

THE YOUNG WOMEN'S  
LEADERSHIP CHARTER SCHOOL  
OF CHICAGO



FACULTY & STAFF HANDBOOK  
School Policies and Procedures  
2011-2012  
SCHOOL YEAR

# The Young Women's Leadership Charter School of Chicago



2641 South Calumet  
Chicago, IL 60616  
312-949-9400  
312-949-9142 Fax

Ms. D. Fields  
Director  
Erika Whitehead  
Assistant Director

August 10, 2011

Greetings YWLCS Faculty and Staff!

The YWLCS Faculty and Staff Handbook is an evolving resource that outlines policies, procedures and expectations to support clarity and consistency for our development as a professional learning community. It is divided into several sections: General Information, Faculty Expectations & Professional Responsibilities, Benefits, Safety & Security, Financial and State Compliance.

Identifying areas where new policies or clarification of existing policies is necessary is welcomed throughout the year.

In addition each content area maintains a handbook for organizing our work in **Strategic Implementation Planning, curriculum, teaching and learning, and assessment**. Each faculty/staff member also has a **Professional Development Handbook** to help organize the resources and materials which are core to our work each year. The goal for these handbooks is to support our work to be focused on achieving our objectives in the areas of **Academic Achievement, Leadership, College and Career Preparation, and Personal and Social Development**.

Review of the handbook is an annual event. You are expected to understand and follow the policies and procedures set out here.

Each Academy or grade level will follow up to ensure that everyone has a thorough understanding of the policies, procedures and information contained in the Handbook.

**Upon complete understanding of the material, please sign the attached sheet indicating your agreement to abide by the stated policies and procedures.** Your thorough understanding represented by your signature is a critical aspect of our compliance audit. **Please submit the signed sheet to Ms. Tovah Hicks, Business Manager, by Friday, August 19, 2011.**

**All faculty/staff must also sign and return the DCFS Acknowledgement of Mandated Reporter Status form in the Handbook.** Any questions or concerns about this policy and/or process should be directed to our school social worker, Ms. Catherine Whitfield. **Please submit the signed form to Ms. Tovah Hicks, Business Manager, by Friday, August 19, 2011.**

I am excited to enter Year 12 with a clear focus on creating an academically challenging and nurturing community of respect and responsibility for our students as well as a challenging and collaborative professional learning community for our faculty and staff.

Sincerely,

Ms. D. Fields, Director

# Section 1:

# General Information



## Charter Schools

Charter schools are a new kind of public school, faithful to public education principles, but free from many of the complex regulations that often constrain school success. Charters gain this freedom in exchange for strict accountability for student results. While not run directly by school districts, charter schools are public schools in every sense. Chicago's charter schools are:

- Open to all students in the city
- Non-selective in enrollment
- Non-religious
- Tuition-free
- Designed specifically to serve a substantial proportion of "at-risk" students
- Accountable to the local school board and to the state
- Funded at roughly the same per capita level as other Chicago public schools\*

The above is an excerpt from the Chicago Charter School Directory. For more information about charter schools in Chicago, you may contact the Chicago Public Schools, Office of New Schools at 773-553-1530.

**\*The per student amount we received for the 2010-2011 school year was approximately \$9,160.** Our actual per pupil cost is closer to \$12,600. Our Board of Directors raises the additional monies each year to run the school. For the 2011-2012 school year, our board's goal is to raise 1,115,000. This goal may change during the course of the year by board action.

### Schedule of YWLCS Board of Directors meetings

#### Full Board meetings

August 18, 2011	7:30am
October 20, 2011	7:30am
December 15, 2011	7:30am
February 16, 2012	7:30am
April 19, 2012	7:30am
June 21, 2012	7:30am

#### Executive Committee Meetings

1<sup>st</sup> Wednesday of every month unless otherwise noted.

September 7, 2011  
October 5, 2011  
November 2, 2011  
December 7, 2011  
January 4, 2012  
February 1, 2012  
March 7, 2012  
April 4, 2012  
May 2, 2012  
June 6, 2012



**Small Schools**

Most educators agree that effective small schools have the following features: small size, a cohesive, self-selected faculty, substantial autonomy, an inclusive admissions policy and a coherent curricular focus that provides a continuous educational experience across a range of grades. YWLCS considers itself part of the small school movement in Chicago and desires to maintain the integrity of the small schools philosophy.

### **Single Sex Schools**

*"What's different about an all girls' school? As you already know, teens sometimes have a tendency to care more about what people think about their clothes, shoes, personality, etc. than about school. Therefore, in a single sex girls' school, teens can relax more and think about their work, rather than thinking about what the opposite sex thinks about them. In an all girls' school, females tend to bond to one another. We also help each other with situations such as real life experience and educational needs. At an all girls' school, we are like big sisters to one another no matter our age differences." -YWLCS student.*

### **Attending YWLCS**

*"I think that students would want to attend this school because it is a good opportunity for girls to become young ladies and strong leaders that have it made in the world. The girls can focus more on their work because there is nothing to distract them. This school has a lot to offer young ladies like different trips that have to do with the different classes. It's like hands-on types of trips which give you a better understanding of what the teachers are talking about in class. You do not have to worry about competing against other girls in the school because we have to wear uniforms. You respect each other by race, religion, rich, poor and appearance." -YWLCS student.*

### **Admissions**

Students applying for admission to YWLCS must complete an application and submit it by the deadline. There are no tests for admission. The only requirement is that the applicant is a resident of the City of Chicago. If we receive more applications than seats available, we will hold a lottery. Siblings of current students are given preference per charter law.

Interested applicants must pick up an application in the Main Office. If you have any questions about admission to YWLCS, please contact the Main Office at (312) 949-9400.

# **The Young Women's Leadership Charter School**

Five Qualities of YWLCS Students:

- Respectful
- Responsible
- Hardworking
- Creative
- Scholarly

The embodiment of these qualities will lead to the YWLCS goals of:

- Academic Excellence
- Leadership
- Service
- Empowerment
- Creativity
- Community Building

In order to reach these goals the YWLCS community stands firm on four pillars:

- Academic Achievement
- Career and College Preparation
- Leadership Development
- Personal and Social Development

**Creating a Community of Respect and Responsibility**



# Young Women's Leadership Charter School of Chicago

## Vision

All young women have the skills, tools and opportunities to develop as ethical leaders shaping their lives and the world.

## Mission Statement

The Young Women's Leadership Charter School of Chicago inspires urban girls to engage in rigorous college preparatory learning in a small school focused on math, science and technology that nurtures their self-confidence and challenges them to achieve.

## Core Values

- We value equitable access to resources and opportunities for every student.
- We value the contribution a single-sex education makes to educating the whole woman and promoting her leadership.
- We value inquiry, self-reflection, critical thinking, problem solving and real world experience.
- We value the diversity in our school community.
- We value parents and families as partners.
- We value integrity, honesty, and perseverance.
- We value professionalism in education through reflection, collaboration and shared leadership.

## Strategic Objectives

### Academic Achievement:

- Enhance learning environments to foster higher order thinking and authentically engage students to increase academic growth.

### Career & College Prep:

- Maintain school-wide infusion from grades 7 – 12 and develop coherent sequence of a range of college and post-secondary options and opportunities.

### Leadership

- Increased leadership opportunities for all students in classrooms, school wide and in the community through coaching and mentoring to empower students to achieve a model of ethical and collaborative leadership

### Personal & Social Development:

- Provide systems and models for the desired behaviors of the Community Contract, the YWLCS 5 qualities and the foundation for living healthy and fit lives.

## **Instructional Leadership Team (ILT)**

### **Purpose:**

Creating a dynamic, responsive and empowering educational community requires thoughtful and responsible engagement by all members of the community. Our primary goal is to increase student learning in support of our mission. Building a model of collaborative leadership involving the people who have designated responsibilities for providing leadership to various aspects of teaching and learning is the framework for the Instructional Leadership Team. The Leadership Team works to provide a reflective and interactive forum for facilitating ongoing problem solving, planning, implementation and evaluation of the strategic goals of YWLCS to achieve our goal of a high quality, college preparatory education for all students.

### **Participants (2010-2011):**

<b>Position</b>	<b>Leadership Responsibility</b>
Director/Principal	Ms. Deniece Fields
Assistant Director/Principal	Ms. Erika Whitehead
Academic Intervention Specialist	Ms. Kim Lundy
Middle School Academy Lead Teacher	Mr. Thomas O'Shea
Junior Academy Lead Teacher	Ms. Teeshawn Burrell
Senior Academy Lead Teacher	Ms. Catherine Whitfield
English Lead Teacher	Ms. Danielle Thompson Davis, Ms. Nora Hughes
Math Lead Teacher	Ms. Deborah Price
Science Lead Teacher	Ms. Efunyemi Hughes
SPED Case Manager	Ms. Connie Lange
New Teacher Mentor	Mr. Peter Petroff

The ILT meets bi-weekly on Mondays from 3:45 – 5:00 pm. Minutes will be kept and are available on staffshare.

### **Expectations of Participants:**

- **Regular attendance at all meetings**
- **Thoughtful reflection on the strategic priorities and projects of YWLCS**
- **Clearly and effectively communicate information from ILT to content areas, academies and other work groups**
- **Willingness to engage in assessment of various components of YWLCS**
- **Willingness to be accountable for specified tasks or projects as determined by ILT members**
- **Instructional coaching and support for Content Area Teams**

## **Administrative Team and Non-Instructional Staff**

### **Purpose:**

The Administrative Team and Non-Instructional Staff have the responsibility for communicating and coordinating the complex resources and schedules which support the delivery of a high level of professionalism among all staff. Staff members meet regularly with the Director to update all issues and concerns related to expenditures, schedules, facilities, external communication and direct communication with parents and families.

<b>Position</b>	<b>Leadership Responsibility</b>
Director	Ms. Deniece Fields
Dean of Students	Mrs. Rae Leverette
Director of Finance and Operations	Ms. Lynne Gordon
Business Manager	Mrs. Tovah Hicks
Director of External Affairs	Mrs. Martha Elder Khanna
Support Staff	Ms. Sylvia Durham and Mrs. Ora Mosley Pittman
Development Assistant	Ms. Cassandra Di Prizio
Program Coordinator	Ms. Jessica Tansey
College Counselors	Ms. Regina Charles and Ms. Julie Unold
Social Worker	Ms. Catherine Whitfield and Ms. Emily Runyan

Technology Administrator  
Technology Specialist  
Office Assistant  
Food Services Manager  
UIC Satellite Clinic Director

Mr. Brian Wilson  
Ms. Sindy Ning  
Ms. Sharon Bryant  
Mrs. Cruz  
Dr. Audrey Stillerman

## **Attendance: Faculty & Staff**

### **Late Arrival:**

It is expected that YWLCS employees will arrive to work on time. YWLCS understands that emergencies occasionally arise. This may prevent a faculty/staff member from arriving on time. **If you will arrive late, you must call the main office before 7:00 a.m.** Late arrivals impose on peers who must cover for a faculty/staff member who is running late. Faculty and staff are evaluated on attendance as part of professional responsibilities.

### **Personal/Sick and Professional Development Days:**

Faculty and staff are permitted ten (10) paid days for illness or personal reasons. We ask that you give as much advance notice as possible to allow for locating coverage, etc. Your paid time-off during the Academic School Year, including sick and personal days combined, is not to exceed ten (10) without prior written approval from the Director.

The Board of Directors provides support for individual professional development plans and school-wide professional development days throughout the school year and in June and August. Participation on professional development days is critical to moving forward in our learning community and school mission. **These days are paid only for those in attendance who fully participate.**

**Personal days on the day before or after scheduled vacations or holidays are prohibited.** Individual attendance records will be taken into consideration for any approvals.

### **Punctuality and Dependability:**

YWLCS recognizes that special circumstances do occur from time to time, but any absence or tardiness strains the school's resources. For this reason, careful attention is given to promptness, absences and overall dependability.

### **Requesting a Personal/Sick Day:**

Teachers must notify the Director with a cc to the Business Manager when requesting a personal or sick day. Facilities personnel and office staff must notify the Business Manager. Teachers must leave a substitute instruction sheet and lesson plan with copies for each student in the front office with the Office Manager or Administrative Assistant the day before their absence.

### **Same day Absence:**

For same day absences, teachers must call the **CPS Substitute Center at 773-553-1039** as early as possible; the hotline opens at 4:00 am. Teachers must then notify the school by leaving a message in the general mailbox. **Do not leave a message in anyone's personal voicemail.** The school must be notified prior to 7:00 am. Failure to follow this procedure may result in non payment for the day of absence.

### **Signing In and Out:**

**It is school policy that faculty and staff sign in and out on a daily basis.** YWLCS administration needs to know who is in the building at all times and it is required for payroll. Please note that failure to sign in and out may delay individual payroll payment or result in the loss of a personal day.

## **Child Abuse**

State law requires that, as mandated reporters, we must report any *suspicion* of abuse to the DCFS child abuse hotline. This includes suspicion of physical and sexual abuse, as well as neglect, including physical, educational or medical neglect.

Illinois state law requires:

*Any...school personnel...truant officers, social worker, social service Administrator...registered nurse, licensed practical nurse, director or Staff of a nursery school or a child day care center...registered Psychologist...having reasonable cause to believe a child known to them In their professional or official capacity may be an abused or neglected Child, should immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS).*

In an effort to ensure shared communication among relevant personnel, the following protocol should be followed:

When a student discloses an allegation of abuse to a staff member or a staff member has reason to suspect that abuse has occurred, the following steps should be taken:

1. Staff member informs school social worker, or the Director that there is a suspicion of abuse.
2. School social worker, or Director informs academy co-facilitator and staff member that a call to DCFS is going to be made. Co-facilitator shares any information about the student that might be relevant to the situation.
3. School social worker will interview the student to assess safety concerns and severity of abuse.
  - (a) Should student refuse to disclose the situation of abuse to the school social worker, but did disclose to another staff member, the original staff member is responsible for making a report to the DCFS Hotline (1-800-25-ABUSE).
4. If appropriate, school social worker, or Director will contact a member of the family to inform them that a report is being made.
5. School social worker, or Director informs the reporting teacher and other relevant personnel of the outcome of the DCFS call (i.e. if the call was taken and upon receipt of outcome letter, relay if the report was determined "found" or "unfound").
  - (a) All staff should provide the school's address when an address is requested by DCFS. This is essential as paperwork regarding the investigation will be mailed to the YWLCS. Please provide the school social worker with a copy of this letter once received.
6. School social worker will maintain a confidential database of all DCFS Hotline calls and the outcome of the investigation as stated in the letter.
7. School social worker will engage the student in counseling, as needed, if parental consent is on file with the YWLCS. Should consent be denied, but the student is found to be in continued distress, up to 5 counseling sessions (annually) will be offered according to the Illinois Mental Health Rights of minors over the age of 12.

**\*Also note: ANYONE can call the DCFS Hotline at any time to report suspected abuse or to receive anonymous consultation to find out if a suspicion needs to be reported. If the Social Workers, Dean of Students, or Director are not available, it is still the responsibility of the staff member to contact the hotline.**

As such, every employee of the YWLCS is covered by law and is a mandated reporter.

## **Confidentiality**

All YWLCS records, whether academic, financial, personal, disciplinary or psychological, that were obtained in the process of conducting business or that pertain to YWLCS or its employees, students, families, internships, mentors or donors are confidential. No employee may, therefore, disclose any confidential record or information to anyone except where required for a business purpose. No such information including all paper and electronic documents, files and records, may be removed from YWLCS premises without written permission from a member of the Administration or Board of Directors. Employees who inappropriately reveal information of a confidential nature will be subject to corrective action up to and including termination.

This restriction does not apply to non-confidential information regarding YWLCS' academic or other programs. Because of the innovative nature of these programs, YWLCS encourages the active pursuit of opportunities to share learning with others interested in educational and social improvement. If uncertainty exists as to whether a particular item of information is confidential, a consultation should take place with the administration and/or Board of the school.

**Finally, if the press or media contact an individual regarding YWLCS' operations, that person should respond that he/she cannot comment and refer them to Director who will handle the correspondence or forward the request to the Board of Directors.**

## **Distribution and Solicitation**

In the interest of maintaining an efficient, productive work environment, YWLCS limits the solicitation of employees and the distribution of non-school materials in the workplace. While YWLCS may authorize a limited number of fund drives, employee participation and donation is entirely voluntary. Any employee who wishes to initiate a fund drive of any sort must get prior approval from the Director.

Unauthorized solicitation between employees is prohibited during working time or when such solicitation might interfere with other employees who should be or are performing their jobs. Likewise, employee solicitation of other individuals associated with the school, including board members and students, is prohibited during work time. Solicitation includes, but is not limited to, the buying and selling of goods and the seeking of contribution signatures or memberships in organizations.

## **Dress Code**

YWLCS faculty/staff are expected to maintain a professional standard of dress. Professional educators dress appropriately so as to model what is suitable for their colleagues and students. Anyone who is dressed inappropriately for the work setting will be asked to go home and return in professional attire. If the staff member decides not to return to work, one of their personal days will be used.

## **Employee Discipline**

Each employee acknowledges that it is their responsibility to read and comply with the policies contained in this handbook and any revision made to it. Failure to follow outlined procedures may result in verbal or written warnings.

The following is a copy of the Employee Warning Notice.

# The Young Women's Leadership Charter School of Chicago

2641 S. Calumet Street  
 Chicago, IL 60616  
 312-949-9400  
 312-949-9142 Fax



Ms. Deniece M. Fields  
 Director

## Employee Warning Notice

Employee Name \_\_\_\_\_ Date of Warning \_\_\_\_\_

### Type of Violation

Attendance	Carelessness	Insubordination
Lateness/Early Quit	Failure to follow instructions	Violation of Safety Rules
Rudeness to students/parents	Irresponsible use and/or securing of laptop carts and other technology	Inappropriate interaction with student
Failure to complete lesson plans	Violation of YWLCS Faculty Handbook policies	Other

### Previous warnings

	Oral	Written	Date	By Whom
1 <sup>st</sup> Warning				
2 <sup>nd</sup> Warning				
3 <sup>rd</sup> Warning				

### Employer Statement

### Employee Statement

Date of Incident / /	Time:	I agree with employer's statement _____
		I disagree with employer's statement _____
		The reasons are:
		Employee signature

### Action to be taken

- Warning   
  Probation   
  Suspension   
  Termination  
 Other \_\_\_\_\_

### Consequence should incident occur again:

Signature of employee \_\_\_\_\_

Signature of supervisor who issued warning \_\_\_\_\_

## **Employment Verification and References**

All questions and requests for references and verification of employment regarding a current or former employee of YWLCs should be referred to the business office. Without written authorization, the business office will only confirm that any individual was employed by YWLCs, his/her job title, and the corresponding dates of employment.

All information supplied by applicants or current employees as part of the recruiting and interviewing process, including information on the employment application and resume, must be correct, truthful and complete. Providing incorrect or misleading information may result in denial of employment or corrective action up to and including termination.

## **Equal Opportunity**

YWLCs does not discriminate against any employee or member of the community on the basis of race, color, creed, national origin, religion, age, sex, sexual orientation, gender identity, marital, veteran or parental status, disability (except where related to ability to perform the job), or any other ground prohibited by law. YWLCs is an Affirmative Action, Equal Opportunity Employer.

## **Expectation of Privacy**

All YWLCs electronic and voice communications systems as well as information transmitted by, received from or stored in these systems are school property and are intended for school use. Personal use of any software or hardware, including but not limited to, the organization's computers, e-mail and voice mail systems or school-provided access to the Internet is discouraged.

Everyone should be aware that YWLCs has the technical capability to monitor all its electronic and voice communications systems. The same standards with respect to the content, quality and tone of electronic and voice communications should be applied as would be done with any other means of business communication.

## **Harassment**

All YWLCs employees have the right to work in an environment free from all forms of discrimination and harassment. Harassment includes any conduct that belittles or shows hostility toward an individual. Consistent with the YWLCs' respect for the rights and dignity of each employee and student, all employees should be aware of the following:

1. Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, his/her relatives, friends or associates because of race, color, relation, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:
  - a. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
  - b. Has the purpose or effect of unreasonably interfering with an individual's work performance;
  - c. Otherwise adversely affects an individual's employment.
2. Harassing conduct includes, but is not limited to:
  - a. Epithets, slurs or negative stereotyping;
  - b. Threatening, intimidating or hostile acts; and
  - c. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed in walls or elsewhere on the school's premises where it could be viewed by others or circulated by any means in the workplace.
3. Sexual harassment in particular is strictly prohibited. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature..."
  - a. When submission to such conduct is made, either explicitly or implicitly a term or condition of an individual's employment;
  - b. When submission to or rejection of such conduct is used as the basis for employment decisions affecting such individuals; or
  - c. When such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.
4. Employees who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination.

## **Illegal Drug Use and Controlled Substance Abuse**

### **Drug Abuse**

An employee's right to a safe and healthy work environment includes a workplace free of illegal drugs. Illegal drug use or the abuse of controlled substances can severely affect an employee's performance, increase absenteeism and damage the school's reputation in the community it serves.

YWLCs therefore prohibits the sale, purchase, use, possession or being under the influence of any controlled substance (other than that legally prescribed for the individual taking it) while on YWLCs premises or while conducting business for YWLCs. "Being under the influence" means that an employee's normal physical or mental abilities are detrimentally affected by the use of a substance. Employees who are taking prescription drugs that may cause an adverse reaction while at work should report this to an administrator for the protection and safety of fellow employees and students.

In addition, any employee arrested in connection with an illegal drug violation must notify an administrator within five calendar days of the arrest. Any employee who violates any aspect of this policy may be subject to corrective action up to and including termination.

### **Alcohol Use**

Generally, YWLCs' position regarding alcohol use is the same as that for controlled substances – with the exception of moderate consumption at a school function as described below.

Although the introduction of alcohol into the workplace can increase the potential for unacceptable and/or unsafe behavior, YWLCs recognizes that there are limited school-related social situations during which the moderate consumption of alcohol may be acceptable. YWLCs requires all employees at these events to exercise good judgment and keep their alcohol consumption well within professional standards of conduct.

## **Individual Work Area Maintenance**

A clean, orderly and safe work environment should be maintained so as not to disturb others or create hazardous conditions. This includes classroom, office, work and common area space. **Room 005 is the designated lunchroom area for faculty and staff. Please treat this room as your own and keep it clean.**

### **Maintenance Repairs/Requests**

Our goal is to render services in a timely and equitable manner. If repairs or replacements are needed, complete the Work Order Request Form (see next page) which can be obtained from the mailroom and place in The Director of Finance and Operations' mailbox. A work order must be completed for all repairs and replacements; verbal communication does not suffice. **PLEASE do not ask the custodial workers to make repairs.**

### **Janitorial Maintenance:**

Daily janitorial services will be done throughout the building Monday through Friday. In-depth cleaning will be conducted in the summer, winter and spring breaks.

To ensure that the school complies with all city ordinances in respect to sanitation, **EATING IN THE CLASSROOMS AND OFFICES IS NOT ALLOWED.** Students are to eat in the cafeteria and teachers/staff are to eat in the lounge located in the lower level.

**Arrangements must be made (in advance) with the Director of Finance and Operations for parties and meetings which will involve the serving of food in any area of the building except the cafeteria.**

# Young Women's Leadership Charter School of Chicago

## WORK ORDER REQUEST FORM

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DATE \_\_\_\_\_

WORK ORDER NUMBER \_\_\_\_\_

NAME OF PERSON REQUESTING WORK \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

VOICE MAIL OR EXTENSION \_\_\_\_\_

TYPE OF WORK REQUESTED:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> CARPENTRY           | <input type="checkbox"/> ROOFING         | <input type="checkbox"/> ARRANGE FURNITURE |
| <input type="checkbox"/> ELECTRICAL          | <input type="checkbox"/> JANITOR         | <input type="checkbox"/> _____             |
| <input type="checkbox"/> HVAC                | <input type="checkbox"/> MASONRY         | <input type="checkbox"/> _____             |
| <input type="checkbox"/> PLUMBING            | <input type="checkbox"/> GLASS/WINDOW    | <input type="checkbox"/> _____             |
| <input type="checkbox"/> PAINTING/PLASTERING | <input type="checkbox"/> LOCKSMITH       | <input type="checkbox"/> _____             |
| <input type="checkbox"/> ELEVATOR            | <input type="checkbox"/> FURNANCE/BOILER |  |

DESCRIPTION OF WORK REQUESTED:

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PARTS OR SUPPLIES NEEDED:

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PERSON ASSIGNED TO WORK ORDER:

- OUTSIDE CONTRACTOR       ENGINEER       JANITOR

DIRECTIONS TO ADDRESS PROBLEM: \_\_\_\_\_

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\_\_\_\_\_  
APPROVAL SIGNATURE

## **Personal Cars/Parking**

Faculty should not use personal cars to transport students on outings or field trips. It is school policy to use outside transportation. The school's van is available for groups of seven or less. See the Business Manager for scheduling transportation for field trips.

**Parking is available on the north side of the building and additional parking on the street. When parking in the school parking lot, please be sure to avoid blocking exterior doors.**

To limit the number of PA interruptions throughout the year regarding personal vehicles, you will be required to write your plate number on the Employee Emergency Contact Information form.

## **Smoking**

YWLCS maintains a smoke free environment, both as a model for students and for health, safety and legal reasons. **Smoking is prohibited in any form at any time on school premises.** Employees who do smoke are asked to do so off the school's property and on their own time. When moderating an event on school premises, please politely inform guests of this policy.

## **Standards of Conduct**

All teachers and staff have the universal rights and responsibilities outlined in the Community Contract and as members of the community are expected to adhere to the responsibilities at all times.

It is the responsibility of every member of the faculty and staff to act in an honest and forthright manner in all workplace concerns; to treat co-workers, supervisors, students, families, board members, sponsors, volunteers and visitors with respect; and to conduct oneself in a moral and ethical manner consistent with professional expectations.

In keeping with YWLCS' mission, it is vital to maintain consistently the highest ethical standards. Employees must not engage in activities conflict with the interests of the school, which create even the appearance of impropriety or which impede their job performance at YWLCS. Such activities include, but are not limited to:

- The improper receipt of gifts.
- Employment outside of YWLCS that conflicts with YWLCS' mission or negatively affects job performance.
- The disclosure of confidential information without proper authorization from the director of the school.

All employees are expected to maintain appropriate professional boundaries in their relationships with students and exercise professional discretion when sharing personal information.

Voluntary social relationships between students and staff that are consistent with the Student Code of Conduct, YWLCS Community Contract and Illinois statutes are acceptable. Any sexual conduct between adults and students is prohibited by law. Additionally, YWLCS expects staff to not engage in any activity which may be harmful to students (i.e. sexual harassment, inappropriate touching, etc.)

Should a staff member be accused of engaging in any sexually inappropriate activity with a student, the student will be immediately referred to the YWLCS social worker where an assessment and further investigation of the allegation will be conducted. The accused staff member will be referred to the Director where appropriate discipline actions will be taken.

## **Use of School Resources**

School facilities, equipment and supplies are for school use. Unauthorized use of any school resources or abuse of these resources may result in corrective action up to and including termination. In particular, no one may use YWLCS' letterhead for personal correspondence not related to school business. Any outgoing personal mail should be prepaid and any personal, long-distance telephone calls that are made from a school telephone should be charged to one's home phone number.

As with any school property, reasonable care should be exercised to make sure these resources are not lost, stolen, damaged, or abused in any way.

No employee may purchase or contract for any products or services without obtaining prior approval from the appropriate member of the Administration. Likewise, employees should not expect to be reimbursed for any purchases made without prior approval.

## **E-Mail, the Internet and Other Electronic and Voice Communications**

The YWLCS electronic and voice communications systems are school property and intended for school use. As such, misuse of these systems is subject to corrective action up to and including termination.

If one receives an inappropriate message, a member of Administration should be notified immediately. Also, all unnecessary e-mail and voice mail messages should be deleted in order to help maintain the efficient use of these systems.

As technology continues to advance, issues effecting Security, Privacy and Confidentiality will undoubtedly be raised. All employees are expected to use their best judgment and seek the advice and consent of the Administration before posting or transmitting any work product, student or school information, or any other information or images which could be accessed by the general public. Modification of the school's webpage, e-mail from or to school-based addresses, or electronic communication using the school's name, logo or image can create a liability for the school and affect the school's public reputation. YWLCS reserves the right to approve any such changes, action or uses of technology that employ school resources or are of a public nature.

## **Photo Copying and Printing**

As a community that upholds environmental responsibility, we do not restrict the use of copiers and printers. Although we do not restrict the use of these resources, we do expect everyone to be responsible about copying and printing in an effort to decrease the amount of paper we use. Copiers and printers are to be used for school-related materials only. Everyone is encouraged to be conscious of paper usage and recycle when possible.

**To ensure that copiers and printers are functioning at all times, we need your cooperation. You must report copier and printer malfunctions to the front office immediately. This will ensure that the copier and/or printer have prompt service. To reduce the instances of copier malfunctions, please be sure to use transparencies that are appropriate for copier usage. Transparencies that are not appropriate for copier use melt and cause severe problems in the copier.**

## **Use of Technology**

Teachers who use computers with their students are encouraged to lead discussions and activities that address the following issues: personal responsibility, using computers in a positive manner, computer theft, vandalism, tampering, privacy and Internet use, copyright issues, and plagiarism. Every student and her parent/guardian must read and sign our YWLCS Acceptable Use Policy before the student may have access to our computer network. Students are expected to comply with the Policy. Students who do not comply with the policy will lose their computer privileges.

Teachers and staff are responsible for monitoring students to ensure appropriate use of technology in connection with the YWLCS Policy on Computer and Internet Use. The policy is provided after this page.

## **YWLCS Policy on Computer and Internet Use**

The school gives you access to computers, email, and the Internet in order to help you be a successful member of the YWLCS community. Everyone at YWLCS, including students, teachers, and staff, is responsible for the safety and security of the school's computing tools. We expect you to use these tools responsibly, as a part of your schoolwork and your community participation, and we will not allow you to use the tools if you are irresponsible. We expect that if you know that someone else is being irresponsible, then you will tell a teacher or staff member.

The YWLCS and Chicago Public School's School Code of Conduct apply to your computer, Internet, and email use, and will be enforced. Anything that you do on or with the school's computer network, including sending email, posting messages on the internet, or visiting web sites, reflects on the whole school community and belongs to that community.

You may not use the school's computers to do anything harmful or illegal, or to threaten or bully anyone. Do not use information from the Internet without citing it: you may not copy anything from a website into your own document without giving credit to the author. Do not use any chat rooms or any other instant messaging systems without permission from a teacher or staff member.

You may not use anyone else's account (username and password) and must not allow other people to use your account. Anything done with your account will be your responsibility, even if someone else was using the account. You may not download or store information for private, personal, or non-school use using the school's computing resources. You may not use proxies or other methods to try to evade the restrictions imposed by the school on various websites, instant messaging, or other sites.

Nothing stored on or passing through the school's network is private or confidential. The director, teachers, and staff can, at any time, access any of your data, read your email, and directly monitor your use of the network, in accordance with the YWLCS Community Contract.

No one may use computers, email, or the Internet at school without authorization by the appropriate staff members. If your computer access is restricted as a result of your actions, you may submit an appeal in writing within thirty days. We will consider your appeal and make a final decision.

### **Guidelines for Safe Computing:**

- Never post personal information about yourself or other people, including your name, address, phone number, or any other information that may be used to determine your identity.
- Never agree to meet someone in person that you have met online.
- Never engage any activity that requires an exchange of money, credit card numbers, or where the school might be charged any fee. Students may not make purchases or sales of any kind using the school's computing resources.
- Report any messages that you receive that make you uncomfortable or may be a violation of the peaceable schools or anti-bullying policies to your teacher or a staff member.

*I have read and understand this policy. I understand that I am responsible for my use of the school's computers, and that there are disciplinary consequences for any violations of this policy.*

Faculty/Staff Name: \_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_

## **Vehicle Policy (school van)**

YWLCS is committed to safe, accident-free driving. Drivers must practice defensive driving and take every possible precaution to avoid accidents. Only designated faculty/staff are authorized to drive the school van.

### **Driver Responsibility:**

The following are some rules for the operation of the school van.

1. All drivers are responsible for ensuring that they are in possession of a valid driver's license. A copy of the license must be submitted on an annual basis to the Business Manager to be registered on the list of valid YWLCS drivers.
2. All drivers are personally responsible for driving in a safe and legal manner. All local, provincial, and federal regulations and YWLCS procedures must be followed. Consideration must be taken to the right of pedestrians, cyclists and other drivers.
3. No faculty/staff may operate the school van while impaired by the influence of alcohol, drugs or medicine.
4. All drivers are required to inspect the van's tires, check to ensure that it has sufficient gas and that the van is in driving condition prior to the trip.
5. All drivers must immediately report and document accidents, damage, problems or concerns to the Business Manager.
6. All drivers must wear a seat belt while operating the school van. The driver is responsible for ensuring that seat belts are worn by all passengers in the vehicle. No one shall ride in any seat that does not have a seat belt. The van must have enough seats and seat belts to the number of passengers.
7. Drivers must not exceed the posted speed limit. Radar detectors are prohibited.
8. The school van must be shut off during loading and unloading.
9. In case of inclement weather or unsafe conditions, drivers will check the road conditions prior to driving. If conditions are unsafe, the trip should be postponed.

### **Accident Reporting and Investigation:**

If an accident occurs, an investigation is necessary to determine the cause and to prevent future accidents.

1. At the scene, stop immediately and determine damage. Avoid obstructing traffic, if possible.
2. Turn emergency hazards on.
3. Be polite, professional and cooperative at all times during the investigation. Provide the requested information (name, address, etc.) to the other party, if any, and to the police, if present. Ensure that you receive complete information from the other party, if any.
4. All accidents must be reported immediately to the Director.

The insurance and vehicle registration information are in the glove compartment.

## Section 2:

# Faculty Expectations & Professional Responsibilities

## **Teaching and Learning Expectations**

YWLCS is committed to ongoing development of effective frameworks for teaching and learning. The tasks required of the staff go far beyond the typical work done in many schools. Teachers and staff are key creators and implementers of the mission of the school. This requires intensive, collaborative participation in planning and developing systems to improve teaching and learning.

In particular, teachers and staff can expect to be involved in activities and planning outside actual teaching and student-centered contact hours. Teachers and staff are involved on a regular and ad hoc basis in a range of activities during their non-teaching time. Examples of these activities in the life of teachers and staff include:

- ❖ Lesson and course planning
- ❖ Making data-driven decisions
- ❖ Evaluation of students, self, peers and the school
- ❖ Developing assessment and evaluation measures
- ❖ Advising students
- ❖ Maintaining communication with families
- ❖ Collaborating on teams with faculty and staff
- ❖ Participating on committees
- ❖ Professional development
- ❖ Interacting with visitors
- ❖ Planning and implementing field trips

## **Absence and Class Coverage**

Teachers must notify the Director with a cc to the Business Manager when requesting a personal or sick day.

If you need to leave during the regular work day, please notify the Director with a cc to the Business Manager for approval.

Absences due to external professional development require a minimum 2 week advanced approval by the Director. An e-mail to the Director with a cc to the Business Manager needs to include date(s), schedule of classes in need of coverage, and purpose/title of professional development. Such absences must be related to the individual's professional development plan and the strategic goals for YWLCS.

For planned absences, please submit your lesson plan to the Office Assistant the day prior. Substitute lesson plans should include specific instructions for the substitute, name of 2 student leaders who can assist with materials, etc, answer key to material given if applicable and any other relevant information. Substitute teachers do not have computer access and therefore cannot implement any web-based lessons.

**Emergency lesson plans must be submitted by September 9, 2011.** These lesson plans will be used in case of illness or emergency. The material contained must be adaptable to any trimester and activities must be suitable for 2 consecutive days of class. Once your emergency lesson plans have been used, you must submit new ones.

The emergency lesson plans folder must be submitted the Business Manager and must contain the following information:

- Lesson plans
- Student materials

**IMPORTANT :** Please note that substitute teachers will not begin a new lesson nor will they be responsible for administering tests.

## **Field Trips**

Field Trips are encouraged as a means to extend student learning beyond the classroom and to expose students to a variety of experiences and opportunities.

As much as possible, field trips should be directly linked to the current course of study or broader program or school goal. Adequate student preparation and follow up to field trip is necessary.

All field trips must be approved in advance.

- 1) Complete a Field Trip Request Form and submit electronically to the Director at least two weeks in advance. The time frame will allow adequate time for planning and to secure transportation. The form requires that you determine class coverage needs and student lunch arrangements in advance. Please note that in order to secure a coach bus, you must submit the request at least a month in advance. Also, students will need to pay additional fees.
- 2) Create a permission slip for all students participating on the trip. Permission slips must be signed by a parent/guardian and the teachers whose classes the students will miss. Please remember that students will not be allowed to participate in field trips without a signed permission slip.
  - a. **VERBAL PERMISSION IS NOT ACCEPTABLE.**
  - b. If a student does not attend school on the day of the field trip, it will be considered an unexcused absence unless the student is out due to sickness, doctor's appointment, or family emergency.
  - c. If a student reports to school on the day of the field trip without a permission slip, she will be assigned to a classroom based on substitute coverage.
  - d. Field trip coordinators need to submit the permission slips and the attendance list to the office **by noon on the day prior to the field trip.**
  - e. Attendance is taken the morning of the field trip and the list is submitted to the main office **prior to departure.** A copy of the attendance must be taken on the trip.
- 3) Once the field trip has been approved by the Director and signed by the lunchroom manager, complete a Bus Request Information Sheet and submit it to the Office Assistant. A minimum of two week notice is required to secure adequate transportation.
- 4) Templates of the above three documents can be found on staffshare/Administrative/Forms.
- 5) The Office Assistant will provide you with a confirmation once transportation has been secured.
- 6) The Field Trip Request Form and the Permission Slip must be completed for ALL trips (\*including small groups, evening and weekend trips). The Bus Request Information Sheet must be completed only when requesting a school bus or buses.
- 7) Encourage parents to participate as chaperones!! Student-Teacher ratio should be as near 10:1 as possible.
- 8) The teacher responsible for coordinating the field trip must have the Lunchroom Manager (Gloria Cruz) sign the Field Trip Request Form and submit it to the Business Manager along with the Bus Request. **Please note that transportation arrangements will not be made without the signed Field Trip Request form.**

**\*NOTE:** Small groups of seven or less may use the school's van, provided that the staff driving is listed as an authorized driver and is 25 or older.

## **EMERGENCY PROCEDURES**

**Report of accident, injury, or illness:** In the event of an accident/injury/illness during a field trip, the field trip leader (person who requested field trip) or school staff must call the school with the details to make arrangements to promptly notify parents of all students involved. Upon returning from the field trip, the leader must fill out an accident/injury form and turn it in to the Business Manager. The field trip leader must contact the parents of the student if the accident, injury, or illness is serious or potentially serious.

A copy of the Request for Field Trip, Bus Request and Field Trip Permission Slip are included in the FORMS section. These forms are also available in staffshare/administrative/forms.

## **Rubric for Faculty Professional Responsibilities Evaluation**

The purpose of evaluating teachers' professional responsibilities is to maintain the highest level of professionalism and accountability. YWLCS encourages teachers to grow professionally in order to promote higher achievement by students.

# Section 3:

## Benefits

## **Medical Benefits**

An employee's benefits package, although not reflected in an individual's paycheck, comprises a sizable percentage of total compensation and is a direct cost to Young Women's Leadership Charter School.

YWLCs provides group medical and dental insurance through BlueCross BlueShield at a reduced cost. All employees regularly scheduled to work 30 hours or more per week are eligible to enroll on the first day of employment with YWLCs. In addition, YWLCs offers Short-term disability, Long-term disability, Life and AD&D coverage through UNUM at no cost.

YWLCs also offers vision insurance coverage through EyeMed at employee cost.

The employee portion of the medical, dental, and vision monthly premium is handled through bi-weekly payroll deductions. You will be provided with this year's medical, dental and vision costs.

### **Medical/Maternity Leave (short-term disability):**

Medical leave is time off from work due to an illness or injury as determined by a physician in accordance with the short-term disability policy. Contracted employees that work more than 30 hours per week are eligible for 60% of their weekly salary for the period of the disability as determined by the physician. Short-term disability benefits are paid directly to the employee by UNUM.

Additional unpaid leave may be requested in accordance to the Family Medical Leave Act.

During the course of leave, it is the employee's responsibility to maintain his/her bi-weekly payment of the medical premium(s).

### **Non-birthing Parental Leave:**

This policy applies to any employee contracted to work more than 30 hours per week that is seeking leave due to the birth or adoption of a child.

YWLCs allows one week of paid leave independent of personal/sick days. In order to receive this benefit we require that the leave be scheduled in advance with the Director.

Additional unpaid leave may be requested in accordance to the Family Medical Leave Act.

For further information about the policy, please contact the Business Manager.

## **Pension Benefits**

YWLCs contributes 8% to the teachers' pension fund for each certified teacher. Certified teachers are required to contribute 1% to the teachers' pension fund, which goes to their individual plan. For those employees who are not certified, YWLCs contributes 1.8% to an individualized 403(b) plan.

# Section 4:

## Safety & Security

## **Safety**

Maintaining a safe environment for learning and working is a top priority. Everyone is responsible for pointing out and taking action to correct unsafe conditions and for working in a safe manner.

### **Fire Drills:**

Fire Drills are held regardless of weather conditions. These drills are held under the supervision of the Fire Department and may be announced or unannounced. In either case, each classroom teacher is responsible for familiarizing themselves with the procedures and communicating these procedures to their students prior to the drill.

At the sound of the signal, all students, faculty and staff are to exit the building as outlined in the Emergency Exit Plan located in this section. A copy of the floor plan is also included in this section. Everyone will return to the building upon signal from the administrator in charge. Each teacher must lead their classroom away from the building and remain with the class.

The following measures need to be followed in order to prevent the loss of lives and property.

1. Doors- Teachers are to keep classroom doors unlocked while students are being instructed in these rooms.
2. Decorations- All potentially combustible decorations used in the school shall be rendered flame resistant. No decorations or other structures in any room or hall of the school shall obstruct the normal traffic from and to stairways, halls or exits. Similarly, objects that are not flame resistant shall be hung over stairwells or on doors. **THE FIRE DEPARTMENT REQUIRES THAT ANY PAPER DISPLAY DIRECTLY ON WALLS TO BE LESS THAN 5%. THIS RULE DOES NOT APPLY IF THE DISPLAY IS ON COARK BOARDS.**

UNDER NO CIRCUMSTANCES ARE STAFF OR STUDENTS TO CONGREGATE AROUND THE EXIT DOORS OR IN THE STREETS. THESE AREAS MUST BE KEPT CLEAR FOR THE FIREFIGHTERS AND THEIR EQUIPMENT.

### **Incident/Accident:**

In the case of an accident, it is your responsibility to complete an accident report and submit it to the Director or Business Manager promptly.

**Incidents:** Incident forms are used when there is no injury and nothing is stolen. For example: you are part of or witness a serious altercation with a student, parent or another faculty/staff member. This serves as documentation of the incident in the event that the situation continues. There will be instances when both an incident report and a student write-up will need to be completed.

**Accidents:** Should an accident or injury occur on the school premises, the following procedures are to be implemented.

1. Immediately notify the Director or the office and find whatever aid is necessary to prevent the victim from further injuring himself/herself.
2. Do not move the person if the accident seems to be serious.
3. If immediate medical care is necessary, and the injured is a student, the parent should be notified by the Director's designee (office).
4. If immediate medical care is necessary and it is impossible to contact either the parent or parent's designee (as indicated as the emergency number on the student's information), the City of Chicago emergency telephone number (911) should be called and the case turned over to the responding unit. The responding staff member must get the name of the hospital the student has been taken to and inform the Main Office.
5. It is the responsibility of the faculty/staff member who is in charge of the student when the accident occurs to complete the Incident or Accident Report form within 24 hours. This applies to any activity sponsored by the school. The reports are found in this section as well as in staffshare\Administrative\Forms.

## **Security**

Part of maintaining a safe environment is taking reasonable security precautions.

**All students must exit the building by 4:00 pm.** Only students who are participating in an after school program or other adult supervised school related matter can remain in the building **and must be under faculty/staff supervision.** In such instance the responsible adult must inform the office that you have students with you. When your activity ends, you must ensure that the students exit the building.

Faculty/staff must lock and secure classrooms and offices at the end of the day. No student should be left behind in a classroom or office without an adult. Teachers sponsoring after school activities must ensure that all students have left the building before they leave.

The building closes daily at 7:00 pm for faculty and staff. **If you are staying in the building past 5:00 pm, you must contact the Director at extension 112 or Assistant Director at extension 113.** We suggest you move your car to the front of the building for security purposes. Whenever you leave the building, please ensure that the external door is secured.

All faculty/staff persons should secure valuables. Storage cabinets with keys are supplied and all are encouraged to lock up personal belongings at all times.

### **After School Activities:**

The sponsoring teacher of an after school activity is responsible for supervising their students during the activity and ensuring that his/her students safely exit the school at the end of the activity by escorting them to the exit.

### **Keys:**

The Director of Finance and Operations maintains records of keys issued to teachers and staff. All teachers/staff will be issued the keys needed to do their work. Loss of keys must be reported immediately to the Director of Finance as well as requests for replacements or for additional keys. All keys remain the property of the school and must be returned when parting with the school.

### **Theft Procedures:**

Needless to say, theft is unacceptable whether by students or staff. In the unfortunate case of a theft, we follow the procedures below:

1. Notify the Support Staff/Security Counselor immediately. In the instance where something is stolen from within a contained space, we are able to hold students/staff and determine if a search needs to occur.
2. Complete a Theft Report and submit to the Security Counselor.

We ask that all staff and students follow the guidelines below to reduce the risk of theft:

1. Lock up anything of value any time you cannot keep an eye on it.
2. Report any items you believe may have been taken without authorization.
3. Make a point of talking about the school's values, including trust, with your colleagues and students.

### **Visitors:**

All visitors must sign in on the Visitor sign-in located on the front lobby or in the main office.

# **YWLCS EMERGENCY EXIT PLAN**

In case of emergency, (fire, chemical spill, etc.), or disaster drill, the following rooms will evacuate the building in this order, unless given different instructions.

## **ROOMS 102, 103, 104, 105, 108, AND 109**

Exit through **MAIN DOORS**

Exit down **Main** stairs, cross street to West side of Calumet Avenue. Walk away from the building towards 29<sup>th</sup> street.

## **Cafeteria**

**ROOMS 101 AND 115**

**ROOMS 200, 201, 203, 205, 205A, 215**

**ROOMS 301, 303, 305, 315**

Exit down **South** stairs to lower level and out of **South** Side doors. Cross street to West side of Calumet Avenue. Walk away from the building towards 29<sup>th</sup> street.

## **ROOMS 005, 025**

**ROOMS 200A, 202, 204, 206, 206A**

**ROOMS 300, 302, 304, 306**

Exit down **North** stairs to lower level and out **North** side doors. Cross street to West side of Calumet Avenue. Walk away from the building towards 26<sup>th</sup> street.







# Section 5:

# Financial

## **Financial Requests**

### **Purchase Orders and Check Requests**

Our school's tax exempt letter should be used for all purchases because we are unable to reimburse for sales tax. If you require using a particular vendor who does not honor our tax exempt letter, you must notify the business office prior to your purchase. We will attempt to open a tax exempt account with that vendor. If we are unable to open an account, you will be required to find another vendor. Please allocate additional time for processing in these circumstances.

#### **Purchase orders:**

Purchase orders are for items you wish to order that the company will bill us. This is usually an expense over \$100.00 that will be ordered by you and shipped to the school. You must request a PO number from the Director of Finance for each PO via email. The PO must be filled out electronically and submitted to Deniece Fields for signature. Once the PO is signed, it will be returned to you so that you may order your item. Once the item is ordered, please place a copy of the signed PO in the mailbox of the Director of Finance.

A copy of the Purchase Order form has been included in this section and it is also available in staffshare/administrative/forms.

#### **Check request (company/vendor):**

If you need to request a check to be issued to a company which wants to be paid up front for a good or service, complete a check request. This should be a case in which there is NO BILLING POSSIBLE. In this case you complete a check request for the company **and attach any supporting documentation (e.g. estimate, invoice, etc)** and give the date the check is required. ONE WEEK is the minimum time required for a check request to be approved and issued.

#### **Check request (individual):**

If you wish to be reimbursed for out of pocket expenses for supplies or other expenses you have incurred, you must complete an Employee Expense Form. Note that these types of expenses **MUST BE APPROVED IN ADVANCE by Deniece Fields**. All Employee Expense Forms must be accompanied by the **ORIGINAL RECEIPTS**.

Place both check requests and Employee Expense Reports in the blue inbox labeled "CHECK REQUESTS" located in the mailroom. Check requests need to be in the Check Request box by 12:00 p.m. on Thursdays for reimbursement that same week. **Requests received after the deadline will be reimbursed the following week.**

Any check requests received outside of this process will be returned to your mailbox and will result in a delay in receiving reimbursement.

During the spring and winter breaks check requests must be submitted by 3:00 p.m. on the Monday of the week prior to the break. Requests received after Monday will be processed after the break.

There is a 60 day limit from the date the expense was incurred to submit for reimbursement. Also, all check requests for this fiscal year must be submitted no later than June 17, 2012.

Copies of the Check Request form and the Employee Expense Report have been included in this section and are also available in staffshare/administrative/forms.

## **Collection of money**

There are few instances when faculty/staff will collect money from students. When such collection is required, these are the guidelines to follow:

1. The Director must authorize any collection of money.
2. Obtain a list of students prior to the collection of money including their lunch status if this will determine the amount to be collected from each student.
3. Indicate on the list the amount received from each student, the name of the person making the deposit, and date the list. A new list must be submitted every time money is deposited to the Business Manager.
4. A Cash/Check journal must be completed and submitted in person to the Business Manager along with the student list.
5. Any money collected must be deposited to the Business Manager on a daily basis. **DO NOT KEEP ANY STUDENT'S MONEY IN YOUR CLASSROOM OVERNIGHT.**

The office personnel will collect money from students for lost and/or damages books, and all student fees. These are the guidelines to follow:

1. Issue a receipt and indicate what the student is paying for.
2. A Cash/Check journal must be completed and the yellow receipt(s) must accompany the journal.
3. Any money collected must be deposited to the Business Manager on a daily basis. **DO NOT KEEP ANY MONEY IN YOUR OFFICE.**

Only the office personnel are authorized to collect these monies from students.

The office personnel and/or business office will also collect money for the sale of t-shirts, sweaters, pants, hats, etc. from students, faculty and staff. A receipt will be provided, and a Cash/Check journal will be completed with all yellow receipts attached.

This section contains a copy of the Cash/Check journal, which is to be completed for deposits to the Business Manager. It is also available in staffshare/administrative/forms.

## **Fundraising Guidelines**

Student fundraising is occasionally necessary to supplement funds for student activities or programs. Teachers and staff who chose to sponsor must adhere to the following procedures:

1. Complete a Fundraising Approval Form and submit it to the Director for approval.
2. The teacher/staff in charge of the fundraiser must supervise the sale and cash transactions, any exceptions must be approved by the Director.
3. All money collected for the sale must be submitted to the Business Manager on the day of collection. A Cash/Check Journal form must be completed daily.
4. Receipts must be provided for reimbursement of any initial purchases made out of pocket. These receipts will be attached to the Cash/Check Journal form.

A copy of the Fundraising Approval form has been included in this section and is also available in staffshare/administrative/forms.



Section 6:

Forms

# Section 7: State Compliance