



Gavin School District 37

# Employee Handbook

We engage, grow, and empower  
every learner, every day

**2023-2024**

## **FOREWORD**

### About this resource guide and handbook...

The purpose of this resource guide and handbook is to provide information that will help with questions and pave the way for a successful year. Information about the District, how it is organized, District goals and who to call with questions on a wide variety of topics is provided for your use. Issues too broad to be addressed here are referenced with available sources for detailed information. Not all district policies and procedures are included. Some of those included have been summarized.

This Employee Handbook is intended to provide general information related to current benefits, policies, procedures, and practices, as well as job performance and job behavior guidelines for all employees of Gavin School District 37. In any instance where there is an unintended conflict of provisions between this handbook and Gavin Education Association Agreement, the Board Policy Manual and/or any applicable state or federal law, the specific language of the Gavin Education Association Agreement and/or applicable law will prevail. This handbook does not provide a full/detailed description of all policies and practices in that the various departments/operational units may have additional policies and practices related to its function(s). Further, the Board Policy Manual provides additional policies that govern the District. The Board Policy Manual may be accessed via the internet at [www.Gavin37.org](http://www.Gavin37.org)

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## **Mission statement**

We engage, grow and empower every learner, every day..

## **Vision statement**

To become a showcase school district with the highest quality educational opportunities for all.

## **Board of education**

The District is governed by a Board of Education consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

President	<a href="#">Jim Miller</a>
Vice President	<a href="#">Erika Cappert</a>
Secretary	<a href="#">Sarah Brezinski</a>
Member	<a href="#">Brandy Barth</a>
Member	<a href="#">Kristin Bloniarczyk</a>
Member	<a href="#">Lauren Perez</a>
Member	<a href="#">Jennifer Meyer</a>

## **GavinSchool District 37 Office**

25775 W. Highway 134  
Ingleside, IL 60041  
(847)546-9336

Superintendent:	<a href="#">Dr. Scott Schwartz</a>	ext. 314
Business Manager:	<a href="#">Jason Udstuen</a>	ext. 313
Student Services Director:	<a href="#">Dr. Erin Pittman</a>	ext. 321
Director of Technology:	<a href="#">Kyle Kraemer</a>	ext. 218
Transportation Supervisor:	<a href="#">Sarah Pasko</a>	ext. 312
Director of Facilities	<a href="#">Sean Snyder</a>	ext. 317
Database & Software Assistant:	<a href="#">Alexis Fernandez</a>	ext. 316
District Office Administrative Assistant:	<a href="#">Cheri Coby</a>	ext. 310
Student Services Administrative Assistant:	<a href="#">Xanic Lopez</a>	ext. 215
Payroll Specialist	<a href="#">Diana Wester</a>	ext. 221



### **Gavin South Middle School**

25775 W. Highway 134

Ingleside, IL 60041

(847)546-9336

Principal:	<a href="#">Jason Jurgaitis</a>	ext. 253
Dean of Students:	<a href="#">Steve Copeland</a>	ext. 222
Administrative Assistant:	<a href="#">Deanna Kelly</a>	ext. 210
Health Aide:	<a href="#">Kaisha Montejo</a>	ext. 212



### **Gavin Central Elementary School**

36414 N. Ridge Avenue

Ingleside, IL 60041

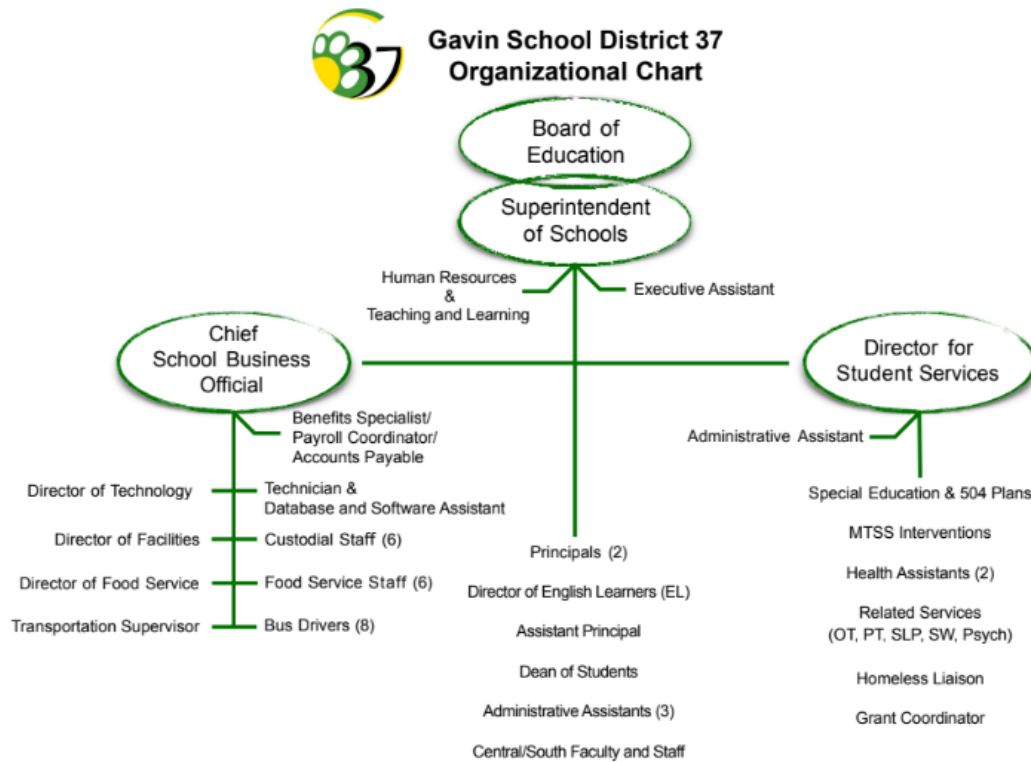
(847)973-3280

Principal:	<a href="#">Carol Bennett</a>	ext. 407
Assistant Principal:	<a href="#">Casey Latal</a>	ext. 414
Administrative Assistant:	<a href="#">Sandy Helmich</a>	ext. 401
Administrative Assistant:	<a href="#">Cheryl Cokefair</a>	ext. 402
Health Aide:	<a href="#">Carrie Crews</a>	ext. 405

### **Gavin Education Association Union**

President:	<a href="#">Michele Nothdorf</a>
Vice-President:	<a href="#">Christina Randall</a>
Secretary:	<a href="#">Sharon Rada</a>
Treasurer:	<a href="#">Dawn Knapp</a>
South Certified Building Representative:	<a href="#">Jon Marple</a>
South ESP Building Representative:	<a href="#">Jim Hoffman</a>
Central Certified Building Representative:	<a href="#">Katie Ryan</a>
Central ESP Building Representative:	<a href="#">Caitlin Michniewicz</a>
Region 49 Representative:	<a href="#">Kris Tomalavage</a>
Region 49 Representative Alternate:	<a href="#">Sharon Vroman</a>

## Organizational Structure and Contact Information



## [Gavin School District 37 Employee Extensions](#)

## General Policies

### ***Equal Employment Opportunity***

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic violence, sexual violence, or gender violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories.

For more information, please go to [Equal Employment Opportunity and Minority Recruitment Policy 5:10](#).

### ***Employee Code of Professional Conduct – Faith’s Law***

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated into this Code of Professional Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the *Abused and Neglected Child Reporting Act* (325 ILCS 5/1 *et seq.*), engages in grooming as defined by 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

### **Standards and Expectations Related to School Employee-Student Conduct**

1. All employee conduct must comply with the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, to the extent applicable.
2. Prohibited grooming behaviors and “sexual misconduct” include, but are not limited to, any verbal, nonverbal, written, or electronic or physical activity, by an employee or agent of the school with direct student contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to:
  - a. A sexual or romantic invitation;
  - b. Dating or soliciting a date;
  - c. Engaging in sexualized or romantic dialogue;
  - d. Making sexually suggestive comments that are directed toward or with a student;
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature;
  - f. A sexual, indecent, romantic, or erotic contact with a student.



3. Employees are expected to maintain professional relationships and appropriate boundaries with students.
  - a. Communications with Students  
Employees are strictly prohibited from using any form of communication with students, including but not limited to, emails, letters, notes, text messages, phone calls, social media, and conversations that include any subject matter that would be deemed unprofessional and inappropriate between an employee and student. Employees must use a school provided or supported method to communicate with students whenever possible.
  - b. Transportation of Students  
Employees are not permitted to transport students in their privately owned vehicles, unless they have obtained the prior permission of the school.
  - c. Photographs of Students  
Employees are prohibited from taking or possessing photos of a student on their personal devices. Student pictures, with parental consent, for school-sponsored activities used in furtherance of the school's educational mission are permitted.
  - d. Contact with Students  
Employees are prohibited from meeting or contacting a student outside of their professional role. Employees are expected to avoid situations which could result in an actual or perceived inappropriate relationship between the employee and the student.
4. Employees are mandated reporters and required to comply with all reporting requirements of the *Abused and Neglected Child Reporting Act* (325 ILCS 5/1 *et seq.*) and *Title IX of the Education Amendments of 1972* (20 U.S.C. § 1681 *et seq.*) and related Board policies, including Board Policy 5:90, *Abused and Neglected Child Reporting*, and Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
5. Employees, students, parents, and any third party can report prohibited behaviors, including prohibited grooming and sexual misconduct, and/or boundary violations pursuant to Board Policy 2:260, *Uniform Grievance Procedure* and Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or to any District or school administrator or staff member to whom the person feels comfortable reporting.
6. Employees are required to complete training related to educator ethics, mandated reporting, child abuse, grooming behaviors, and boundary violations as required by law.
7. Employees who violate this Code of Professional Conduct or who fail to report a violation may be subject to disciplinary action up to and including dismissal from employment.

### ***Sexual Harassment***

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

For Title IX questions, please contact:

Jason Udstuen  
Title IX Coordinator  
[judstuen@gavin37.org](mailto:judstuen@gavin37.org)  
(847)546-2893

Dr. Erin Pittman  
Title IX Coordinator  
[epittman@gavin37.org](mailto:epittman@gavin37.org)  
847-546-2916 ext 321

For more information, please go to [Sexual Harassment Policy 2:265](#).

### ***Drug-free and Smoke-free***

All District workplaces are drug-, alcohol-, and tobacco-free workplaces.

For more information, please go to [Drug and Alcohol Free Workplace: E-Cigarette, Tobacco, and Cannabis Prohibition Policy 5:50](#).

### ***Social Media Use***

All District employees who use personal technology and social media shall adhere to the high standards for appropriate school relationships required by policy 5:120, Employee Ethics; Conduct; and Conflict of Interest.

For more information, please go to [Personal Technology and Social Media; Usage and Conduct Policy 5:125](#).

### ***Electronic Networks Policy***

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Authorization for Electronic Network Access: Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the District's electronic network.

### **Operational & Emergency Procedures**

#### [School Calendar](#)

Links to School Schedules:

[Gavin Central Standard Schedule](#)

[Gavin Central Shortened Day Schedule](#)

[Gavin South Standard Schedule](#)

[Gavin South Shortened Day Schedule](#)

#### ***Weather closing procedures***

The procedure for closing schools due to inclement weather is:

1. ParentSquare communication to staff and parents.
2. Contact the Emergency Closing Center

#### ***Maintenance and Technology Requests***

Sometimes issues come up with technology use in education and you are not sure who to reach out to for help. Use [this guide](#) to help. The Technology Coach focuses on instructional practices and integration, and the IT Help Desk focuses on technology devices, student privacy, and software.

To request maintenance of classroom and facility, fill out the on-line [Facility Work Order](#). The proper person will be contacted and directed to assist you.

For all technology issues and requests, please email [techdesk@gavin37.org](mailto:techdesk@gavin37.org). In your email, please include your building, room number, brief description of the issue or request, and the best time for someone to stop by and assist.

## Employment section

### ***Hourly Employee Time cards Procedures***

Gavin School District uses True Time, a Skyward application, to track and process work time. Employees are required to clock in and out for each of their workshifts and for submitting time sheets every Friday for supervisors approval. The whole process is automated and no paper time cards will need to be completed.

In order to be paid correctly, it will be the employee's responsibility to ensure that they clock in and out each day, submit timesheets every Friday and enter their time off request into Skyward timely. When you enter a time off request (sick, personal, vacation day) into Skyward and it has been approved, the system automatically creates a line entry on your timesheet. If the employee does not clock in or out on a regular day of work and there is no time off request entered into Skyward, the system will assume the employee did not work on this day and will not be able to process payment.

All time off requests must be entered into Skyward timely in order to go through the approval process in enough time to be pulled onto your timesheet. If known, time off should be entered prior to taking the day off, if known, or by the day after you have returned.

For issues clocking in or out, contact payroll or your supervisor right away to have a correction or adjustment entered to your timecard.

### **Important Items To Remember:**

- Clock in or out at scheduled start and end times.
- You will not be able to clock in any earlier than 7 minutes prior to your start time.
- Any time worked outside of your regular working hours needs to be pre-approved prior to working additional time.
- Any time entered over scheduled work hours needs to have a short description identified in the "Notes Field" as to what the additional time is for. (i.e. ½ hour staff meeting, 3:30-4:00 fuel bus or special project given by supervisor)
- Any sick, personal or vacation time must be entered by the day you are out of work or day after in Skyward. This will need to be done timely in order to submit your timesheet. If you are not present and time off has not been entered into Skyward, there is no guarantee that you will be paid for this time in the current pay period.
- All time sheets have to be submitted in Skyward each Friday by the end of your working day in order to be paid timely.
- Late or incomplete timesheets are subject to delay in pay.
- If a pay period ends in the middle of the week and you have worked overtime, the overtime will be paid in the next payroll once the remainder of the week has been worked and calculated in Skyward.
- A half hour for lunch will automatically be taken out if you work more than 5 hours.

**Link to True Time login screen:**

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingavinil/rwetru09.html>

**Link to Skyward ERMA login screen:**

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingavinil/seplog01>

For more information, please go to [True Time Procedures](#).

### ***Payroll and Deductions***

Normal pay dates will be the 15<sup>th</sup> and the 30<sup>th</sup> of each month (except for February, which will be the last day of the month), except when those days fall on weekends or holidays, in which case the pay date will be the previous workday. During Winter Break and Spring Break, paychecks will still be issued on the 15<sup>th</sup> and 30<sup>th</sup>.

An ESP will have the option to annualize their pay. The annual pay will be calculated by multiplying the ESP's annual hours and hourly rate. That amount will be divided by 24 (# of paychecks per year) to establish their equalized per paycheck amount. Deviations from normal working hours will be paid/deducted as a part of the regularly scheduled pay period.

The first payroll for the annualized pay will occur on the September 15 payroll and the final will be on the August 30 payroll. Those returning ESPs who wish to have their pay annualized in this manner, or who wish to change this method, for the upcoming school year must notify the District in writing on or before May 31st.

All employees will have federal and state taxes as well as Medicare payments withheld from their paychecks. Full-time staff will also have other mandatory deductions, such as TRS. In addition, some employees have deductions related to voluntary programs they have opted to participate in, such as union dues, flexible spending plans, AFLAC, and tax-sheltered annuities.

### ***Benefits***

- GEA Union is open to all certified staff and ESPs. For more information, contact a union representative. For more information on any of the benefits listed below, please contact our Payroll Specialist, [Diana Wester](#).

- Medical, Dental and Vision Insurance
- Group Life Insurance
- Flexible Spending Plan
- AFLAC
- IMRF/TRS Plan

### ***Payroll Direct Deposit***

With direct deposit, your pay is automatically deposited into your account in any financial institution that is a member of the Federal Reserve Network. Funds become available on the morning of each pay date identified in the District payroll schedule. Direct deposit of payroll funds is strongly suggested, unless otherwise exempted by the Business Office.

Employees will need to complete an [Authorization Agreement for Direct Deposit form](#) available on the District website under Staff Forms or contact the Payroll Office at 224-577-4112. Each form submitted must be accompanied by supporting documentation. This documentation can be a voided check or documentation on your banking facility letterhead with your account information. In order to protect the employee from any fraudulent activity this form and supporting documentation must be given to the Payroll Office in person.

Once the Direct Deposit form is received in the Payroll office, your banking information will be entered onto your employee profile and will go through a pre-note process during your first payroll. The pre-note process verifies the routing and bank account information with the District banking facility. This means that your first payroll check will generate a paper check that will be mailed to you by your pay date.

For any changes, closing a bank account or adding a new account, an Authorization Agreement for Direct Deposit form needs to be completed and submitted with supporting documentation to payroll 15 days prior to a pay date.

You may view paycheck information, including an itemized statement of gross pay, deductions, net pay, and other items, on-line through Skyward Employee Access. For additional information about direct deposit, consult with the Payroll office.

### ***Sick Day / Absences procedures***

After any sick day or unpaid sick day, all staff need to log on to Skyward ERMA and enter the sick leave information. It must be done in a timely manner to ensure that your balance of sick days remains accurate. If you are out 3 or more days, you will need a doctor's note. All ESPs should notify their immediate supervisor and front office concerning their absence.

For a personal day, workshop day, jury duty leave, unpaid absence, or an extended leave of absence, all employees must enter a Request for Leave in the Skyward ERMA system. In order for your leave to be approved, it must be submitted to the administration one week prior to the request, except in the event of an emergency. This request will need approval from all levels of administration. You will receive an email informing you of the approval or denial of your request. Personal days may not be taken the day before or after a holiday. Please refer to the GEA contract, Article VII, Sections 7.1-7.8 for all Leave requirements and rights. Full-time staff are encouraged to check their Skyward ERMA information to make sure it is accurate.

Every employee should notify their direct supervisor when they are not going to be at work. For those that do not enter their absence in AESOP/Frontline, they should let their direct supervisor and the school office (secretary) know they are not going to be at work. For those that go through AESOP/Frontline to put in for a sub, they do not need to notify the school office.

Teachers must arrange for a substitute in Aesop. Please do this right after you submit your request in Skyward ERMA.

For more information on how to enter a request into Skyward ERMA, please go to [My Time Off Requests](#).

### ***Substitute Request Procedures***

Since we have Building Substitutes, teachers are asked to check the Building Substitute Doc before filling out a request as yes for a substitute needed in Aesop (Frontline). If Building Substitute is not available, the teacher needs to call or log on to Aesop (Frontline) by 6:30 am for Gavin South staff or by 7:00 am for Gavin Central staff on the day of absence. If you need a substitute after this time, you will need to enter it into Aesop AND call your building principal and grade level team to let them know. Aesop will call substitutes between 5:30-9:30 a.m. and 5:00-9:00 p.m. If you know you will not be able to work the following day, enter it as soon as possible in order to receive one of your preferred substitutes. Teachers needing a sub should follow the procedures listed below or the flowchart near the end of this handbook. The phone number is 1-800-942-3767 (1-200-94-AESOP). Follow the prompts given. The website is <http://www.aesopeducation.com>.

Your ID number is your phone number, but you will also need your PIN number that was given to you at the beginning of the year. Once you are logged on, click on create an absence. Fill in the details: date of absence, reason, notes, and you can upload your lesson plans if you wish. Then, click on the green Create Absence button. Remember all absences need to log on to Skyward ERMA.

### ***ESP Classification Categories***

Support Personnel Employees include Custodian, Maintenance Staff, Bus Driver, Bus Aide, Administrative Assistant, Educational Aide, Health Assistant, Kitchen Staff, Lunch Aide, Nurse (not CSN), Occupational Therapist, Sign Language Interpreter.

#### **Full-Time ESPs:**

- 12 month ESPs are regularly scheduled to work at least 40 hours per work and work between 241 - 260 days per year.
- 10 or 11 month ESPs are regularly scheduled to work at least 30 hours per work and work between 186 - 240 days per year.
- School year ESPs are regularly scheduled to work at least 30 hours per week and work between 160 - 185 days per year.
- Sign language interpreters and occupational therapists work full-time during the school year for 180 days.

#### **Part-time ESPs:**

Part-time, regular ESPs whose work circumstances do not meet the definition of a full-time ESP

**ESP work days and break policy**

The Superintendent shall determine the days and hours worked by the ESPs.

ESP who work six consecutive hours or longer will receive one thirty minute duty free unpaid lunch, which shall be scheduled by the building principal, provided that lunch shall begin no later than five hours after the start of the work period. Eligible ESPs are required to take the duty free unpaid lunch and shall not be paid for working through the lunch period unless prior approval from the school principal is obtained and the payroll specialist has been notified.

Upon approval of the direct supervisor, ESPs who work at least six continuous hours may receive two fifteen minute daily breaks. ESPs who work at least four hours but less than six continuous hours may have one fifteen minute daily break.

Educational support staff (ESP) generally only work when students are in attendance. For Teacher Institute days and Parent Teacher Conferences, these are not scheduled work days since there are no students in attendance. The only time you should work on these days is if you have been requested to and the school principal has pre-approved it. You must get approval from your principal even if someone else has requested that you work on this day.

Below is a chart by Role to help you identify if you work on Teacher Institute days or Parent-Teacher conference days. If you have any questions or you are not sure if you should work one of these days, please contact the Payroll Specialist, Diana Wester.

<b>Employee Role</b>	<b>Months Worked</b>	<b>Early Release</b>	<b>1st two Institute Days</b>	<b>2nd Two Institute Days</b>	<b>Parent/Teacher Conference</b>
Administrative Assistant	9	Yes (½ day)	Yes	No	No
Administrative Assistant	10	Yes (full day)	Yes	Yes	Yes
Administrative Assistant - SPED	10	Yes (full day)	Yes	No	No
Bus Drivers	9	Yes (½ day)	Yes	No	No
Food Services	9	No or 3 hours	Yes	No	No
Health Assistant	9	Yes (½ day)	Yes	No	Yes
Lunchroom/Playground Aides	9	No	Yes	No	No
Paraprofessional (Instrucational)	9	Yes (full day)	Yes	No	No
Technology Aide	9	Yes (full day)	Yes	Yes	Yes



### ***Workplace Attire***

We all share the responsibility -- and a commitment -- to represent our school in a professional manner, whether interacting with our students, parents, community members and/or each other. Employees will use good judgment and know their audience for each working day and wear attire appropriate for the day. Sound decision-making is the best initial measure to select proper attire and if an employee has any doubts about a particular item of clothing, the employee should contact their supervisor.

Gavin employees are expected to be neat, clean, and well groomed. Clothing must be consistent with the expectations for the day and must be appropriate to the type of work being performed and in consideration of a safe work environment. In addition, all employees must wear their District ID during work hours.

Employee categories are to follow any additional guidelines for professional dress that is mandated by state or federal regulations for safety and compliance. Please contact your direct supervisor for additional attire guidelines.

The following examples are intended for employees to use when considering dressing for their day:

School day casual: if your workday does NOT include meetings with parents, community, etc., Jeans, Khakis, business casual crewneck, V-neck shirts, blouses, golf, polo or District issued shirts.

Business casual: if your workday includes meetings with parents, community, etc. Blazer, Jacket, Slacks, Skirt, Dress, Button-down shirt, Knit shirts & sweaters

Gavin School District 37 is confident that employees will use their best judgment regarding attire and appearance.

### ***Certified Staff Supply & Material Budget***

Each school year a certified staff member is entitled to \$100 to purchase supplies or materials for use within the classroom. Funds are to be used to support students within your classroom. All supplies or materials purchased remain the property of the District.

Certified staff members may access these funds by the following methods:

1. Staff members purchase supplies & materials and request reimbursement from the Business Office. Please note that at no time will the District reimburse for sales tax or shipping.
2. Staff members purchase supplies & materials through the District Business AMAZON account. Go to AMAZON select your materials – copy your order and send it to the Business Manager who will process the order. The order will arrive at your building and will be identified with your name on the package.
3. Staff member issues a Purchase Order through Skyward Employee Access (ERMA). The order will arrive at your building.

All supply & material purchases must be completed by spring break of the current school year.

Reimbursement requests (if purchased under method #1 above) must be submitted to the Business Office prior to spring break of the current school year.

Payment will be made to the staff member after the next scheduled Board of Education meeting.

For more information on how to request reimbursement for purchases outside of Amazon, please go to [Steps for Requisition Requests](#).

Staff is able to use other sources for purchases but the district will not reimburse for sales taxes, so anyone making a purchase from a source other than the District Business Amazon account would need to use the tax exemption form.

### ***Attendance of Staff's Children at Gavin***

Children of staff members will be permitted to attend school with their parent/guardian as long as prior approval of their attendance has been requested of the building principal so that identification badges may be prepared.

## **Health and Safety**

### ***Online Health and Safety Training***

Gavin staff will be assigned and required to complete yearly Online Health and Safety Training Classes. To complete the training, go to [Health and Training](#).

### ***Safety Plan***

It is the responsibility of each Employee to conduct all tasks in a safe and efficient manner complying with all local, State, and Federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a student.

Although most safety regulations are consistent, each employee has the responsibility to identify and familiarize themselves with the emergency plan for their building.

Each building shall provide Red Crisis binders containing an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crisis.

### ***Red Crisis Binder and Classroom Emergency Kit***

Teachers must familiarize themselves with fire/disaster and crisis procedures outlined in the [Red Crisis Binder](#) located by the door in every classroom. Emergency kits are provided to each teacher. It is your responsibility to notify the health assistant if you need replacement stock of any items used in the kit. In the event that a student is bleeding, please remember to put on the protective gloves provided in the kit.

In the emergency situation, there is a hanging folder by the classroom or common room doors that should be taken with you. This folder contains a school map, which is required to be the front-facing page, parent/guardian and emergency contact information for students in each room, red/yellow/green fire cards, and a mechanical pencil. Common rooms such as the specials classrooms, lunchroom, gym, etc have emergency contact info for all students. Classrooms just have the students in that room.

### ***Accident & Injuries***

When a staff member sustains an injury, common sense should prevail as to how to proceed. The health assistant will ask that a report be completed describing the details of the incident. All employees should take responsibility for ensuring the school buildings are safe and hazard-free. Concerns about potential hazards should be reported to the principal or building secretaries.

### ***Worker Compensation***

Employees are eligible for workers' compensation for an on-the-job injury when the injury is determined to be compensable by an independent organization of professionals. To apply for workers' compensation, first report the details of a work related injury to your immediate supervisor. Then call the Company Health Assistant Injury Hotline at 855-921-9518. (Employer—Gavin School District #37 and Search Code—CLIC) The claim will be submitted to the independent group, which reviews the accident information and makes a determination as to the appropriate coverage.

### ***OSHA***

Gavin School follows OSHA guidelines. For any questions or concerns about OSHA regulations, please contact our Head of Maintenance or visit the OSHA website at [www.osha.gov](http://www.osha.gov).

### ***Blood Borne Pathogen Policy and Procedures***

The District follows OSHA guidelines in training staff about bloodborne pathogens, disposing of hazardous wastes (including blood), and in handling incidents of exposure. All bloody or hazardous waste should be disposed of in the biohazard waste container kept in the health assistant's office. Everyone must complete the online training related to this policy every year.

Contact the health assistant (or a health assistant in another building if the building health assistant is not available) immediately in the event of exposure to biohazard material. As a general rule regarding universal precautions, all staff should treat all bodily fluids as if contaminated and should use a barrier (i.e. gloves) between the staff member and the bodily fluid.

### ***Automated External Defibrillator***

An AED is an electronic device, usually portable, that analyzes and treats cardiac arrest by re-establishing a regular heart rhythm. It applies an electric shock to your heart muscle, allowing the rhythm of the heart to resynchronize. **Only staff that have gone through training may use the AED.** Once the box is open, an alarm will go off and has to be reset by emergency services. If you would like training on this device, please contact your building's principal.

Outdoor athletic activities will have a portable AED available. There is one available in the health office of each school.

### ***Health Mitigation Protocols***

In case of a community health crisis, the District will adopt policies to address health and safety concerns based on recommendations from the Center of Disease Control and Prevention (CDC) and Illinois Department of Public Health (IDPH) while maintaining our focus on student learning.

Please be aware that the recommendations and requirements of the State and local health departments, as well as the State Board of Education, may evolve as we learn more about any health crisis. The District's protocols may also change in response to developments. Updates and changes will be communicated with staff and families via our website and newsletter notifications. [For the current status of Health Mitigation Protocols, please visit our website.](#)

## **Student Management**

### ***DCFS Reporting Information***

A school district employee who has reasonable cause to suspect that a student may be abused or neglected shall report such a case to the Illinois Department of Children and Family Services (DCFS). Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases. The employee must notify the Social Worker, Superintendent or the Building Principal that a report has been made to DCFS. The Superintendent or any other school district administrator may not, in any instance, change any report of child abuse or neglect made by an employee to DCFS or make any attempt to interfere in the making of a report to DCFS.

Employees beginning school employment on or after July 1, 1986 shall sign a statement on a form prescribed by DCFS to the effect that he/she has knowledge and understanding of the reporting requirements of the Abused and Neglected Child Reporting Act. The Superintendent shall provide the employee with the form and implement a procedure for the form to be signed and placed in the employee's record on or before the first day of employment. Every Gavin District 37 employee school board member must sign a DCFS form each year.

The Department of Children and Family Services Hotline is available 24 hours a day. DCFS hotline number is **800-25-ABUSE (800-252-2873)**.

Links to additional information:

[Tips for Mandated Reporters](#)

[Flowchart of Information](#)

[Checklist for Mandated Reporters](#)

[Illinois Mandated Reporter Training](#)

### ***Accident, Injuries, Illness***

Students are to be supervised at all times when on school property. Supervisors should be proactive so as to prevent accidents and injuries. A two-way communication device should be carried at all times when students are outside in case of emergency.

In the case of a true emergency, when a child is choking, unconscious, or has fallen and is unable to move, the closest supervisor should ensure that the school office and health assistant are notified immediately. Any staff member can call 911 in the event of an emergency. The health assistant will come to give directions to aid the student until the ambulance arrives. A written report should be made immediately and placed in the proper file of any accident that occurs while students are under your jurisdiction and appears to call for a doctor's attention. Include such things as where you were, what the class was doing at the time, and how the accident occurred. This is for your own protection, especially in the event of litigation. Forms are available in the health office. The form needs to be filled out by an adult witness and health assistant.

When a child is not feeling well, the teacher should refer that child to the school health assistant with a "Health Referral to Health assistant/Office" form filled out completely. The health assistant will decide whether that child should return to class, rest in the health assistant's office, or be sent home.

### ***Student Supervision***

All staff members are expected to be at their classroom doors or in the hallway when children enter the building in the morning. Ask your neighboring teacher to supervise if you have to leave your class in an emergency.

Control of students' conduct in common areas and on school grounds is a duty of all staff regardless of grade or room involved. All students who are kept after school must be supervised.

Send all parent "pick-up" notes/emails to the office. Children will be put on the bus if the office has not received a note or a phone call by dismissal time.

Do not dismiss students at the end of the day until dismissal time.

Staff may be assigned to a door duty supervision schedule. All staff are expected to be in the hallways to supervise students at the end of the day. During scheduled bus duty time, staff members should be supervising the arrival and dismissal of children at designated door areas.

### ***Behavior Management***

Contact the main office if a student is being sent to the main office for disciplinary reasons. Due to confidentiality rights, please use "peer, student, staff, and/or teacher" labels instead of specific names on a referral form. Referrals should be completed in Skyward; paper referral forms are available in the Central School main office.

Gavin School South uses the Second Step Curriculum to promote positive behavior. Contact the main office for the most current information on this system.

Gavin School Central uses the Leader in Me system to promote positive behavior. Contact the main office for the most current information on this system.

### ***Extracurricular Programs***

Gavin School District offers a selection of extracurricular activities to students before and/or after school. Often, staff members are paid stipends to lead the clubs or activities. Contact the building principal to learn of extracurricular program openings. All teachers must follow the extracurricular eligibility requirements.

### ***Field Trips***

A field trip provides students an opportunity to have learning experiences outside of the classroom. Field trips are designed to extend a classroom topic of study. To take students on a trip, teachers must follow these steps:

1. Teachers must first seek approval from their building administrator, and include the educational purpose for the trip as part of the request.
2. Teachers must receive a written consent (permission slip) from a parent or guardian of each child on the trip.
3. If a field trip slip is not returned then a student needs to be sent to the office to confirm the registration card is marked for field trips. A phone call permission may be used only if the registration card is signed for field trips.
4. If the field trip requires bus transportation, a bus request form must be fully and accurately completed and submitted at least **20 days prior (30 days prior in the month of May)** to the trip. Since buses are limited, teachers are encouraged to submit field trip requests as early as possible to ensure transportation will be available.
5. If you are requesting Gavin Involvement Group (GIG) funds for field trips, please fill out a purchase order and return to the business office.
6. Parent chaperones may not bring siblings on field trips.
7. Review student medication dispensing rules on field trips.

### ***Student Medication Delivery Policy***

Classroom teachers will be given a list of students specific to their classes with health concerns at the beginning of the school year.

Parents are encouraged to administer medications at home, whenever possible. If a medication must be administered at school, whether prescription or over-the-counter, a School Medication Authorization Form must be signed by the doctor and parent. The medication must be in the original labeled bottle, and brought to school by the parent/guardian. If possible, medication administered at school should be handled by the health assistant. However, in their absence, student medication may be administered by an administrator, except for the case of field trips.

No child shall possess or consume a prescription or non-prescription medication on school grounds, or at a school-related function, without a school official or parent present. Consult with the health assistant in advance of each field trip when a student will need to be administered medication during the trip. Also, staff members should consult with the health assistant about student medications they may need to carry on a field trip in the event of an allergic reaction, asthma, or some other chronic medical condition. Contact the building health assistant with questions.

On a field trip the teacher will pick-up, administer, and return medication for students. Parent chaperones may not handle medications unless it is for their child.

Medication may be self-administered by the student under the direct supervision of a school health assistant, principal, or principal's designee. The self-administration of medication may also include medication taken by a student in an emergency situation without the supervision of the school health assistant, principal, or principal designee. Self-administration medications include Epinephrine pen and/or Asthmatic inhaler for which a "Permission to Carry Form" is on file for that student. A student will not be allowed to possess asthma medication or/and EpiPen unless the "School Medicine Form" and "Permission to Carry" forms are completed and in the health office.

Public Act 92-0401 allows public and private school children to carry and self-administer prescribed asthma and EpiPen medication.

### ***Multi-Tiered Systems of Support (MTSS)***

A Multi-Tiered System of Support (MTSS) is a prevention framework that organizes building level resources to set each learner up for academic, social-emotional and/or behavioral success. MTSS looks at the whole child, allowing for the early identification of challenges and timely intervention for learners. Increasingly intense tiers (e.g., Tier I, Tier II, Tier III), sometimes referred to as levels of prevention, represent a continuum of supports.

When IDEA (Individuals with Disabilities Education Act) was reauthorized, it changed the way students can be identified with a specific learning disability. MTSS is a multi-tiered process that involves research and data based interventions within a prescribed academic setting. Each identified student will receive their targeted intervention and be monitored according to their individual intervention plan.

As we continue to modify and adapt the district plan to meet the requirements of this law any changes will be given to the staff as soon as possible. The MTSS committee will continue to meet to make sure we stay in compliance.

For more in depth information, please see the [MTSS Handbook](#). All forms and processes related to MTSS are implemented at the building level. Any questions regarding the process of MTSS should be directed to your building principal.

### ***Student Services***

If you have any speech, OT, behavior or academic concerns with our learners, please fill out the [2023-2024 Request for Assistance](#) form. You will receive follow up with ideas, suggestions and support. This is used to begin tracking data to support concerns.

### ***Special Education Staff / Paperwork Day***

Per the Student Services Coordinator's approval, paperwork days will be granted as needed per case load.

### ***Student Record Keeping***

The school district maintains both a permanent and a temporary record for each student. These records are housed in the school that the child attends. Cumulative records are kept in the office file room. These records must not be taken from the office unless they are signed out.

Grades that are to be recorded as a permanent record must be assessed and entered by the teacher or instructional assistant. This is confidential information and should be kept so.

The permanent record is commonly referred to as the cumulative file and includes basic identifying information, report cards, attendance records, accident reports, and health records.

The temporary record includes standardized testing data and reports, as well as information pertaining to disciplinary information, screening data, special education evaluations and/or reports submitted by outside evaluators and/or providers.

All files should remain in the school at all times. Information placed in a student's file is available for parents/guardians to inspect and copy. Parents who have questions regarding their student's permanent or temporary school files should speak to the administrative assistant or principal.

New teachers will be trained on all record keeping procedures and software as close to the start of school as possible.

Skyward grades need to be entered promptly and be kept up-to-date.