td>12:48 pm – 1:32 pm</td>
</tr>
<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>2:32 pm - 3:23 pm</td>
<td>1:36 pm - 2:20 pm</td>
</tr>
<tr>
<td>Class Length</td>
<td>51 minutes</td>
<td>44 minutes</td>
</tr>
<tr>
<td>Passing Length</td>
<td>4 minutes</td>
<td>4 minutes</td>
</tr>
</tbody>
</table>

**BUILDING SECURITY**

The school building opens to students at 7:15 am. Students must be in their classes and ready to begin their day at 8 am. If a teacher schedules a meeting or tutoring before school with a student, the student should have a pass. A student should not enter the building before the time stamp on the pass or without a pass.

The school building is open for staff use from 7:15 am to 5 pm. If a staff member must access the building outside of these times, please make arrangements with administration.

All visitors, including parents, must sign-in at the security desk to obtain a pass, then proceed to the main office. If you see a visitor without a pass, immediately redirect him/her to the main-office.
EMERGENCY LESSON PLANS

Emergency lesson plans are meant to ensure the efficient continuation of the classroom routine by the substitute teacher when the classroom teacher is absent. These plans are for use in the event the regular lesson plan book is not available. It is the responsibility of all teachers to maintain emergency substitute plans for substitute teachers.

When preparing emergency lesson plans, do not make them a conglomerate of worksheets. Include activities that review, reinforce, or provide practice on material that students have mastered. Include activities in which the substitute can interact with students. Emergency Lesson plan packets for FIVE days are due in the office by SEPTEMBER 14, 2018. Once a packet has been used, it must be replaced within TWO school days after the teacher returns to work. Substitute folders are stored in the Main Office.

Each packet of lesson plans should include: an updated class list, an updated seating chart, a schedule of the classroom routines and procedures, a time distribution sheet, plans for each class period, instructions regarding instructional groups, list of students being pulled out for special programs, and identification of any student with special medical or dietary needs (food allergies).

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

Deviation from these expectations may result in appropriate employee discipline.

FACULTY LOCKERS & CENTERS

Lockers are available for staff members to store any personal belongings. Staff members are responsible for ensuring their locker is properly secured. Lockers can be reserved in the Attendance Office. For any questions regarding the use of your locker, please contact Mr. Chick.

Faculty Centers are available to all staff. The Faculty Centers are available during all periods for lunch and preparation periods. Please be mindful that it is a shared space, and every effort is needed to keep it clean and organized. Faculty Centers include rooms 150 (Social Room), 237, 301, department offices, and the Student Resource Center during non-lunch periods.

Please be mindful of the following:

· Meetings with parents and students should take place in other areas (office conference room).
· Please secure all valuables.

“EXCELLENCE IS THE ONLY OPTION”
· Please remove your perishable items daily.
· Please log off all technology when leaving.
· Do not give students access to the space.

**HALL PASSES**

All teachers must issue passes that must be used by students when in the hallways. The MORNING-TARDY PASSES & HALL SWEEP PASSES are color-coded and should be used only during those designated times. Students should not be issued passes during the first or last 10 minutes of class. Students may not leave the lunchroom to go to offices or library without a teacher-issued pass. They must obtain a pass in advance or report to the office before going to lunch. Students tardy to first period will be sent directly to class with a color-coded pass and will not be allowed to go to their lockers.

**Teachers should not send agitated students to any office in the building unescorted, even with a pass. They are to be accompanied by a security guard or other staff member.**

**IMPORTANT NOTE:** Teachers may not send students to their lockers during a class period to retrieve materials without a pass. As best practice, teachers should keep extra copies of textbooks and materials on hand to provide to students who have forgotten theirs. If the student has forgotten an assignment, teacher classroom policies for late or missing work apply.

**IDENTIFICATION CARDS**

All staff members and students must wear an ID card at all times. Teachers should not allow students into class without an ID and should ensure that every student is wearing an ID through the duration of class, in the hallways, in the cafeteria, etc. If an ID is lost, it must be replaced immediately with a $2 temporary ID or a $5 permanent ID. At the time students are issued a temporary ID, they will be issued a debt. There will be no exchange of money for temporary IDs. Permanent replacement IDs can be purchased at the Main Office. Every individual within the walls of Simeon Career Academy High School should wear an ID as a critical measure to ensuring the safety of staff and students. Students who irreparably deface their ID will be issued a new one at a cost of $5. Teachers should treat an irreparably defaced ID in the same way as the absence of one.

**INTERCOM - ALL CALLS**

The intercom will only be used to communicate emergencies and special announcements. Administrative pre-approval is necessary to interrupt class time to make announcements. If an intercom announcement is desired during the daily announcements, please submit the

“EXCELLENCE IS THE ONLY OPTION”
announcements to Ms. Gomez via email at mbgomez@cps.edu within 24 hours of the date of the announcement. Announcements are made on Mondays, Wednesdays, Thursdays, and Fridays beginning at 9:46 am. No announcements will be made throughout the school day regarding athletic practice or club and extracurricular activities, unless absolutely necessary.

MAIL-USPS/GSR (CPS Mail Run)

The school mail system provides postage-free mail to Central Office and all Chicago Public Schools. You must include Simeon Career Academy High School and GSR #45 as a return address. Find the mail run number of the addressee in one of the school directories available in the Main Office. The school mail system is limited to transmitting printed material that pertains to the day-to-day operations of the schools, such as official reports, bulletins, requisitions, and school correspondence. The school mail system must not be used to transmit printed material unrelated to school operations, such as announcements for a professional organization, social events, or commercial advertising.

REIMBURSEMENT AND PURCHASING

Each teacher is eligible to receive reimbursement up to $250.00 for purchasing instructional materials. (A school tax-exempt form, available in the main office, must be taken to the store where the goods are purchased). Sales tax is not reimbursable. All reimbursement requests must be submitted and entered into the designated financial system within 60 calendar days of purchase/return or within the current fiscal year, whichever ends earlier; exceptions will not be made. Reimbursements submitted and entered after 60 calendar days from purchase/return or after the current fiscal year, whichever ends earlier, will be rejected from the system and will not be reimbursed.

The reimbursement form is available at:
http://clerks.cps.edu/Finance/Forms/Reimbursement_Form.pdf.

The travel reimbursement form is available at:
http://clerks.cps.edu/Finance/Forms/Travel_Reimbursement_Form.pdf.

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

If you run a program that has a budget or you have been authorized to create a requisition for a vendor, (i.e.: AP grant purchases from a certain textbook publisher) the form can be found here:
If you are requesting a check from the school checking account (i.e. Sports Officials, checks from funds that were raised) the form can be found here: http://clerks.cps.edu/Finance/Forms/School_Expenditure_Req_Order.pdf.
SAFETY AND BUILDING MAINTENANCE

Safety Emergencies, Serious Incidents, and Criminal Activity

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

Examples include:

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

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

All emergencies, serious incidents, and criminal activity must be reported in the VERIFY Incident Reporting system. Information regarding VERIFY can be found at [http://impact.cps.edu/downloads/IMPACT_Verify_FAQ.pdf](http://impact.cps.edu/downloads/IMPACT_Verify_FAQ.pdf).
Imminent Threat or Escalating Conflict Towards School

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

Examples include:

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

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

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

Child Abuse

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

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

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

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

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

**Student Code of Conduct (SCC Groups 1 through 6)**

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

**Cleanliness and Maintenance of School Building**

The Department of Facilities is responsible for the management and oversight of all facility and ground-related maintenance for the District. Aramark and Sodexo Magic are the current vendor teams responsible for the overall maintenance of a building including the cleaning of the buildings, maintenance of the building components and structures, maintenance of the grounds and small repair projects.

Maintenance workers are responsible for the operation of all heating, ventilating, air conditioning, plumbing, electrical, refrigeration, life safety, and swimming pool equipment within his/her work location and maintenance of said areas in order to prevent premature failure. Engineer is to maintain these and any other mechanical equipment or building functions to ensure compliance with City, State, and Federal code.

Facilities provides pest control service to all CPS schools via licensed pest inspectors. Each site is inspected at least once a month or more if necessary. The pest inspectors are to provide their monthly inspection reports and update the Pest Control Log book located in the engineer’s office of each school. It is the responsibility of the building engineer and building manager to ensure that the appropriate actions are taken based off of the findings from the pest inspector. This may include targeted cleaning in certain areas, addressing building maintenance issues (filling in holes on exterior or exterior walls) and/or coordinating with the school to eliminate clutter in specific areas of the building.

*Pest Log Book:*

All CPS facilities have a Pest Control log that contains the reports and recommendations per visit. Lunchroom Porters/Managers, Building Engineers, and Lead Custodians must review the log after every service and be vigilant about completing all recommendations provided by the pest control vendors. Once they have completed the recommended task, the responsible party should initial
and indicate “completed” in the log book besides the task. Areas of suspected or indicated rodent activity should be checked and cleaned daily.

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

**Tips for prevention:**

- Ensure building is cleaned daily
- Ensure all crumbs and spilled food is cleaned immediately
- Restrict where food is eaten
- Seal all cracks and crevices to keep rodents out
- Make sure all exterior doors sweeps to prevent rodents from entering
- Make sure doors are not propped open allowing rodents to enter the building
- Keep all food in airtight containers to discourage foraging ants, roaches, rodents, etc...
- Keep all kitchen areas clean
- Ensure all trash is placed in waste baskets
- Limit areas with microwaves and refrigerators to designated eating areas
- Eliminate clutter in classrooms and other spaces
- Clutter prevents the custodial crews from cleaning those spaces and provides a breeding ground for pest
- Food should not be stored in classrooms

If your school has on-going pest control issues that you feel your facility team has not been able to address, please e-mail clean@cps.edu.

**Recycling:**
All Chicago Public Schools are equipped with recycling dumpsters to accommodate and separate recyclables. Please follow these simple guidelines to help support your school’s performance.

**ITEMS TO RECYCLE:**

- Paper (including catalogs, phone books, envelopes, junk mail, and all other) – do not bag
- Cardboard – break down but do not bag
- Plastic Bottles
- Aluminum Cans
- Steel Cans – rinse
- Glass
- Milk Cartons (if school system in place)

**HOW TO COLLECT AND DISPOSE:**

“EXCELLENCE IS THE ONLY OPTION”
● Recyclables should be disposed of, separately from trash, in recycling dumpster only.
● Paper and cardboard should NOT be bagged. Save the blue bags!
● Collect recyclables from blue bins, and if necessary, replace blue liners (blue bags only).
● Recyclables should be disposed of in the recycling dumpster marked with recycling logo.
● Never dispose of any black bags in the recycling dumpster.
● Never dispose of the recycling items in the trash dumpster.

SCHOOL BUDGET

The Central Office Budget Department distributes budgets to schools annually for the next school year based on projected student enrollment. The budgets are usually distributed to schools in the Spring and, in even-numbered years, are developed with the School’s Continuous Work Improvement Plan (CWIP), previously known as the School Improvement Plan for Advancing Academic Achievement (SIPAAA).

Regardless of when the school receives or is able to develop its budget, departments, grade level teams, specials teachers and special educators should advise the school administration of its needs for the next school year. Protocols for communicating those needs should be developed through departments and grade level teams.

SCHOOL RECORDS

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

Please expect Administration to review GradeBook on a regular basis as part of their supervisory duties.
STAFF NEWSLETTER AND DAILY ANNOUNCEMENTS

The school administration publishes a weekly school newsletter, The Weekly Wolverine that is distributed via email. The Weekly Wolverine is usually sent out on Friday evenings so that faculty and staff will have access to it the next Monday. Faculty suggestions or submissions for the newsletter are welcome. Please email any suggestions to administration at least one week prior to the distribution of the next newsletter.

The school makes daily announcements about school events during the Announcements period daily, expect Tuesdays. The announcements are said by a student-leader and kept to seven minutes or less. To submit a request for an announcement, please email Ms. Gomez at mbgomez@cps.edu at least 24 hours in advance. Once approved, the announcement will be shared. Also, encourage students to send shout-outs to the peers, teachers, coaches and mentors.

TECHNOLOGY SERVICES

The school employs a technology coordinator to assist staff with technology issues. The technology coordinator is Ms. Christmas. Please request services and assistance by contacting the coordinator via e-mail at ktchristmas1@cps.edu.

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

- Software/hardware troubleshooting/repair
- Computer Laboratory reservation
- Lab Cart request
- Website Management
- Auditorium Technology

VACATIONS

Vacation periods for local school staff who work less than 52 weeks are scheduled at winter break (up to 5 paid days and 5 unpaid days), spring break (up to 5 paid days) and summer intersession (approximately 8 unpaid weeks). The number of paid days to which an employee is entitled depends on the number of days s/he worked during the prior vacation accrual period.
WORK ORDERS
Teachers and staff who require assistance with moving furniture, minor repairs, temperature control and emergency clean-up should submit a written work order to our engineer, Ms. Henderson at blhenderson@cps.edu and copy administration as well.

Chapter 2 - Academic and Student Matters

ASSEMBLIES & TOWN HALL MEETINGS
Assemblies and Town Hall meetings are extensions of the classroom learning process. It is expected that students will learn and profit from the experience of the assembly and/or town hall. Teachers should take the time to explain proper decorum and procedures for entry, activities, exit, etc., prior to the assembly. Teachers are responsible for the general behavior of their students and those in the immediate vicinity. Students should be seated upright, should not use technology, and should be respectful to all presenters (i.e., the same behaviors expected in the classroom are expected in the auditorium). Teachers should ACTIVELY MONITOR the behavior of their students. Expediently seating students is imperative to meeting time requirements for the program being presented.

Seating is not assigned for all assemblies therefore it is imperative for teachers and adult staff to promote positive behavior, monitor misconducts and intervene when necessary.

ASSESSMENT PLAN
The School Administration and the School Faculty developed an Assessment Plan for the school year during the Spring Semester last year. Access the 2018-2019 Assessment Plan and Schedule for this School year by clicking the link.

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

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

**BOOK ROOM AND COPY ROOM**

In order to have accurate counts of the books from year to year, teachers must turn in all the school's books at the end of each year. A careful inventory will be taken at the beginning and end of the school year – and at intervals deemed appropriate as books are returned – to ensure that valuable materials and resources are not lost.

**If teachers check-out a classroom sets of books, they must be checked out under the teacher's name, not under a student's name.**

The Book Room is managed by Ms. Gomez, in the Main Office. Department Chairs must communicate with Ms. Gomez when books and materials are checked-out and –in. Any special requests for obtaining books during a time the room is normally closed will be honored. All requests must be made within 48 hours.

**COPY CENTER—ROOM 243:**

Please utilize the Wolverine Copy Center to ensure you have the materials needed to be successful and have ample time to prepare lessons. To avoid paper waste and machine breaks, copies will be made for you:

- Submit an original copy of what needs to be copied with completed form to the Copy Center (room 243) or via email.
- Information must be submitted before 9:00 am daily.
- Only request what is needed.
- Orders submitted after 9:00 am will not be processed until the following day.
- Submit 48 hours prior to the day needed (plan ahead!).
- Information must be turned in by the classroom teacher (not a student).
- Copies can be picked up/signed out of the copy center.
CLUB/ACTIVITY SPONSORS

All staff members are eligible and encouraged to supervise or sponsor a club. The extracurricular program is an integral part of the student's whole development and should be supported by the largest number of Simeon Career Academy High School's staff, as possible. The administration encourages both students and teachers to be actively involved in some aspect of the school's extracurricular program. Although there is an extensive list of athletic teams and clubs, staff members may form new organizations by submitting a written proposal to Assistant Principal, Mrs. McFall. Staff is welcomed and encouraged to create new clubs and activities to meet the needs and interests of Simeon Career Academy High School’s students.

All Club/Activity/Sport sponsors MUST go through the proper Board vetting, including passing a criminal background check, before working with students. If the Club/Activity/Sport sponsor is a volunteer, he or she MUST go through the Board’s volunteer onboarding process. For more information regarding volunteering, please visit the Board’s Family and Community Engagement 2 (FACE) website at: https://cpsparentu.org/apps/pages/index.jsp?uREC_ID=319488&type=d. The Board’s Volunteer Policy can be found at: https://policy.cps.edu/download.aspx?ID=272.

Club/Activity/Sport activities will receive payment per the collective bargaining agreement, or as agreed to in advance by administration. The following process applies at Simeon Career Academy High School’s:

1. **Anyone who is not a Simeon Staff member must complete the Level 1 Volunteer application online at** [cpsvolunteers.org](https://cpsvolunteers.org). CPS employees who volunteer at schools other than where they are employed, must complete a volunteer application in order to be eligible to participate as a CPS volunteer. (This process allows CPS to verify employment. Active employees do not go through the background check process.)
2. All Simeon staff participating in any extra-curricular activities will need to complete the Simeon Staff Volunteer Application located in the main office (no cross coaching).
3. Report to Simeon and provide Administration with a State ID or Driver’s License as required by the Office of Family and Community Engagement, to be photocopied and filed.
4. Potential candidate will interview with the Administration/Athletic Director.
5. Potential candidate will be informed of 'school-level' approval or denial by Administration.
6. **If approved by Simeon's Administration**, please refer to FACE process, make sure to complete all requirements. Instructions are sent via email by the Office of Family and Community Engagement. Denied candidates on a school level will be notified by Administration.
7. **For approved candidates on a school level only**: Once you have completed the FACE process and you have been cleared by Chicago Public Schools, Administration will inform the candidate of the decision reached and will provide the candidate with an official letter from the principal, with a start date to volunteer.
8. **For denied candidates by CPS**: He/She will be informed by the Office of Family and Community Engagement via email and Simeon’s Administration via telephone.

**Please Note**: Potential candidates are **NOT TO ENGAGE** with students in any form during practices, games, after school activities, field trips, etc. until they have been cleared by Chicago Public Schools and Simeon Career Academy High School’s Administration. **Potential candidates are not to be on school property until they are approved and have received an official email**
from Chicago Public Schools. Potential candidates who challenge the process, will automatically be denied to volunteer.

All club and activity sponsors are reminded that the Board of Education rules mandate that the school Business Manager, Ms. Berry, handle all funds. The Board's School Internal Accounts Management Policy (http://policy.cps.edu/download.aspx?ID=185) outlines the accounting procedures for school club and activity funds. All club and activity sponsors work with the Business Manager to fully account for the collection and disbursement of all funds.

Sponsors of extracurricular programs must:

- Coordinate with Ms. Dunson, in the Attendance Office to reserve a room to hold meetings and activities;
- Advertise meetings and events by posting signs and posters in designated areas;
- Seek approval from Administration before posting any signs/posters;
- Complete a fundraising request form, when needed, and submit it to the Business Manager for approval;
- Direct all members to exit the school when meetings conclude; and
- Comply with Board of Education rules governing fundraising, transportation, permits, etc.

The Board's policy regarding bus transportation to students participating in designated Chicago Public School Programs can be found at https://policy.cps.edu/download.aspx?ID=148. The Board's Student Travel policy can be found at https://policy.cps.edu/download.aspx?ID=211.

FIELD TRIPS

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

Field trips must be pre-approved by the Principal or Assistant Principals and otherwise comply with the Board’s student travel policy located at http://policy.cps.edu/download.aspx?ID=211. Field trips should not be planned during professional development, testing time, dates preceding tests such as AP exams or PSAT/SAT tests or other dates identified by the principal. The following steps must be completed prior to the trip:

1. At least TWO weeks prior to a field-trip, the trip coordinator(s) will fill out the CPS field-trip form, Application for Student Travel, Field Trip Coverage, and No Swim Policy and return it to Ms. Gomez in the main office. Attach a copy of the itinerary too. Once approved, Ms. Gomez will update the school’s electronic Field Trip Calendar with the date/time/location of the field-trip so that all staff can see.
2. Once the field-trip coordinator(s) has decided which students will be attending the field-trip, he/she will hand out a consent that MUST be signed by each student’s parent or legal guardian. Please make sure that each form has the student's name already written on it in order to eliminate students copying the forms.

3. ONE week prior to the field-trip date, the field-trip coordinator(s) will notify the entire teaching staff and administrators by email. Teachers and staff will then have 48 HOURS to respond to the email about any students they do not want attending the trip for behavior or academic reasons (if it is an optional field trip). Once the 48 HOUR deadline passes, requests for removal of students from field trips can only be made by the Office of Student Accountability in cases of serious offenses.

4. 48 HOURS prior to the trip, the trip coordinator will also hand a hard copy list of students attending the field trip to the lunchroom manager so that lunch production for the school day is accurate. Please notify her if she should eliminate them for the lunch count for that day or prepare bag lunches.

5. 24 HOURS prior to the trip, the trip coordinators will update their list and send out their finalized list to Mr. Chick, in the Attendance Office.

6. On the day of the trip, the field-trip coordinators will make sure to give the finalized roster to Ms. Gomez & Mr. Chick - after they have taken off any students who did not come to school or are no longer going on the trip. This is very important to ensure that we have an accurate understanding of who actually went on the trip and who didn’t come to school but was supposed to go on the trip in case of parent inquiries.

7. Once the students are on the bus, the field-trip coordinator(s) will get on the bus and confirm the attendance and number of students AND report the count to Ms. Gomez & Mr, Chick. The bus MUST NOT leave until this final step is completed. Please see Bus Request Process for reserving a bus.

8. All chaperones must be CPS approved Level 1 and/or Level 2 volunteers

9. Incomplete applications will not be processed.

BUS REQUEST PROCESS

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

1. Complete a Budget Expenditure Request Form (BERF) outlining:
   a. The reason for the bus
   b. The cost of the bus
GRADE CHANGES AND APPEALS

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

GRADING STANDARDS

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

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

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

Please note that substitute teachers, including cadre substitute teachers, may not issue grades.
GUEST SPEAKERS AND OTHER VISITORS

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

All guest speakers and other visitors MUST go through the proper Board vetting before working with students. The guest speaker/visitor is considered a volunteer. He or she MUST go through the Board’s volunteer onboarding process before working with students. All guest speakers must complete a Level II volunteer application via the FACE website. For more information regarding volunteering, please visit the Board’s Family and Community Engagement 2 website at: https://cpsparentu.org/apps/pages/index.jsp?uREC_ID=319488&type=d. The Board's Volunteer Policy can be found at: https://policy.cps.edu/download.aspx?ID=272.

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

LESSON AND UNIT PLAN SUBMISSION

Our mission is to ensure students reach their full potential. In order for students to be successful, we have to be instructionally strong and knowledgeable. Specific procedures and methods must be utilized when introducing students to thought-provoking and challenging information.

Lesson and unit planning are an essential part of teacher planning and preparation. The school requires that teachers submit Unit Plans (Form A Instructional Tool) and Unit Assessment/Reflections (Form B) according to the Instructional Calendar presented at the beginning of the school year. The plans should be submitted electronically to administration on the due date. Feedback from Administration will be shared electronically as well.

Instruction must align with approved curriculum maps and unit plans. You should routinely consult guides and plans to ensure pacing is appropriate. Please remember all assessments and growth measures are based on district guidelines, school goals, and established benchmarks and growth metrics. There will be specific assignments that all departments and course teams will complete. Student engagement in learning is the centerpiece of the Framework for Teaching. A lesson in which students are engaged usually has a discernible structure: a beginning, middle, and an end, with scaffolding provided by the teacher or by the activities themselves.

Instructional Road Map

“EXCELLENCE IS THE ONLY OPTION”
**Introduction**: Explain what students will experience, what is expected of them, and the end result.

- Clearly state and align the lesson objective(s).
- Begin instruction at the sound of the bell (immediate engagement), while connecting the lesson to students’ lives (relevance).

**Instruction**: Utilize multiple methods of instruction to make the curriculum accessible to ALL.

- Create innovative, structured, and manageable lessons.
- Establish an open line of communication with students, parents, and other departments.
- Allow students to build on previous knowledge and construct new ideas while differentiating.

**Independent Thinking**: Teach students the skills required to be critical thinkers and challengers of thoughts and opinions.

Build in time for students to articulate what they have learned through projects, assessments, writing, hands-on activities, and peer to peer communication. While students work independently, assess student progress.

**Check for Understanding**: Allow opportunities for students to monitor their own learning and teachers to plan for their next instructional move.

- Routinely ask students to restate what has been communicated by posing questions that spark discussion.
- Use verbal and instructional cues.
- Have targeted questions, discussion points, and sentence stems to guide instruction.

**Closure**: Provide a context for the students to compartmentalize the learning that has taken place.

- Summarize the lesson while creating opportunities for students to demonstrate what they have learned (homework, exit ticket, journaling, self-assessing, etc.)
- Get student feedback regarding the lesson

**LIBRARY USAGE**

The Library is a space used for the purpose of teaching and learning. Mrs. Ingram oversees the Library/Media Center. Students who would like to use the Library during lunch for the purposes of tutoring or working on an assignment, must obtain a pass in advance. Students without passes should not be permitted entry into the Library under any circumstances. Students may not use the Library during lunch or before or after school for the purposes of “gaming.” Staff members
should remember that the Library is a space for teaching and learning, and should avoid using the Library for individual work, planning, meetings with staff or students, etc. Food and drink is expressly prohibited in this area. Please use Faculty Centers (i.e. rooms 150 (Social Room), 237, 301, and department offices for meetings.
PROFESSIONAL DEVELOPMENT

There are 10 Professional Development ("PD") days in the Academic Calendar for Teachers. Seven of those days are principal-directed, four of which are full days of PD and three of which the school elected to redistribute (i.e., “Flex PD Days”) to 15 Tuesdays of 77 minutes. The remaining three days are teacher-directed.

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

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

[Link to school’s professional learning calendar]

REACH

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

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

Effective with the 2017-18 school year, all ESPs/PSRPs (except custodians and NSS staff) evaluation documentation is stored and tracked in PeopleSoft. You are required to regularly check your email to follow along with the evaluation process.

For more information regarding evaluations, please visit the Knowledge Center at https://sites.google.com/a/cps.edu/kc/leadership/esp-psrp-evaluation-handbook?pli=1 and www.cps.edu/oee.

SPECIAL EVENTS

The school hosts several special events each year, some during the school day and some after the school day. For some special events during the school day, the school schedule is altered to accommodate parents and community members. Teachers and staff should take note and plan in advance for the altered schedule. The established events are:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students’ Orientation</td>
<td>August 23, 2018</td>
</tr>
<tr>
<td>Curriculum Night**</td>
<td>September 19, 2018</td>
</tr>
<tr>
<td>Senior Parent Night**</td>
<td>September 19, 2018</td>
</tr>
<tr>
<td>Homecoming**</td>
<td>October 6, 2018</td>
</tr>
<tr>
<td>Report Card Pick-Ups only*</td>
<td>November 15, 2018 &amp; April 11, 2019, 12 pm-1 pm</td>
</tr>
<tr>
<td>Parent-Teacher Conferences*</td>
<td>November 15, 2018 &amp; April 11, 2019, 1 pm-6:15 pm</td>
</tr>
</tbody>
</table>

This list will be updated in a timely manner as events are scheduled throughout the year.
*Altered school hours for all staff.
** After-school event; regular school hours for all staff.
***See 2018-2019 CPS Calendar for a comprehensive view of other dates.

STUDENT ATHLETES

The Board’s “Revised No-Pass, No-Play Policy,” can be found at http://policy.cps.edu/download.aspx?ID=213. Below are key points from the Board's policy:

- Attendance – A student who accumulates two (2) or more unexcused absences from class or school in a school week during the season shall be ineligible for the next week of competition. A student who is absent from school on the date of a game may not participate in the game.
- Academic eligibility – Academic performance is of utmost importance for student athletes. Because academic eligibility determines whether students can participate in athletic competitions, it is expected and required that GradeBook be updated and accurate, per
the Grading Standards and Grading Practices Guidelines, located at http://cps.edu/EmployeeEngagement/Documents/Professional_Grading_Standards.pdf. Academic standing will be assessed on a weekly basis and eligibility for the following week processed on the final day of the preceding week. As such, it is essential that students’ grades be updated regularly in order to reflect real academic standing. Further information regarding academic eligibility can be found in the Board’s Revised No-Pass, No-Play Policy.

● **Grade Point Average** – All athletes participating in interscholastic sports must maintain a grade point average (GPA) of 2.0 or above. Any athlete with a GPA below this threshold will be conditionally eligible pending their adherence to required academic remediation.

● **Athletes with a GPA below 2.0** are required to adhere to an individual study plan (ISP), which the principal must approve. Athletes with an ISP must adhere to their plan as a condition of their eligibility. If a student fails to fulfill the requirements of their ISP, the student’s eligibility to participate will be withdrawn.

● **GPA and ISPs will be reassessed at the end of each academic semester.**

● **No Pass/No Play** – Per the Board’s policy, all athletes are required to pass all of their classes each week. The failure of one or more classes by an athlete in a given week will result in temporary ineligibility for the following week.

● **Semester Grades** – In compliance with state and district athletic policy, any athlete who is passing 5 classes or 2.5 credits is eligible for the next semester.

**STUDENT RECORDS**

Student information must remain confidential at all times. Staff is not permitted to share personal information about students in public arenas at any time. Staff must maintain student privacy at all times.

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

**STUDENT TEACHERS AND OBSERVERS**

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

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

More information can be found at [http://cps.edu/careers/Pages/StudentTeaching.aspx](http://cps.edu/careers/Pages/StudentTeaching.aspx).

**STUDENT ATTENDANCE/TARDIES**

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

Teachers are expected to enter attendance into Gradebook during each class period. This attendance should be accurate and reflect students that were present, tardy or absent. The attendance must be submitted by the end of each class period.

Monitoring student attendance is critical to the success of each of our students. Please be mindful of the fact that if a student misses one class, it is reflected in our attendance rates as a half-day attendance. It is recommended that you take final attendance at the end of the class as you wrap up the day’s lesson so that you are assured of counting each student. Enter attendance after each period. Under directives from the Central and Network Offices, teachers should not leave the building until attendance is entered into IMPACT in Gradebook.

Teachers may record any truants, and refer excessive truancy to Mr. Chick, Ms. Dunson, Ms. Hill or Ms. Nelson in the Attendance Office. The truant students will be referred to Administration.
PREPARATION PERIODS FOR TEACHERS

High Schools:

Teachers have 7 self-directed preparation periods and 3 principal-directed preparation periods per 5-day week.

Preparation periods are required only on regular school days or days designated for preparation periods. On non-regular school days, such as those involving field trips, testing, teacher absence or days of student non-attendance, teachers will not have the preparation period scheduled on the non-regular school day and the preparation period will not be rescheduled or made-up. Additionally, in weeks that are shortened due to a holiday, teacher absence or the academic calendar, teachers will not have the preparation period scheduled on the day that they are absent and it will not be rescheduled or made-up.

If a teacher-directed preparation period is cancelled for reasons other than a teacher absence or other day of teacher non-attendance, the preparation period will be made up before the end of the academic quarter following the missed preparation. In those cases, the teacher is responsible for logging the missed preparation period as soon as possible by emailing Mrs. McFall so that the school can reschedule any preparation missed.

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

Principal-directed preparation periods will be devoted department team meetings and joint work within those teams. Special Educators may be excused from principal-directed activities to meet with clinicians (related services providers) on a case-by-case basis and with proper communication.
Chapter 3 - Employee Benefits

BENEFIT DAYS

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

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

- **Vacation days**: Most school employees who are eligible for paid vacation benefits work a 10-month schedule and take vacation at dedicated vacation periods designated in the Board’s academic calendar. Those dedicated vacation periods occur at Winter Break (up to five paid days off) and Spring Break (up to five paid days off). The number of paid days to which an employee is entitled depends on the number of days s/he worked during the prior vacation accrual period.

- **Sick days**: Eligible school employees are provided up to thirteen (13) sick days, depending on years of service, for use during the school year. Employees may only use sick days for the employee’s own personal illness, including attending medical appointments, and for the personal illness of the employee's immediate family or household, as defined by the Board’s Paid Time Off Policy. Eligible employees may also use up to five days of their sick time for bereavement purposes, in accordance with the Board’s Bereavement Leave Rule (see Board Rule 4-14).

- **Personal business days**: Eligible school employees are provided up to three (3) personal business days per school year to attend to legitimate personal business, which typically includes appointments that staff must attend during the school day and “life events” such as weddings, family reunions, and graduations.

HOLIDAYS

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

- Labor Day
- Columbus Day
- Veterans Day*
- Thanksgiving Day

“EXCELLENCE IS THE ONLY OPTION”
• Day after Thanksgiving
• Martin Luther King’s Birthday
• Christmas Day (52-week employees only)
• New Year’s Day (52-week employees only)
• President’s Day
• Memorial Day
• Independence Day (52-week employees only)*

*If Veterans Day or Independence Day falls on a Saturday, it is not a paid holiday. If it falls on a Sunday, it is observed on the following Monday. When Veterans Day is not observed, the day before Thanksgiving is observed as a paid holiday for staff who are covered by a union agreement.

LEAVES OF ABSENCE

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

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

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

INSURANCE AND OTHER BENEFITS

Health, Medical, Life Insurance & FSA Accounts

The Board of Education offers health, vision, dental, life, accidental death and dismemberment insurance to eligible employees as well as FSA account options for dependent care expenses and medical expenses. Eligible employees are offered the opportunity to enroll in these benefits at or shortly after their hire. The Board has an annual open enrollment for these plans during
which time employees may change their choice of plans. For more information, please visit HR4U.cps.edu and see the most recent Benefits Handbook under the "My Benefits" tab.

Retirement Savings Plans

The Board of Education offer retirement savings plans known as Section 403b and 457 plans to eligible employees. Those plans allow employees to make tax-deferred contributions from their paycheck to a savings account to be used in retirement. For more information on those plans, please refer to HR4U website and look under the "My Benefits" tab.

PENSION

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

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

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

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

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

WORKERS' COMPENSATION/ASSAULT LEAVE

[Principals: Customizable where indicated]
Employees who are injured on the job may be entitled to benefits under the Illinois Workers’ Compensation Act. Additionally, CTU members who are injured at work as a result of a school-related assault or battery may be entitled to assault leave benefits.

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

If you have a workplace injury you must inform the designated person on the principal immediately and contact CCMSI at 844-773-0209. You can also contact the CPS workers compensation team at cpswc@cps.edu.

Chapter 4 - School/District Policies

STAFF ATTENDANCE PROCEDURES

(TEACHERS, PSRPS, ESPS)

All staff must arrive to work every day at their assigned start-time. Teachers must be ready to interact with students at 8:00 am. Staff must be ready to interact with students by the start of the school day. “Ready to interact” with students includes:

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

In a case of tardiness, please contact Ms. Gomez in the main office at (773)535-3200 extension 28512 and report estimated time of arrival.

All staff must swipe in and out using either their CPS ID or their unique 9 digit CPS ID number in the Kronos Time Clock. Staff sign-in is a requirement also.

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

“EXCELLENCE IS THE ONLY OPTION”
1. Swipe in and out using either their CPS ID or their unique 9 digit CPS ID number and the “Itinerant Button” on the Kronos Time Clock; and,
2. Sign in and out using the provided Daily Record of Employee Time (a.k.a. Sign In Sheet).

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

Staff is charged with knowing the Board’s benefit time policies in the event he/she has a planned or unplanned absence.

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

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

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

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

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

**Sick Benefit Days**

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

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

Sick days may also be used consistent with the Board’s Bereavement Leave Policy.
Sick time may never be used for vacation or personal business.

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

Requests for Sick Day Use:

Teachers and staff, as appropriate, must request a sick day as soon as possible through Frontline/Aesop and KRONOS, and should be made no later than 2 hours before the start of the school day.

Personal Business Days

Appropriate use of PB Days:

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

Requests for Use of PB Days:

Personal benefit time should be requested 5 days in advance, except in unforeseen circumstances beyond the employee’s control. In cases of unforeseen circumstances, the request should be made as soon as possible. Approval from Administration is needed prior to the absence.

Limits on PB Day usage:

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

Except in unforeseen circumstances beyond the control of the employee, personal business days will not be granted on special school days, which include:

- School-wide testing days
● School improvement days
● Teacher institute days
● Professional development days
● Parent teacher conference days
● The days immediately prior to and following Winter and Spring breaks

**Religious Holidays**

To promote diversity and to comply with applicable law, an employee may take time off to observe a religious holiday, provided that work schedules can be accommodated without undue hardship and provided that the time off is charged as vacation time, personal business day, or zero pay. The employee should provide the principal or his/her supervisor with written notice at least two (2) days in advance of non-attendance.

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

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

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

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

**Zero Days**

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

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

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

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

Recipients

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

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

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

Donors

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

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

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

Submitting a Sick Day Transfer Request

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

BULLETIN BOARDS/GLASS CASES

Bulletin Boards and glass display cases are made available to convey information to various audiences within the school community. They may not be used to advance political candidates or to promote religion.
**Staff Bulletin Boards**

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

The school also has designated bulletin boards in the Social Room (150) for use by unions representing school staff. Only union delegates and stewards may post official union notices or other official materials relating union business on these bulletin boards.

**Classroom Bulletin Boards**

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

**Hallway Bulletin Boards**

Hallway bulletin boards are for use by departments, grade levels and student clubs, which will be responsible for maintaining them. The school administration will work with those groups to designate their bulletin boards.

**Glass Cases**

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

**CAFETERIA**

The cafeteria will be opened daily at 7 am for student breakfast and will close at 7:50 am. Lunch is served to students during their designated lunch period. During their assigned lunch periods, if students wish to go to the library for scheduled tutoring, or meet with their counselor, they must have a pass (obtained in advance) from the counselor, teacher and/or the Ms. Ingram. The student must present the pass and their identification card to the security staff member stationed outside of the cafeteria to be permitted to leave the cafeteria.

Students needing to go to other offices must report to the office before lunch, as they will not be permitted to leave the lunchroom. Students needing to use the washroom facilities will be given a pass by the attending security guard. Security will control the flow of students needing this privilege.
CELL PHONE USE

Cellular telephone use or other electronic communication or listening devices are permitted in common areas of the school outside of instructional time. They may not be used in the classroom without the express permission of the classroom teacher. Teachers should develop policies and enforce it in their classrooms. Teachers may use such devices as necessary to aid instruction or to communicate with parents, etc.

CELLULAR PHONE & ELECTRONIC POLICY:

It is important to remember that cell phone/electronic device usage is not permitted during instructional time. CELL PHONES AND ELECTRONIC DEVICES CAN NOT BE VISIBLE. IF SEEN, THE STUDENT IS IN VIOLATION OF THE ELECTRONIC/TECHNOLOGY RULE! Students may use electronic devices during lunch, while either in the cafeteria or resource center, as long as a student ID is worn and visible. This does not include any time when students are in the hallway. Acceptable electronic usages in these specific areas include listening to music with headphones, playing games silently, or texting on silent. A student should never be talking on a cell phone during the academic school day. When found in violation of this policy, the electronic device will be confiscated and logged in the main office. There are no exceptions to the rule! Once logged, the parent/guardian on record can pick up the phone any time on Fridays before 4:00 pm. Devices will only be released during the set times. At no time will the phone be released to a student. Students found in violation will be disciplined accordingly. REFUSAL TO SUBMIT THE DEVICE WHEN FOUND IN VIOLATION WILL LEAD TO FURTHER DISCIPLINARY ACTION.

1st Offense Parent/guardian has to pick up the phone from the main office. (Identification must match the parent or guardian listed on Student Records.)

2nd Offense Student will receive 1 day of Lunch Detention and parent must pick up phone from the main office.

3rd Offense Student will receive 1 day of ISS and parent must have conference with the Administrative team.

4th Offense Student will receive 1 day of OSS, complete student character project and a meeting with the Administrative team and parent/guardian.

5th Offense The phone will be confiscated and held until the last day of school and the student will receive 2-4 days of OSS.

CLASSROOM REQUIREMENTS

Classrooms are to be inviting and instructional. It is the home away from home for “EXCELLENCE IS THE ONLY OPTION”
students. Upon entering, teaching and learning must be evident. The classroom sets the atmosphere for the entire building. The building in turn sets the tone for the community. It is important to communicate rules, expectations, and procedures. Please adhere to the following:

• Eating or drinking is not allowed in the classroom or hallway.
• Refrigerators, microwaves, coffee pots, or other related appliances are not allowed in the classroom.
• Objectives, rubrics, expectations, rules, and procedures must be evident.
• Current student work must be posted and graded.
• Walls must be instructional (refrain from damaging walls by utilizing the bulletin boards).
• Utilize the entire classroom for instruction.
• Work to ensure that your seating chart is conducive to learning.
• Make sure all classrooms are locked, organized, and clean.
• Please, respect your peers.
• Report all repair and maintenance concerns to administration and engineer.
• Bulletin boards must reflect the subject matter and be updated regularly.
• Routinely de-clutter your classrooms (discard waste).

COMMUNICATIONS/USE OF WEBSITE - ACCEPTABLE USE POLICY

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

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

NOTE: IMPORTANT RESTRICTIONS ON ELECTRONIC COMMUNICATIONS

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

- Staff must decline student attempts to contact them or “friend” via social media platforms.

**DISCIPLINE**

The Chicago Public Schools requires its employees to perform their job duties and responsibilities in a manner that promotes the best interests of students, furthers the goals of the district, and results in the highest level of public trust and confidence.

Staff members are responsible for becoming familiar with and adhering to all Board and school policies and rules. Board policies can be found at policy.cps.edu. Board rules can be found at www.cps.cboe.org/rules.

Should staff members violate any Board or school policies and rules, they may be subject to discipline, up to and including dismissal. Please refer to the Office of Employee Engagement's website at www.cps.edu/oee for more information regarding the discipline process and inappropriate behavior.

**DRESS CODE**

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

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

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

The school administration may declare some school days as casual days when more casual clothing is appropriate. The school administration may also declare special events days (e.g., school spirit days, college alumni days) which encourage staff to wear certain apparel demonstrating pride in their college or the school.

“EXCELLENCE IS THE ONLY OPTION”
DRUG AND ALCOHOL FREE WORKPLACE

The Board operates a drug and alcohol free workplace. See Rule 4-4(e) & 4-4(h) at
http://www.cpsboe.org/content/documents/chapter_iv_board_rules_december_2016.pdf

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

Medical Marijuana

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

DUPLICATING MATERIALS FOR CLASS

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

Please utilize the Wolverine Copy Center to ensure you have the materials needed to be
successful and have ample time to prepare lessons. To avoid paper waste and machine
breaks, copies will be made for you:

- Submit an original copy of what needs to be copied with completed form to the Copy
  Center (room 243) or via email to Ms. Coney at vaconey@cps.edu.
- Information must be submitted before **9:00 am daily**.
- Only request what is needed.
- Orders submitted **after 9:00 am** will not be processed until the following day.
- Submit **48 hours** prior to the day needed (plan ahead!).
- Information must be turned in by the classroom teacher (not a student).
- Copies can be picked up/signed out of the copy center.

EQUAL EMPLOYMENT OPPORTUNITY

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

Complaints of Discrimination and Harassment

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

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

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

Please note:

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

Workplace Accommodations for Employees with Disabilities

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

The Equal Opportunity Compliance Office (EOCO) handles all requests for accommodation. When a request is made, the ADA Coordinator will work with the employee to assess the disability and the employee’s needs. The ADA Coordinator will then work with both the employee and his/her supervisor to determine what reasonable workplace accommodations can be made to assist the employee. Accommodations can include scheduling accommodations, leave extensions, assistive equipment or temporary assistance among other things.

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

Equal Opportunity Compliance Office
ETHICS

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

Please consult the Board’s ethics webpage for ethics guidelines, ethics forms, questions and answers, the Code of Ethics, and contact information for the Board’s Ethics Advisor: (http://cps.edu/About_CPS/Policies_and_guidelines/Pages/Ethics.aspx).

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

- **Use of Board Property and Funds**: Board property and funds should only be used for Board purposes.
- **Nepotism**: Employees should not hire or be hired by relatives, or supervise or be supervised by relatives or otherwise provide favorable treatment to relatives.
- **Economic Interests**: Employees may not have an economic interest in contracts with the Board, work or business with the Board or sale of any article to the Board.
- **Conflicts of Interest**: This section covers a variety of situations which could result in conflicts including, for example, employees should not sit on the board of a non-profit corporation that does business with the Board.
- **Gifts**: Gifts intended to influence official actions are prohibited, and there is a presumption that individual gifts of $50 or less are insufficient to influence official actions.
- **Secondary Employment**: Employees cannot engage in secondary employment that conflicts with their Board employment. Employees who have second jobs during the school year must file Secondary Employment Approval Forms, and employees who have second jobs only during intersession periods (winter break, spring break or summer break) must file Intersession Notification Forms. For example, in most instances, employees may not work directly for parents of students they currently teach (e.g., tutoring, private music/language lessons, babysitting, test preparation, etc.)
- **Political Activities**: Employees may engage in political activity on their own time and off of Board premises, but may not use Board time or Board resources or their official position to engage in political activity.
The above summaries are not completely inclusive of all provisions in the Code of Ethics. For more detailed information or specific questions, please refer to the ethics webpage or contact the Ethics Advisor.

FUNDRAISING

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

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

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

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

1. Commercial Activity (06-0628-PO1)
2. Acceptance of All Grants, Gifts and Donations (04-1027-PO1)
3. Policy on Local School Council Fund-Raising (97-0226-PO2)
4. School Internal Accounts (08-0924-PO3)
5. Asset and Inventory Management Policy (17-1025-PO1)
6. Use of School Building After Regular Hours of Building Operation (Rule 6-25)

All forms needed may be found on the CPS Clerk’s website at: https://clerks.cps.edu/fin_forms.html

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

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

Employees must abide by those restrictions:

- Official union materials may be placed in the mailboxes by the Union delegate or steward provided a copy is provided to the principal.
- Fliers or mass distribution of notices in mailboxes is not permitted without principal permission.
- Information regarding non-CPS business is not permitted without principal permission.
- Political or religious materials may not be distributed in the school or in faculty mailboxes.

PAYROLL PROCEDURES - KRONOS

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

Swiping the Kronos Clock

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

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

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

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

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

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

Reviewing/Editing Time at the End of the Pay Period

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

PERSONAL CONTACT AND EMERGENCY CONTACT INFORMATION

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

If you have not submitted or updated your personal and emergency contact, please do that as soon as possible by (1) filling out the “Contact Card” with the School Clerk and (2) logging on to HR4U, then click on the following:

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

RESIDENCY

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

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

**STAFF AND STUDENT BOUNDARIES**

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

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

**SUSPICION OF CHILD ABUSE**

Illinois law requires all school staff to report any reasonable suspicion they have that a child has been abused or neglected to the Illinois Department of Children and Family Services Hotline, so that the agency can take steps to protect the child. The CPS policy on reporting child abuse or neglect can be found at http://policy.cps.edu/download.aspx?ID=156. That policy requires all employees to take this mandated reporter training every year, so they can identify the signs of child abuse and neglect: (https://mr.dcfstraining.org/UserAuth/Login!loginPage.action;jsessionid=AEE3C703831C1A432B7F23C6377F1A8F)

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

Your legal responsibility as a mandated reporter is not fulfilled by reporting your suspicion to another staff member, such as the case manager. It is your individual responsibility to make the Hotline call. If you fail to report your reasonable suspicion of child abuse or neglect, you can be disciplined by the Chicago Board of Education, and the Illinois State Board of Education can suspend your educator’s license.
Under CPS policy, you are also required to notify your principal or network chief of your Hotline call, so that appropriate social and emotional supports can be provided to the student. Administrators who discourage you from calling the Hotline or ask you to change your report are subject to discipline. Report any supervisor who attempts to interfere with your reporting to the Law Department at 3-1700.

**STUDENT CODE OF CONDUCT/STUDENT REFERRALS**

The Chicago Public Schools ("CPS") Student Code of Conduct ("SCC") supports our schools in maintaining safe, nurturing, participatory and productive learning environments. Students must abide by the SCC ([http://policy.cps.edu/download.aspx?ID=263](http://policy.cps.edu/download.aspx?ID=263)) and are subject to interventions, and in some cases, discipline for violation of the SCC.

All employees in the school are responsible for ensuring that students abide by the SCC. Teachers should enforce it within their classroom and make every effort to correct student behavior in the classroom without excluding the student. When that is not possible, teachers should refer the student to the school disciplinarian for appropriate additional steps. The disciplinarian will consult with the referring teacher.

The school administration will, to the extent possible and consistent with the law, attempt to remediate the issue with the student or the student’s parents before or simultaneously with returning him/her to the classroom. Please note that this is not always possible and the law may require students be returned to the classroom before remedial steps are taken.

CPS practices principles of restorative justice. Except in compelling circumstances, before seeking more severe discipline, the school must pursue ways to examine what caused the student's misbehavior and work with the student and others to identify the root cause of the behavior and assign appropriate interventions or discipline. For more restorative justice practices please visit:


Teachers and staff must participate in the student disciplinary process. They should work with administration to achieve the goal of fostering positive student behavior in order to promote social and emotional growth.

*Please also note that CPS does not support the use of zero tolerance policies that require school staff to suspend or expel students for certain behaviors except if required by law. This means out-of-school suspensions cannot be a minimum or required consequence unless required by law.*
RESPECTFUL, VIOLENCE FREE WORKPLACE AND LEARNING ENVIRONMENT

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

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

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

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

________________________________________
Employee's Signature

________________________________________
Employee's Name (Print)

____________________
Date

You are required to return the completed Acknowledgement and Receipt to administration by August 30, 2018, immediately concluding the training regarding SY18-19 SCA Handbook.