

Ridgewood High
School
Support Staff
Handbook

2022-2023

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FROM THE SUPERINTENDENT

Ridgewood High School District 234 believes our employees are our most valuable assets. Our goal is to provide the finest educational opportunities for the students we serve. You are an important part of this process, for your work directly influences our students' schooling. It is our sincere wish that you will find your employment with us challenging and rewarding.

In this Handbook and the policies that follow, you will find helpful information regarding our employment practices and expectations as well as benefits available to you as an employee.

On the next page is a copy of the district's Mission. We expect that you will read and consider this statement so that you will understand the important role you play in reaching this goal. Your cooperation and support are valued and sincerely appreciated.

Sincerely,

Jennifer Kelsall
Superintendent

The mission of Ridgewood High School focuses on learning.

- Students will become adaptable life-long learners and responsible, ethical citizens, with the ability to make informed decisions in a changing global society.
- Students will demonstrate learning in multiple settings and in multiple ways.
- Members of the Ridgewood High School community will collaborate to ensure that every student learns.

VISION

The Ridgewood High School Community creates a stimulating and respectful learning environment which ensures individual students become autonomous leaders in their pursuit of a well-rounded, multi-faceted education grounded in innovation, aspiration, and imagination.

ABOUT THIS HANDBOOK

This Handbook is a compilation of district policies, employment practices, and administrative procedures. Its purpose is to provide each staff member with a concise statement concerning duties and responsibilities as an employee of Ridgewood High School District 234. The complete set of Board of Education policies is available online at [M:\aaDocuments](#). Please read this information carefully. It is important that staff members understand the full range of their duties and responsibilities. If you have any questions, please discuss them with your supervisor.

This handbook does not constitute a contract for employment for any period of time but merely sets forth policies and procedures in effect on the date it was issued. In an effort to be responsive to the changing needs of the district, changes or additions to this handbook will be made when necessary. We will keep you informed when these changes are made.

Professional Learning Community

Ridgewood is implementing an improvement model called a Professional Learning Community, or PLC. Once a week during the school year, the student day will be shortened, with the early release time devoted to PLC collaboration activities. Support staff will have the opportunity to participate on collaborative teams.

Six Pillars or Characteristics of PLC's

- Shared mission, vision, and values
- Collective inquiry
- Collaborative teams
- Action orientation and experimentation
- Continuous improvement
- Results orientation

Norms of Collaboration

Start on Time

End on Time

Solicit Department Agenda Items

Provide Advanced Agenda

Listen Attentively

Participate Actively

Share Leadership

Stick to the Task

Confront Conflict

Maintain a Safe Zone

(Address the issue NOT the person, Maintain Mutual Respect)

Maintain Confidentiality

Have fun

Consensus is achieved when everyone understands and agrees to support a decision that is consistent with the group's vision and is reached by a fair process.

This process involves...

All members understanding their role in the decision at the beginning;

Everyone having had a chance to be heard; and

Communicating all relevant information to the parties involved.

PERSONNEL

BOARD OF EDUCATION

Paul Draniczarek, President
Michael Straughn, Vice-President
Jamie Richardson, Secretary
Frank DiPiero
Lisa Malicki
Chris O'Leary
Fiona Tanny

ADMINISTRATION

Dr. Jennifer Kelsall, Superintendent
Mr. Tom Parrillo, Asst. Superintendent for Finance & Operations
Ms. Gina Castellano, Principal
Dr. Eric Lasky, Assistant Principal

ATHLETIC DIRECTOR/DEAN

Mr. Robert St. John

DEAN

Mr. Davis Hawk

DIRECTOR OF STUDENT SERVICES

Ms. Katie Davis

STUDENT SERVICES

Mr. James Gyori
Ms. Kathleen Leynes
Ms. Jellissen
Ms. Haley Morelli
Ms. Tasha Young

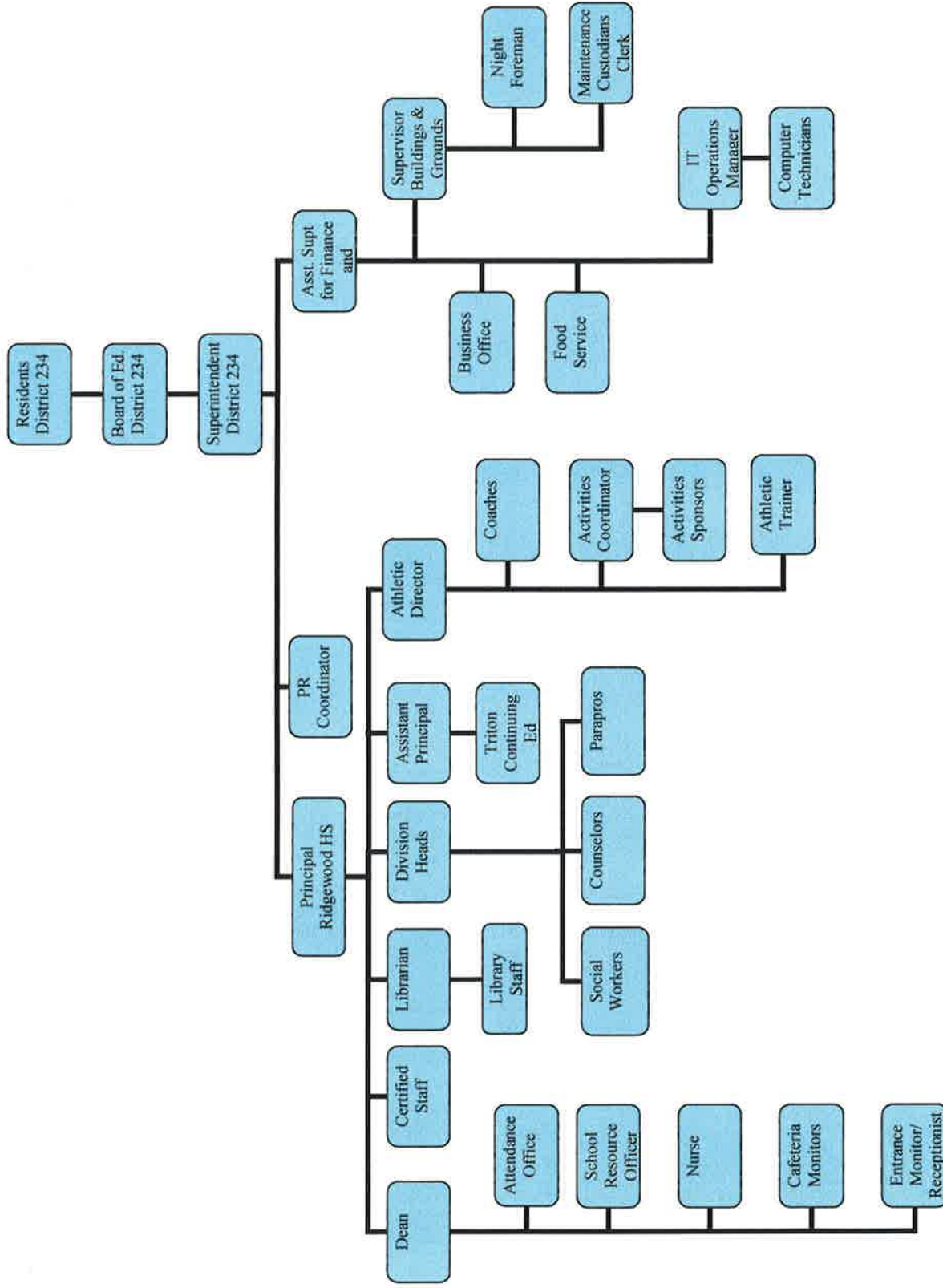
LIBRARY DIRECTOR

Ms. Jennette Gonzalez

FACULTY

Anastasiades, Andrew
Barlea, Claudia
Bennett, Matthew
Brucci, Danielle
Butryn, Katarzyna
Cantos, Megan
Cappaert, Derek
Castellano, Gina
Cholewa, Gina
Collier, Brian
Connelly, Katherine
Davis, Katie
England, Krystal
Falcone, Katie
Falicetti, Carl
Fiotti, Amanda
Gates, Justin
Gelsomino, Don
Gianfortone, Giovanna
Gonzalez, Jennette
Guzy, Adam
Gyori, James
Hansen, Monica
Hattar, Amanda
Hawk, David
Hebert, Andrew
Jellissen, Maria
Kelly, Eileen
Kelsall, Dr. Jennifer
Keyes, Kristina
Konsler, Kevin
Kumor, Tristan
Lasky, Dr. Eric
Laubenstein, Jill
Lehotsky, William
Lippstreuwer, Mark
Machaj, Sarah

Maione, Gina
Maiorano, Michael
McCabe, Jared
McCabe, Kristy
Meade, Kristi
Miller, Dolores
Molnar, Maggie
Moore, Bernie
Morelli, Haley
Morse, Jennifer
Mroz, Chris
Mundy, Pamela
Nolan, Amanda
Parrillo, Thomas
Patano, Amanda
Patino, Karen
Paus, Zachary
Pemberton, Toni
Reid, Candace
Romano, Elizabeth
Rosenberg, Daniel
Rudnicki, Renee
Rutherford, LeeAnn
Saint John, Robert
Schau, Scott
Smith, James
Sneath, Stephanie
Snyder, Jennifer
Svetlik, Steven
Wala, Gabriella
Wicklund, Julia
Wlodarczyk, David
Yeates, Samuel
Young, Tasha
Zack, Christopher
Zajac, Cristina



SCHOOL RESOURCE OFFICER

Mr. Eliot Cortez-Norridge

EDUCATION-TO-CAREERS COORDINATOR (DVR)

Dr. Eric Lasky

COMMUNITY RELATIONS DIRECTOR

Ms. Bree Sabin

SPECIAL EDUCATION DIRECTOR

Dr. Michael Maiorano

**FACULTY ROSTER BY SUBJECT TAUGHT OR STUDENT SERVICE
ASSIGNMENT**

BUSINESS EDUCATION

Julia Wicklund

Sam Yeates

ENGLISH AND READING

Andrew Anastasiades

Claudia Barlea

Maggie Molnar

Jennifer Morse

Pamela Mundy

Amanda Patano

Toni Pemberton

James Smith

ESL

Renee Rudnicki

FINE ARTS

Sarah Machaj

Bernie Moore

WORLD LANGUAGE

Monica Hansen

Dolores Miller

Giovanna Gianfortone

Elizabeth Romano

TECHNOLOGY EDUCATION

Derek Cappaert

Brian Collier

Julia Wicklund

MATHEMATICS

Katarzyna Butryn

Amanda Fiotti

Kristina Keyes

Tristan Kumor

Mark Lippstreuer

Zachary Paus

Gabriella Wala

COMPUTER SCIENCE

Stephanie Sneath

Steve Svetlik

PHYSICAL EDUCATION

Katherine Connelly

Kristi Meade

Scott Schau

Christopher Zack

SCIENCE

Dereck Cappaert

Carl Falicetti

Andrew Hebert

Don Gelsomino

Amanda Hattar

Jill Laubenstein

SOCIAL STUDIES

Megan Cantos

Justin Gates

LeeAnn Rutherford

Amanda Nolan

David Wlodarczyk

SPECIAL EDUCATION

Danielle Brucci

Gina Cholewa

Katie Falcone

Adam Guzy

Eileen Kelly

Bill Lehotsky

Gina Maione

Mike Maiorano

Jared McCabe

Kristy McCabe
 Karen Patino
 Dan Rosenberg
 Christina Zajac

DRIVER EDUCATION

Scott Schau

SOCIAL WORKERS

Kathleen Leynes
 Haley Morelli

SPEECH THERAPIST

Eileen Kelly

CLUBS AND ACTIVITIES

Megan Cantos

Activity Position First Name Last Name

Activity	Position	First Name	Last Name
<i>ACTIVITIES COORDINATOR</i>	HEAD	Megan	Cantos
<i>ARCHERY</i>	ADVISOR	Jill	Laubenstein
<i>ART CLUB</i>	ADVISOR	Sarah	Machaj
<i>BAND DIRECTOR</i>	DIRECTOR	Bernard	Moore
<i>CHESS CLUB</i>	HEAD	Andrew	Anastasiades
<i>CLASS OF 2023</i>	ADVISOR	Amanda	Patano
<i>CLASS OF 2024</i>	ADVISOR	Beth	Ringelstein
<i>CLASS OF 2025</i>	ADVISOR	Adam	Guzy
<i>CLASS OF 2026</i>	ADVISOR	TBA	
<i>DECA</i>	ADVISOR	Sam	Yeates
<i>DECA ASSISTANT</i>	ADVISOR	Tristan	Kumor
<i>DRAMA CLUB</i>	ADVISOR	James	Smith
<i>DRAMA PLAY-MAJOR</i>	DIRECTOR	James	Smith
<i>DRAMA PLAY-MAJOR MUSIC AID</i>	ASSISTANT	Monica	Hansen
<i>DRAMA ASSISTANT DIRECTOR</i>	ASSISTANT	Elizabeth	Ringelstein
<i>DRAMA PLAY-MINOR</i>	DIRECTOR	James	Smith
<i>DRAMA PLAY-MAJOR CHOREOGRAPHER</i>	ASSISTANT	VACANT	
<i>DRAMA Tech. &Choreographer Major</i>	DRAMA	VACANT	
<i>DRAMA Tech.&Choreographer Minor</i>	DRAMA	Mike	Lewandowski

<i>DRAMA Tech. & Choreographer Minor</i>	DRAMA	Mike	Lewandowski
<i>FBLA</i>	ADVISOR	Sam	Yeates
<i>FUTURE EDUCATORS</i>	HEAD	Tristan	Kumor
<i>GARDENING CLUB SPONSOR</i>	HEAD	Allison	Goodman
<i>GAY/STRAIGHT ALLIANCE</i>	ADVISOR	MaryJo	Jones
<i>GOLF CLUB</i>	ADVISOR	Kevin	Konsler
<i>GRAD/AWARDS DIR.</i>	ACTIVITIES	Jenifer	Tan
<i>INTERACT CLUB</i>	ADVISOR	Kevin	Konsler
<i>INTERNATIONAL CLUB</i>	ADVISOR	Rudnicki	Renee
<i>ITALIAN NATIONAL HONOR SOCIETY</i>	ADVISOR	Dolores	Miller
<i>MATH CLUB</i>	ADVISOR	Zach	Paus
<i>MULTI MEDIA CLUB</i>	ADVISOR	Amanda	Hattar
<i>NATIONAL HONOR SOC.</i>	ADVISOR	Pamela	Mundy
<i>NEWSPAPER</i>	ADVISOR	Mark	Lippstreuer
<i>POETRY CLUB</i>	ADVISOR	Matt	Bennett
<i>REBEL READERS</i>	ADVISOR	Jennette	Gonzalez
<i>REBEL VOICES</i>	ADVISOR	Monica	Hansen
<i>SCHOLASTIC BOWL</i>	ADVISOR	Jill	Laubenstein
<i>SCHOLASTIC BOWL</i>	ASSISTANT	Daniel	McPhillips
<i>SCIENCE & ENGINEERING CLUB</i>	ADVISOR	Andrew	Hebert
<i>SPANISH NATIONAL HONOR SOCIETY</i>	ADVISOR	Monica	Hansen
<i>STUDENT COUNCIL</i>	ADVISOR	Megan	Cantos
<i>STUDENT COUNCIL</i>	ADVISOR	Margaret	Molnar
<i>VARSITY R</i>	ADVISOR	Amanda	Nolan
<i>YEARBOOK</i>	ADVISOR	Allison	Goodman

Ridgewood High School Roster of Educational Support Personnel

General Administrative Services

Assistant to the Superintendent	Cindi Stazzone
Facilities	Pat Rossi
Bookkeeper	Amy Dexl
Payroll Manager	Betsy Steinohrt

Instructional/Student Services

Assistant to the Principal	Maureen Forsythe
Special Education	Sophia Barragan Danielle Bishop Debbie Cesario Jerry Deren Henry Ferraro Chris Gentry Mary Jo Jones Jack Leick Henry Meyers Rosamarie Moy Tony Muscarello Mary Olson LaceAngelique Rodriguez Malek Rubi Donna Schutz Danielle Volino Ariana Zamora
Nurse	Candace Reid
Assistant to the Athletic Director	Ken Caslin

Attendance Clerk	Christine Olivo
Entrance Monitor	Colleen Poull
Security Monitor	Deontay Young
Hall Monitor	Christina Engel
Student Services Assistant	Lori Freese

Computer Services

Director of Technology	Carl Schorsch
Network Administrator	Steve Schmidt
Systems Administrator	Jason Salamy
Data System Specialist	Jennifer Tan
Instructional Technology Integrator	Kevin Konsler

Library/Media

Library Clerk-Circulation	Allison Goodman
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**RIDGEWOOD HIGH SCHOOL CUSTODIAL AND MAINTENANCE
PERSONNEL**

Custodial-Maintenance Supervisor	Pat Rossi
Night Foreman	Dan Valle
Groundskeeper and Maintenance	David McCormick
Maintenance	Mike Lewandowski
Full-Time Custodians	Jim Dudek Vince Fanelli Augie Sciortino Tom Sticha
Hourly Personnel (10 months)	Denise Kimberley

Office is located in the Boiler Room.

PHONE DIRECTORY

Person	Direct Dial Telephone	Exten	Person	Direct Dial Telephone	Exten
Anastasiades, Andrew	(708) 697-6377	1477	Lippstreuer, Mark	(708) 697-6303	1403
Auditorium	(708) 697-5524	1224	Machaj, Sarah	(708) 697-5561	1261
	(708) 697-5598	1298	Maintenance	(708) 697-5566	1266
Barlea, Claudia	(708) 697-6372	1472	Maiorano, Michael	(708) 697-5549	1249
Barragan, Sofia		1708	Mazur, Katarzyna	(708) 697-6332	1432
Bennett, Matthew	(708) 697-5577	1277	McCabe, Jared	(708) 697-6375	1475
Board Room	(708) 697-5559	1259	McCabe, Kristy	(708) 697-5518	1218
Brucci, Danielle		1701	McCormick, Dave		1753
Butryn, Katarzyna	(708) 697-6309	1409	McGee, Donald		
Cafeteria	(708) 697-5564	1264			
		1709	Meade, Kristi		1734
Cantos, Megan	(708) 697-5527	1257	Miller, Dolores	(708) 607-5578	1278
Cappaert, Derek		1716	Molnar, Maggie	(708) 697-6379	1479
Carlos, Charlene		1210	Moore, Bernie		1260
Caslin, Kenneth	(708) 697-5529	1229	Morelli, Haley		1292
Castellano, Gina	(708) 697-5545	1237	Morse, Jennifer		1265
Cesario, Debi		1713	Moy, Rosamaria		1729
Cholewa, Gina	(708) 697-5515	1715	Mroz, Chris	(708) 697-6317	1417
Collaboration Center		1724	Mundy, Pamela	(708) 697-6376	1476
Collier, Brian	(708) 697-6333	1433	Muscarello, Tony		1711
Connelly, Katherine		1776	Nolan, Amanda	(708) 697-6329	1429
Davis, Katie	(708) 697-6311	1411	Olivo, Christine	(708) 697-5558	1258
DeBruin, Ben		1703	Olsen, Mary		1727
Deren, Jerry		1714	Parents Club	(708) 697-6382	1482
Dexl, Amy	(708) 697-5532	1232	Parrillo, Thomas	(708) 697-5535	1235
Dudek, Jim			Patano, Amanda		1412
Engel, Christina		1722	Paus, Zachary	(708) 697-5589	1289
England, Krystal		1732	Pemberton, Toni	(708) 697-6374	1474
Faculty Café	(708) 697-5563	1263	Poull, Colleen	(708) 697-5504	1204
Falcone, Katie		1738	Reid, Candace	(708) 697-5568	1268
Falicetti, Carl	(708) 697-6313	1413	Romano, Elizabeth	(708) 697-6330	1430
Fanelli, Vince			Rosenberg, Daniel		1297
Ferraro, Henry		1704	Rossi, Pat	(708) 697-5566	1266
Fieldhouse	(708) 697-6385	1485	Rubi, Malek		1739
Fiotti, Amanda	(708) 697-6307	1407	Rudnicki, Renec		1731
Football/Soccer/Pressbx	(708) 697-6388	1488	Rutherford, LeeAnn	(708) 697-6331	1431
Forsythe, Maureen	(708) 697-5534	1234	Sabin, Breanna	(708) 697-5525	1225
Franz, Cari	(708) 697-5569	1269	Saint John, Robert	(708) 697-5540	1240
Freese, Lori	(708) 697-5571	1271	Sandoval, Yina		1438
Gates, Justin	(708) 697-6335	1435	Saveley, Bill	(708) 697-5564	1264
Gelsomino, Don	(708) 697-6319	1419	Schau, Scott	(708) 697-5554	1254
Gentry, Christopher		1728	Schmidt, Steve	(708) 697-5519	1219
Gianfortone, Giovanna	(708) 697-6337	1437	School Resource Officer	(708) 697-5579	1279
Gonzalez, Jennette	(708) 697-5546	1246	Schorsch, Carl	(708) 697-5511	1211
Goodman, Allison	(708) 697-5556	1256	Schutz, Donna		1721
Guzy, Adam		1706	Sciortino, Augustino		
Gyori, James	(708) 697-5544	1244	Security Desk	(708) 697-5504	1204
Hansen, Monica	(708) 697-5528	1428	Smith, James	(708) 697-5506	1206
Hattar, Amanda	(708) 697-6315	1415	Sneath, Stephanie		1702
Hawk, David	(708) 697-5542	1242	Snyder, Jennifer	(708) 697-5584	1284
Hebert, Andrew		1262	Stazzone, Cindi	(708) 697-5531	1231
Jellisen, Maria		1238	Steinohrt, Betsy	(708) 697-5541	1241
Jones, Mary Jo		1707	Sticha, Tom		
Kelly, Eileen	(708) 697-5536	1236	Student Advocate/West 40	(708) 697-5514	1214
Kelsall, Dr. Jennifer	(708) 697-5533	1233	Svetlik, Steven		1730
Keyes, Kristina	(708) 697-5543	1243	Tan, Jennifer	(708) 697-5548	1248
Kimberley, Denise	(708) 697-6380	1480	Valle, Dan		1712
Konsler, Kevin		1717	Volino, Danielle		1745
Kumor, Tristan	(708) 697-6302	1402	Wicklund, Julia	(708) 697-5567	1267
Lasky, Eric	(708) 697-5545	1245	Wlodarczyk, David	(708) 697-6347	1427
Laubenstein, Jill	(708) 697-5520	1220	Yeates, Samuel		1401
Lehotsky, William		1719	Young, Deontay		1250
Leick, Jack		1736	Zack, Christopher		1735
Lewandowski, Mike			Zajac, Cristina		1752
	(708) 697-5583	1283	Zamora, Ariana		1737
Library Desk	(708) 697-5556	1256			

Fax Machines

Attendance/Athletics = (708) 456-1573

Business Office/Mail Room/Main Fax=(708) 456-0342

Guidance Office/Student Services = (708) 456-7537

Health = (708) 697-5521

Maintenance Department = (708) 456-1652

Principal's Office = 8, (708) 697-5581

Special Education Office = (708) 697-5551

Special Ed (708) 697-5590

Superintendent's Office = (708) 456-8238



Ridgewood High School District 234

2022-23 Calendar



August 2022						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August
16 Freshman Orientation
17 Institute Day - No School
18 Teacher Work Day - No School
19 Teacher Work Day - No School
22 First Day of Classes

February
20 President's Day - No School

February 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

September 2022						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September
05 Labor Day - No School
26 Homecoming Week

March
06 Pulaski Day-No School
16 Parent/Teach Conf No School
27-31 Spring Break

March 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October
10 Columbus Day- No School
26 Parent/Teach Conf. No School

April
03 Classes Resume
07 No School
10 No School
12 SAT Testing
14 Institute Day - No School

April 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November
07 Institute Day No School
08 Election Day No School
23 No School
24 Thanksgiving - No School
25 School

May
29 Memorial Day-No School
30 Graduation

May 2023						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2022						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December
19-31 Winter Break

June
07 Last Day of Classes
08 Teacher Work Day No School
09-15 Emergency Days

June 2023						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	X	10	11
X	X	X	X	15	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

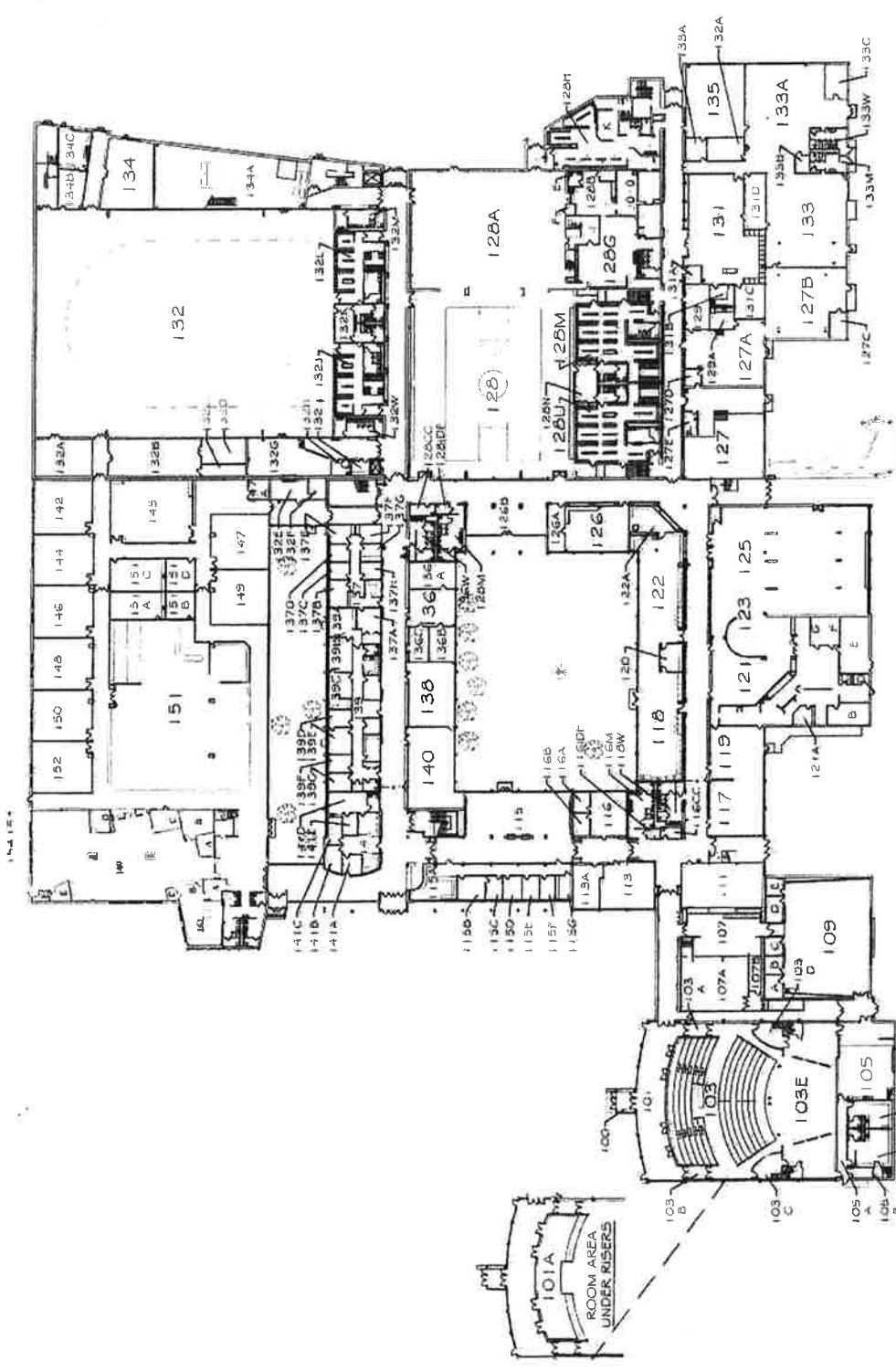
January 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January
02 Winter Break
03 Classes Resume
06 Institute Day-No School
16 MLK Day—No School
17 Teacher Work Day - No School
17 First Semester Ends
18 Second Semester Begins

Indicates A day
Indicates B day
--- No classes
X Emergency Days
Approved by Board of Education on April 11, 2022

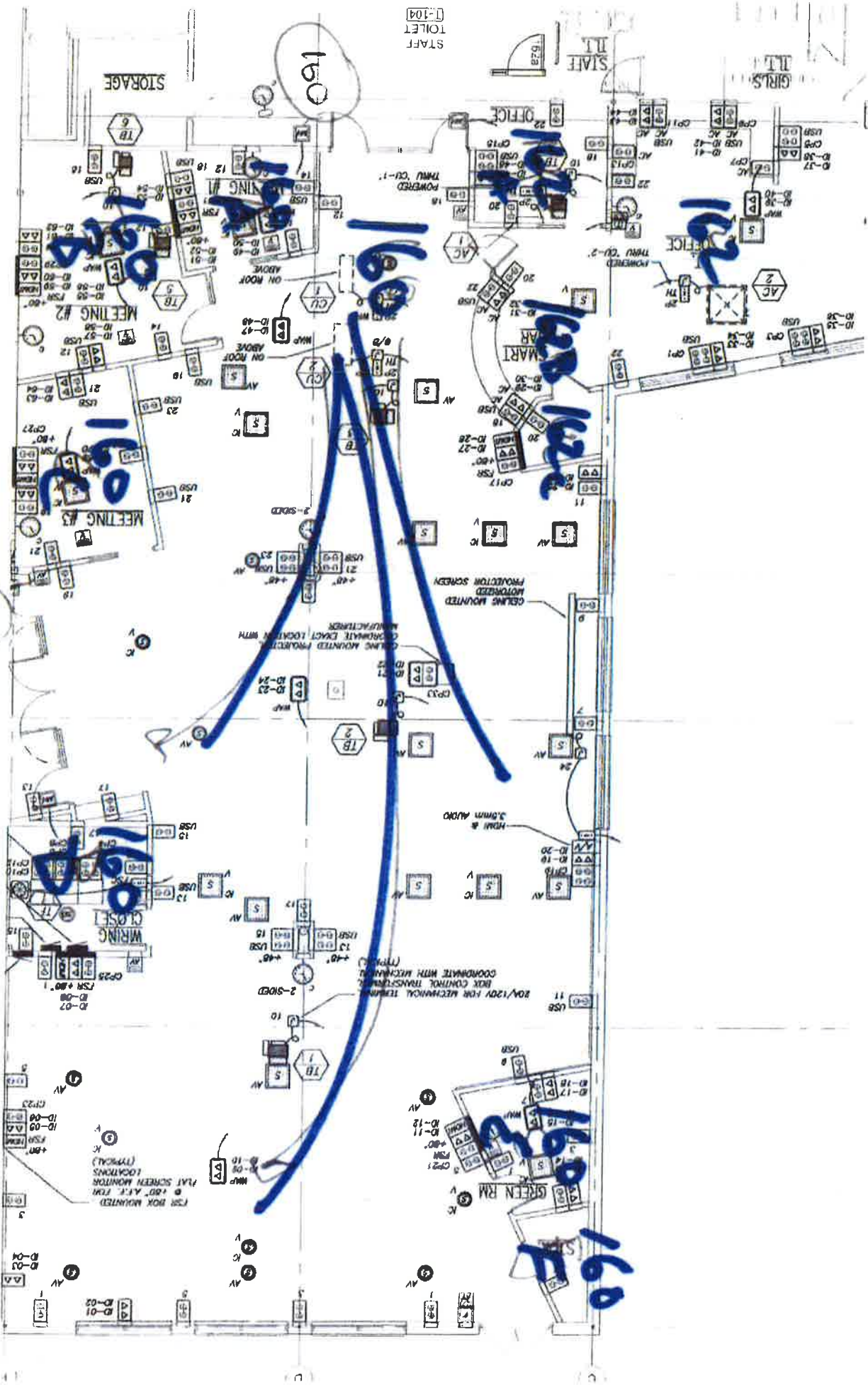
July 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

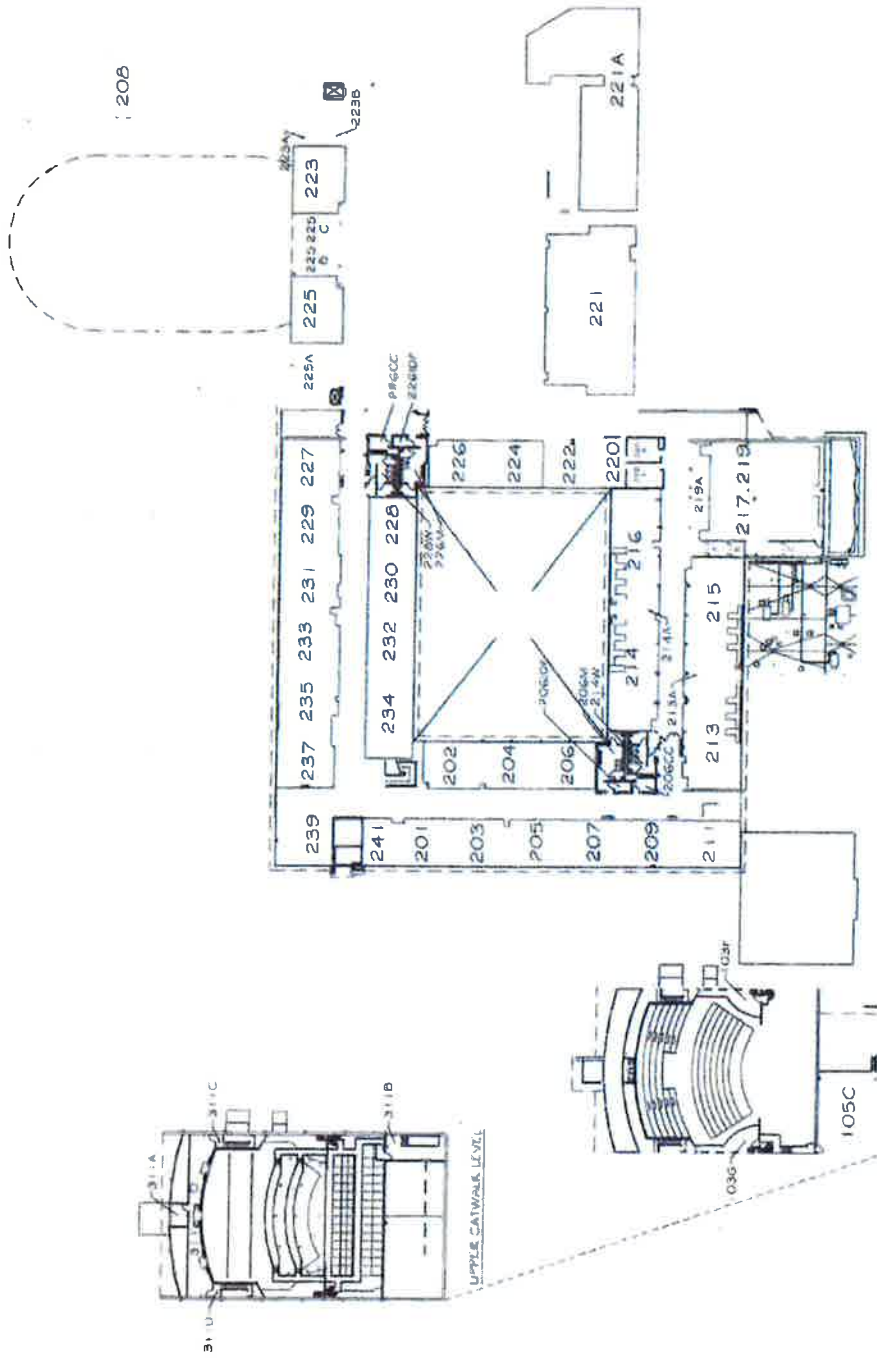
Ridgewood High School District 234 does not discriminate on the basis of age, race, color, national origin, gender or disability



where form follows learning™

FIRST FLOOR PLAN
 RIDGEWOOD HIGH SCHOOL, DISTRICT 234
 MARCH 12, 2012

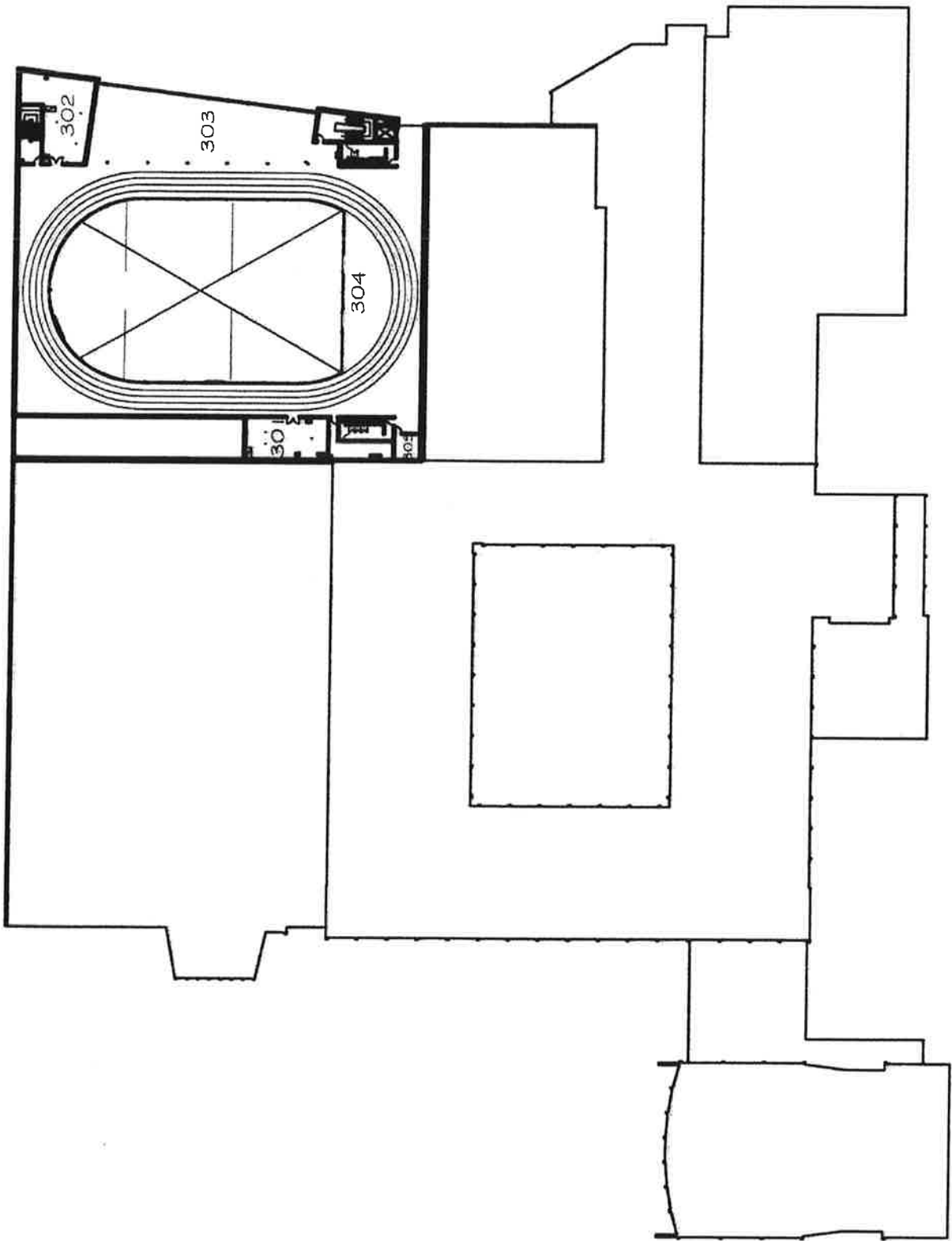


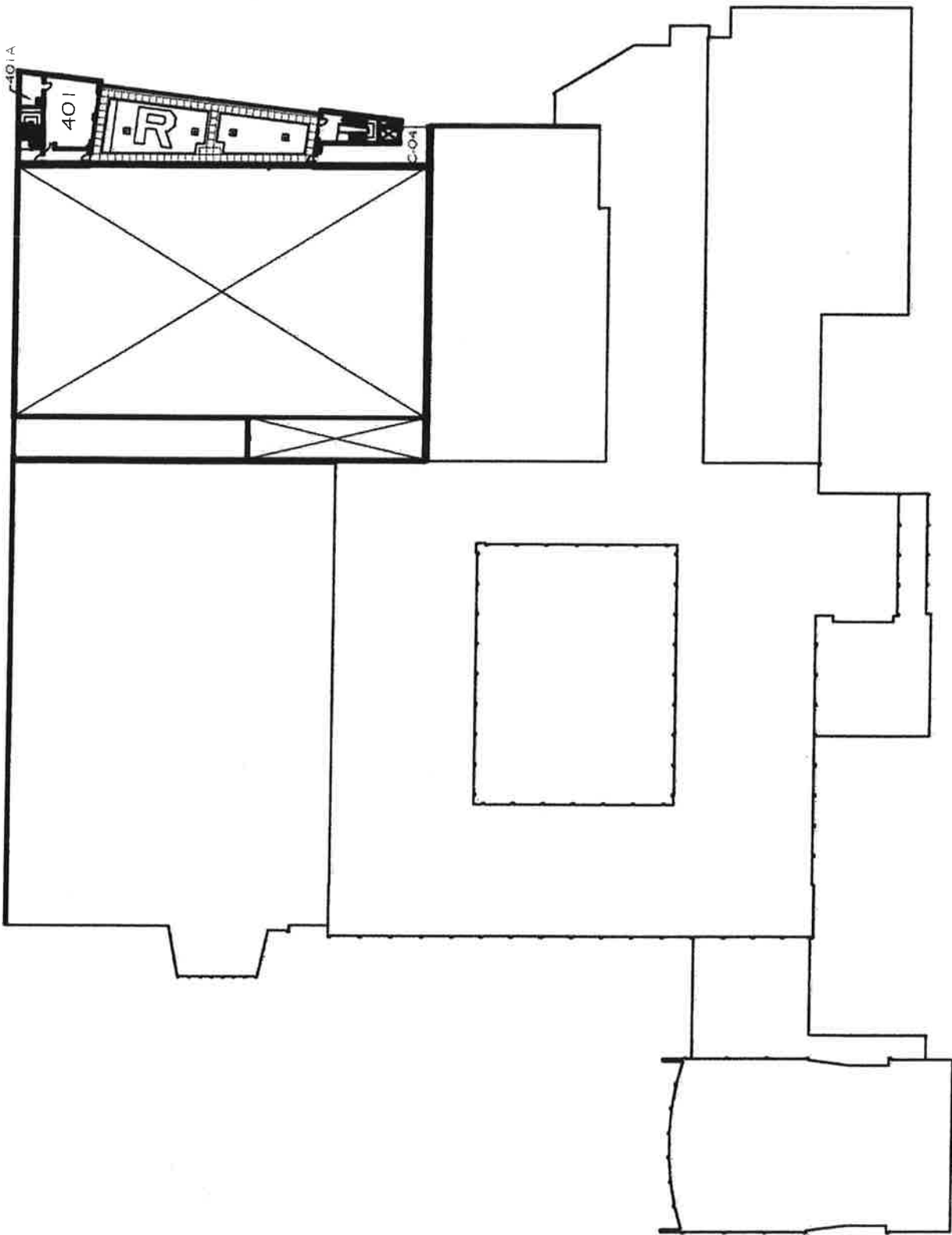


SECOND FLOOR AND GYMNASIUM MEZZANINE FLOOR PLAN
 RIDGEWOOD HIGH SCHOOL DISTRICT 234
 MAY 10, 2011

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HISTORY OF RIDGEWOOD HIGH SCHOOL DISTRICT 234

Community High School District Number 234 legally came into existence on August 18, 1958, when the County Superintendent of Schools formally administered the oath of office to the seven-member Board of Education elected on August 16, 1958. The following year a contest to name the school was held among the pupils of the elementary schools in the area. Ridgewood was selected to combine the names of the area, which the school serves: Norridge, Harwood Heights, and Norwood Park Township.

Ridgewood High School opened in September, 1960, as the first school in the country to utilize the recommendations of Dr. J. Lloyd Trump, Associate Secretary, National Association of Secondary School Principals. Among the innovations established were team teaching, flexible modular scheduling, four-phased instruction (including large group, small group, laboratory and independent study phases), utilization of locally-prepared instructional packets, and a commitment to "Individualized Instruction and Professionalized Teaching."

During the early and mid 1960's, Ridgewood High School received much national attention, being featured in *Time* magazine and selected as one of "America's Top Ten High Schools" in May, 1968, by *Ladies Home Journal*.

In 1973, Ridgewood reached its highest enrollment of nearly 1700. The dropped to 552 in the 1980's and has stabilized in recent years between 850 and 950. The student population now includes a growing number of English Language Learners whose primary language background is Polish.

The school celebrated its fiftieth anniversary in 2009-10. In 2010, Ridgewood was awarded soundproofing by the Federal Aviation Administration due to the school's proximity to O'Hare International Airport. This \$28,000,000 grant enabled replacement of windows, roofs, air conditioning equipment, and associated remodeling.

Ridgewood High School District 234 serves the communities of Norridge and Harwood Heights, which are surrounded by the city of Chicago. Commerce in the two villages is made up mainly of retail business and light industry. It is essentially a middle-class area. Transportation by either highway or Chicago Transit Authority gives good access to the City of Chicago and O'Hare Airport.

EMPLOYEE RECORDS

It is necessary for the District to maintain complete and accurate employee records. Employees are responsible for promptly notifying the Payroll Office of changes relating to personal information such as home address, telephone number, or number of dependents.

Employees are responsible for promptly notifying the Health Office of any changes in health status that may affect emergency medical care, job performance and of any changes in persons to be notified in the case of an emergency.

ABSENCES

Should an absence be necessary, it is to be reported to the employee's supervisor as soon as possible and enter the absence on Skyward through the "TIME OFF" module. Except in the most extreme emergency, this should be completed not less than two hours before the scheduled starting time for work. Specific procedures for notification, arrangements for coverage of routine tasks, etc., should be discussed with the supervisor.

After an absence of three days, the employee may be required to submit a note from a doctor verifying the illness and certifying fitness to return to work.

Absences are recorded in increments of $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full days, unless there is a regular, scheduled, verifiable absence that can easily be converted in to the increments above. Such an absence series must be approved in advance by the Business Manager.

RECORD OF ACCIDENTS

When an employee is injured or becomes ill on the job, he/she shall report the injury or sickness to his/her supervisor and to the Business Office within forty-eight hours.

Employees are instructed to report any personal injury caused by accident no matter how slight the injury may appear to be. Call Company Nurse to report workplace injuries at 855-921-9518 (24 hours / 7 days).

All accidents, including automobile accidents, in which school personnel are involved while performing services for the District must be reported to the Payroll Office. Incident reports are available in the Business Office. (located at M:\aaDocuments-Forms).

Under the law, school employees may be held liable for accidents that occur through their negligence. All staff members must be aware of their responsibility in this respect.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) sets forth standards for protecting the privacy and security of employees' health information and establishing permitted uses and disclosures of employees' health information. For further information about the District's HIPAA procedures, contact the Payroll Office.

EMERGENCY MEDICAL TREATMENT

The nurse is designated by the administration as the person who makes a nursing diagnosis and exercises judgment in the disposition of individuals who become ill or who are injured at school between 7:45a.m.-3:15p.m. Before or after these hours the supervisor in charge shall be the responsible person. The Company Nurse phone-line will recommend treatment options. (See posters located in the mailrooms for treatment centers).

To call an ambulance dial the Norwood Park Fire Department directly at 911.

In the event an employee should require emergency medical care, the employee's medical emergency card shall be obtained from the nurse's office. The person listed on the emergency card will be contacted, and the card itself will be given to the paramedics.

If we are unable to reach the emergency contact listed on the card, someone from the school will accompany the employee until a designated person has been contacted.

We depend on the employee to provide current, accurate information on the medical emergency card.

First Aid Procedures

Procedure When Paramedics are Taking an Employee to the Hospital

1. Obtain the employee's medical emergency card from the nurse's office.
2. Contact the person listed on the emergency card and inform them what hospital the employee is being taken to.
3. Give the emergency card to the paramedics and inform them who will be meeting the employee at the hospital. Tell the paramedics if they need any further assistance they can contact Ridgewood.
4. Complete an accident report (available in aa/documents) and submit to Business Office for any work reported injuries.

Procedure When Paramedics are Taking a Student to the Hospital

1. Obtain the student's medical emergency card from the nurse's office.
2. Contact the parent to inform where the student is being taken, and ask if they prefer that one of the staff members accompany the student to the hospital.
3. Give the emergency card to the paramedics and inform them who will be meeting the student at the hospital. Tell the paramedics if they need any further assistance they can contact Ridgewood.

If in either case we are unable to contact relatives, we will send someone to the hospital with the employee or student until a person has been contacted.

The employee shall file an incident report with the nurse at the earliest possible opportunity. The Payroll Office shall file employees' reports with the district's insurance carriers.

CONFIDENTIALITY

Information concerning the business affairs of Ridgewood High School District 234, its students, employees, or personnel associated with the District, is confidential and restricted. Employees shall not engage in unauthorized disclosure of such information or permit others to use or disclose such information. Questions concerning confidentiality, including what constitutes confidential information, should be referred to the employee's supervisor.

HUMAN DIGNITY

District 234 is a multiracial, multiethnic school district. Part of our mission is to provide a positive, harmonious learning environment in which respect for the diverse makeup of the school community is promoted. A primary objective of education in the school district is the development of a reasoned commitment to the core values of a democratic society.

In accordance with this objective, the school district will not tolerate behavior or conduct by students or staff which insults, degrades, or stereotypes any race, gender, disability, physical condition, ethnic group, religion, intelligence or economic status.

Staff members will be subject to discipline for violating this policy.

General Personnel - Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A violation of this policy will result in discipline or discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Uniform Grievance Procedure, Board policy 2.260. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

Nondiscrimination Coordinator:

Name Dean
Address 7500 W. Montrose, Norridge, IL 60706
Telephone No. 708-697-5542

Complaint Managers:

Name Dean and Librarian
Address 7500 W. Montrose, Norridge, IL 60706
Telephone No. 708-697-5546

Non-Discrimination Policy: The District prohibits all forms of discrimination and harassment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other unlawful basis. Individuals found to have violated this policy will be subject to disciplinary action up to and including termination.

Equal Employment Opportunity is

THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.



U.S. Equal Employment Opportunity Commission FACT SHEET

Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Title VII applies to employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations, as well as to the federal government.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available.

When investigating allegations of sexual harassment, EEOC looks at the whole record: the circumstances, such as the nature of the sexual advances, and the context in which the alleged incidents occurred. A determination on the allegations is made from the facts on a case-by-case basis.

Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. They should clearly communicate to employees that sexual harassment will not be tolerated. They can do so by providing sexual harassment training to their employees and by establishing an effective complaint or grievance process and taking immediate and appropriate action when an employee complains.

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII.

FIND THIS ARTICLE ON THE WEB AT:

Facts About Sexual Harassment FSE/4
<http://www.eeoc.gov/facts/fs-sex.html>

SEE ALSO:

Filing a Charge of Discrimination
<http://www.eeoc.gov/employees/charge.cfm>



U.S. Equal Employment Opportunity Commission

Sexual Harassment

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Employer Coverage

15 or more employees

Time Limits

180 days to [file a charge](#)
(*may be extended by state laws*)

Federal employees
have 45 days to [contact an EEO Counselor](#)

For more information,
see:

- ▶ [Facts About Sexual Harassment](#)
- ▶ [Title VII of the Civil Rights Act of 1964](#)
- ▶ [Regulations: 29 C.F.R. Part 1604.11](#)
- ▶ [Policy & Guidance](#)
- ▶ [Statistics](#)

PROFESSIONAL APPEARANCE AND DEMEANOR

Employees should dress neat in appearance and in a manner consistent with an educational environment, keeping in mind the impression made on students, parents, visitors, and other employees and the need to promote safety.

Employees should remember to conduct themselves at all times in a way that best represents themselves and the District.

GUIDELINES FOR APPROPRIATE CONDUCT

Ridgewood High School District 234, in an effort to assure the fair treatment and safety of all employees, has established the following work rules. These rules are designed to clarify each person's responsibilities and to protect the rights of all.

Be aware that the infractions described below are not to be interpreted as all-inclusive and do not preclude disciplinary action for other conduct. In general, any act, the consequence of which may result in harm or damage to the District, its students or employees, or which interferes with the rights or property of the District or its employees, may subject the offender to disciplinary action. An employee who fails to maintain proper standards of conduct or who violates any of the following rules shall be subject to disciplinary action.

The following types of activities are prohibited:

1. Falsifying District records or reports, including employment, absence, sickness and work records.
2. Soliciting or accepting gratuities from suppliers
3. Excessive absenteeism, tardiness, or leaving the workstation without prior approval of the supervisor.
4. Excessive, unnecessary, or unauthorized use of District supplies, particularly for personal purposes.
5. Reporting to work intoxicated or under the influence of non-prescribed drugs, or the illegal manufacture, possession, use, sale, distribution or transportation of drugs.
6. Fighting or disorderly conduct on school property, including using obscene, abusive, or threatening language or gestures.
7. Theft of private or school property, regardless of value, including property of fellow employees.
8. Removing school property or records from a building without proper authorization.
9. Unauthorized possession of firearms on school premises or while on school business.
10. Disregarding safety or security regulations.
11. Insubordination.
12. Failure to maintain the confidentiality of the District or its students.
13. Conducting personal business during working hours or on District premises.
14. Failure to obtain and maintain satisfactory productivity and quality of work.
15. Failure to comply with safety rules and common safety practices.
16. Willful, deliberate or continued violation of or disregard of the rules and regulations.

PERSONAL LIABILITY OF SCHOOL EMPLOYEES

Each employee of the district is protected by insurance provided by the Board of Education against suits brought against them by parents, students, or other persons as a result of alleged negligent conduct (tort liability) or the alleged denial of civil rights of another, in the performance of one's duties as a district employee.

Contact your supervisor if you have any questions or concerns regarding your personal responsibility.

SUPERVISION/LIABILITY

Every employee, teacher or support staff, is legally viewed as an agent of the district. As such, it is each person's responsibility to enforce school policies and rules. This is true whether it is during school hours, evenings, or weekends.

Emergency drills are held periodically according to the plan described in this section:

The Responsibilities of the Teacher:

1. To be fully informed about emergency drill procedures. (See attached)
2. To familiarize every group of students under their control with procedures for emergency drills, specifically:
 - Conduct
 - Primary and secondary routes of evacuation, and
 - Responsibility for closing doors and windows
3. To take and maintain attendance of all students
4. To take complete charge of all students in the immediate area during the emergency drill.
5. If an emergency drill occurs while you are on unscheduled time, go immediately to an area to assist in the evacuation of students.
6. Report to Principal any problem that occurs or suggestions for improvement.
7. Help should be provided by pre-arranged plans for those students incapable of moving at a reasonable speed.
8. Notify the Principal if posted written notices of evacuation routes have been removed from any room for which the teacher is responsible.

The Responsibilities of the Student:

1. Listen to the teacher and follow directions given.
2. File out in double row fashion, close to the wall, leaving the center of the hall and stairway open for equipment and firemen.
3. Keep quiet and listen to directions.
4. When you exit the building move well away from it (at least 30 yards away from the building).

Procedures for Fire and Other Emergency Drills

- All drills will be conducted in the manner that would be followed in the event of an actual emergency.
- Each drill is an exercise in student control.
- Occasionally a drill may be held in which an exit is blocked off--be sure you know the alternate evacuation route.
- The building shall be completely evacuated by all personnel during emergency drills; this includes teachers, pupils, clerks, custodians, cafeteria, librarians, and visitors.
- The teacher should lock all classroom doors when the room has been evacuated.
- The Industrial Arts teacher should see that all power is off before leaving the building.
- Science teachers should see that all power is off before leaving the building.
- Cafeteria help should see that all utilities are shut off before leaving the building.
- Occupants will return to the building when recall is given.

Further details on building evacuation may be issued from time-to-time via bulletins, or in Science classes.

As a normal course our emergency drills will be designed for a fire emergency, but teachers should be aware that other types of emergencies may occur, and they should discuss these possibilities with students.

For example, a plane crash or chemical spill/leak are other possible emergencies that we need to prepare our students to deal with should they ever occur. A plane crash should be handled similarly to a fire emergency, with teachers leading students away from any affected parts of the building while evacuating. If a chemical spill/leak or plane crash should occur outside the building, teachers should lead students away from the location of the incident to the area of greatest safety.

RIDGEWOOD

FIRE EVACUATION PLAN

When the Fire Alarm sounds, everyone is to leave the building via the nearest exit (see posted emergency signs) and move to an area well past a safe distance from the building (approximately 30 yards) being sure that those behind will have room for safety. Teachers are to close windows and lock doors.

Always assume that the ringing alarm means there really is a fire.

To ensure proper evacuation, the following people are assigned specific responsibilities.

M. Maiorano	Clears 1 st floor (East), then supervises 1st floor southwest.
S. Klaus	Clears auditorium area and band area, then supervises 1st floor southeast corner
J. Gonzalez	Clears Library (East) then supervises area outside.
K. Szaflik	Clears Library (West) then supervises area outside.
J. Snyder	Clears English Rooms 142, 144, 145, 147, and Competition Gym, then supervises area outside Competition Gym.
B. Hanses	Clears gym and locker rooms (128F, 128G, 128M, 128U), then supervises area outside gym.
E. Lasky	Clears 2 nd floor (West), then supervises 1 st floor southwest corner.
K. England	Clears 2 nd floor (South), then supervises 1 st floor southwest corner.
R. St. John	Clears commons and 1 st floor (West), then supervises 1 st floor southwest corner.
G. Castellano	Clears industrial Ed areas, then supervises 1st floor northeast corner.
T. Young	Clears 2nd floor (North & East) and north cafeteria, then supervises 1st floor northeast corner.
T. Parrillo	Coordinates plan from Business Office area. Notes times.

SRO* Backup for any area supervisor that is not available. May block exit. Watch procedure to resolve problems.

When the area is "Clear" (all personnel evacuated and no hazard present), signal to the person in the southeast corner (main of the first floor).

Faculty and students are to re-enter the building **only** after the "all clear" is sounded. Supervisors are then to inform personnel outside to re-enter and report to class.

Each fall the following will occur:

The custodial/maintenance supervisor will replace all batteries and ensure all signs are present and accurate.
The nurse will restock first aid kits.

* School Resource Officer

BUILDING EVACUATION SITES

EVACUATION SITE	STREET ADDRESS	VILLAGE	CONTACT INFO	SPACE AVAILABLE
Eisenhower Public Library	4613 N Oketo Avenue	Harwood Heights	708-867-7828 Ask for manager on duty or Tony (security & maintenance supervisor)	Meeting room holds 100; together with small meeting rooms, they can accommodate 200 people
James Giles School	4251 N Oriole Avenue	Norridge	708-453-4847 (ask for Principal)	Large Gym easily holds 200 people
Harwood Heights Police Department	7300 W Wilson Avenue	Harwood Heights	708-867-4353	
Divine Savior	7740 W Montrose Avenue	Norridge	708-456-9000 Ask for Mary Coban or Linda Gurkis (parish secretary)	9 classrooms available on the top floor; parish hall space can accommodate 200 people.

Internal Evac Sites

- Field house
- Auditorium

In case of Gas Leak, do NOT go near the tennis courts; gas line is under the tennis courts. Go out Entrance 2- Main Entrance near flag pole.

In case of bomb threat, do NOT go near cars or parking lots. Go out Entrance 2 but walk towards flag

CORPORAL PUNISHMENT

Employees shall not threaten to inflict, inflict, or cause to be inflicted corporal punishment upon any pupil. However, employees, within the scope of their responsibilities, may use such reasonable physical force as may be necessary to:

- a. Protect themselves, the pupil or others from immediate physical injury.
- b. Obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- c. Protect property from physical damage.

As used in this section, "corporal punishment" means the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for a pupil's offense.

DISTRICT PROPERTY AND FACILITIES

Employees are responsible for the proper use, protection and maintenance of all equipment and other property furnished or made available to them by the District. Unauthorized or abusive use of such property is prohibited.

Because of potential liability, the unauthorized use of school facilities and equipment is expressly prohibited by either school employees or non-employees.

All equipment, keys and other property of the District must be returned on the last day of employment, or sooner, if requested.

KEYS

Certain employees will be issued keys and fobs during their employment to enable them to carry out their job duties. These keys remain the property of the District. They may not be duplicated.

Keys and fobs should be in the employee's possession at all times. Employees must not loan their keys to students. They should open and lock all doors personally. Doors should be locked when the room is not supervised.

The loss of any key should be reported to the employee's supervisor and the Payroll Office immediately. Employees are expected to pay a replacement charge for lost keys of between \$20 and \$50 per key.

SMOKING

Pursuant to Illinois law, smoking is prohibited in all locations and on all school grounds. Violations will subject the employee to all penalties and discipline.

SAFETY/ERGONOMICS

Ridgewood High School District 234 believes the safety and health of our employees are primary considerations in the operation of our school. We are committed to providing a safe and healthful environment in which all our employees can work. We encourage all employees to promote safety and accident prevention and to make safety in the school a primary concern.

Employees are required to keep their work environments clean and orderly.

Information about ergonomic workstations is available in the Business Office and at the Department of Labor's OSHA website www.osha.gov.

HAZARDOUS MATERIALS HANDLING

Hazardous Chemical Inventory (Material Safety Data Sheets) and Asbestos Hazard Emergency Response Act (AHERA) are located in the Principal's Office. Please refer to these data sheets in the event you have a question regarding hazardous material.

BODY FLUIDS

Employees are to treat all body fluids as hazardous and to use proper handling procedures. For further instruction on proper handling of body fluids, contact the School Nurse.

UNIVERSAL PRECAUTIONS FOR HANDLING BODY FLUIDS IN THE SCHOOL WORKPLACE

PURPOSE: To insure that body fluids involving blood, vomitus, urine, feces, semen, saliva and nasal discharges are handled properly.

EQUIPMENT NEEDED:

Soap and Water	Paper Towels	Disposable Gloves
Disposable Bags	Disinfectants	Dust Pans, Buckets, and Mops

DISINFECTANTS: Must be one of the following:

- A. LYSOL
- B. HOUSEHOLD BLEACH (1 part bleach to 10 parts water)
- C. TRI-QUAT, MYTAR OR SAGE (Ammonium germicidal in 2% aqueous solution)
- D. WESCODYNE
- E. SANITARY ABSORBING AGENT---CHOLORA SORB, X-O ODER AWAY

PROCEDURES:

1. General
 - a. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
 - b. Always discard gloves after each single use.
 - c. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
 - d. Discard disposable items including tampons, used bandages and dressings in plastic lined trash container with lid. Close bags and discard daily.
 - e. Do not reuse plastic bags.
 - f. Use disposable items to always handle body fluids.
 - g. Use paper towels to pick up and discard any solid waste material such as vomitus or feces.

2. Handwashing***
 - a. Use soap and warm running water. Soap will remove soil and surface microorganisms allowing them to be washed off.
 - b. Rub hands together for 10 seconds to work up a good lather.
 - c. Scrub hands between fingers, knuckles, backs of hands, and nails.
 - d. Rinse hands under warm running water. Running water will be necessary to carry away debris and dirt.
 - e. Use paper towels to thoroughly dry hands.
 - f. Discard paper towels.

3. For solid washable materials (Clothing, towels, bedding, diapers)
 - a. Rinse item under running water using gloved hands.
 - b. Place item in plastic bag and seal until item is washed separately.
 - c. Wash and dry as usual.
 - d. Wash hands as described in #2.
 - e. Wipe sink with paper towels, discard towels.
 - f. Discard plastic bag.
 - g. Wash hands as described in #2 after handling soiled items.

Note: When washing if material is bleachable, add 1/2 cup of bleach to the wash cycle. Otherwise, use 1/2 cup non-chlorine bleach such as Chlorox II, or Borateem.

TYPES OF BODY FLUID SPILLS WHERE YOU MUST NOTIFY MAINTENANCE

1. Washable surface spills.
 - a. Tables, desks, computer tables, counters, playground equipment, cots etc.
 - b. Floor spills.
 - c. Nonwashable surface spills.
Rugs, upholstery etc.

ROUTINE CLEANING CONCERNS

1. Use gloves when searching for lost contact lenses, changing disposable or non-disposable diapers, and assisting in soiled clothing changes.
2. Use gloves during any wound care.
3. Do not promote the sharing of musical instruments.
4. Always use a CPR Mask if you participate in artificial resuscitation.
5. Never put a needle or piece of glass that is contaminated into the trash or a dumpster---Use a Needle Disposable Container and call the Supervisor of Health services for Disposal instructions.
6. Coaches are to have medical clean-up kits and protection masks for CPR with them on the field or in the gym.
7. Use gloves during any invasive procedure (catherization, helping a young child pull a tooth, instilling eye drops, removing foreign objects from the mouth, etc.)

PEST CONTROL

The Structural Pest Control Act and Lawn Care Products Application Act govern our buildings and grounds care for pest control services in High School District 234. Service companies and applicators of pest controls are required to notify the District prior to and following applications of control chemicals. Advance notification of applications will be provided to any concerned staff, student or parents of students requesting notification at school-owned facilities. If you wish to be notified prior to applications of herbicides or pesticides, submit a request in writing to the Business Office.

CHILD ABUSE REPORTING BY SCHOOL PERSONNEL

1. The Statutory Obligation To Report

- A. "-Any....school personnel....
-having reasonable cause to believe (suspect
-a child known to them in their professional or
official capacity
-may be
-an abused child or a neglected child
-shall immediately report or cause a report to
be made to the Department (DCFS)."
- B. She/He"...may also notify the person in charge of (the)
school....that such a report has been made" (but no
administrative control, restraint, modification of
report)
- C. Willful failure to report may lead to a Class A misdemeanor charge.
- D. Immunity for Making Good Faith Report: Individuals who make a report in good faith
will be provided immunity and will not be charged with making a false report.
- E. What must you have reasonable cause to suspect?
1. A child is "abused child" if suspected abuser is:
 - a parent or immediate family member
 - a person living in the same home as child
 - a paramour of the child's parent
 - a person responsible for the child's welfare at
the time of the alleged abuse/neglect (including
educational personnel, recreation supervisors,
volunteers, support personnel
and you suspect:
 - non-accidental physical or emotional injury
 - a substantial risk of non-accident physical injury
 - excessive corporal punishment
 - any type of sexual abuse or sex offense against the child (pornography,
solicitation, exploitation, molestation)
 2. A child is a "neglected child" if
 - parent/person responsible for child's welfare
 - withholds or denies nourishment, medical care,
shelter, clothing, education, support
 - provides inadequate supervision

II. How to make a report to DCFS: Hotline: (800) 252-2873

Written confirmation: the DCFS CANTS 5 Form should be submitted within 24 hours of the Hotline report.

III. Accused School Employee's Rights During & After Investigation

- A. Must be notified by DCFS that a formal investigation has begun (unless risk to child).
- B. May have supervisor, attorney, or representative present when she/he meets with or is interviewed by DCFS.
- C. May obtain copy of all info in State Central Register about the case (unless court order).
- D. May request DCFS to amend or expunge the report (request must be in writing to DCFS within 60 days).
 - if request denied or no action within 30 days, has right to DCFS hearing & to written decision giving reasons for refusal to amend or expunge report.
- E. May appeal DCFS' decision not to expunge (state court).

SEXUAL ABUSE AND INCEST IN CHILDREN AND ADOLESCENTS

I. Definitions:

A. What is it?

Child sexual abuse is the exploitation of a child for sexual gratification of an adult or any significantly older person. It is called incest if it occurs between family members, including mothers, fathers, sisters, brothers, grandparents, aunts, uncles, cousins, adoptive and step relations, legitimate or illegitimate children, or relatives of whole or half blood.

B. What it's not:

Child abuse should not be confused with physical contacts between an adult and a child that are fond or playful expressions of love. Responsible adults limit their physical exchanges with a child, respecting the child and at the same time maintaining a warm, healthy, affectionate relationship.

C. Specific Behaviors:

Child sexual abuse can include a wide range of activities, including non-forced offenses such as verbal stimulation, obscene phone calls, exposure, voyeurism, and showing a child pornographic pictures or films; and forcible touching offenses such as fondling, oral intercourse or attempted intercourse, vaginal or anal intercourse or attempted intercourse, and exploitation of children through prostitution and/or child pornography.

II. Prevalence:

1 in 3-4 girls will have been sexually abused by age 18.

1 in 6-10 boys will have been sexually abused by age 18.

90% of offenders are known to the child.

Child sexual abuse occurs in all racial, religious, and ethnic groups, and at all socio-economic levels.

The average age for the onset of a sexually abusive relationship is 6-8 years old.

Child sexual abuse is seldom a one-time occurrence.

At least 65-75% of prostitutes were sexually abused as children. (Adapted from Committee for Children)

III. The Dynamics of the Victim:

A. Signs and Symptoms in School:

1. Overt behaviors:
 - masturbation
 - inappropriate touching/advances toward peers
 - explicit sexual language/references
 - sexually promiscuous behaviors (high school)
 - excessive somatic complaints (headaches, stomach pain)
 - sleep and appetite disturbance (nightmares)
2. Internalizing behaviors
 - dysphoria, depression
 - social withdrawal
 - increased anxiety
 - decreased self-esteem
 - inhibited, overcontrolled
 - feelings of guilt and self blame
 - specific phobias (bathtubs, toilets, men or women, bed)
3. Other behaviors:
 - excessive school absences
 - excessive compliant behavior
 - decrease in quality/quantity academic work completed

- parental disengagement in child-adolescent activities
- defense of the perpetrator
- running away, suicidal ideation



ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a
(Employee Name)

_____, I will become a mandated reporter under the
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse and neglect Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I understand that in an effort to help mandated reporters understand their critical role in protecting children by recognizing and reporting child abuse/neglect, DCFS administers an online training course entitled Recognizing and Reporting Child Abuse: Training for Mandated Reporters, available 24 hours a day, seven days a week.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under, but not limited to, the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature of Applicant/Employee

Date

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

1. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.
2. Each employee must sign an Authorization as a condition for using the District's Electronic Network connection. Staff members must sign the Authorization for Electronic Network Access annually while employed by the School District. Staff members should annually review Board of Education Policy 6.235-E2 in reference to electronic network access. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access.
3. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**
4. For more information about this policy, contact your supervisor or the Business Manager.

BOARD OF EDUCATION

Business meetings of the Board of Education are held at 7:00 the third Monday of the month, except when that Monday is a school holiday. Subcommittee meetings are established as needed. Notice of meetings and their location is published in local newspapers and posted in the district office.

Formal communication to the Board of Education is made by the Superintendent, only. All formal communication with the Board of Education should follow the normal chain of command as outlined in the Organizational Chart. All requests from staff should be routed through their immediate supervisor, who will then move the request to the appropriate person(s) for further consideration. If you do not agree with a decision made by your supervisor with regard to a request, you have the right to appeal the decision to the next level in the Organizational Chart, but if you are going to do so, you must inform your supervisor that you plan to appeal.

ACCOUNTS PAYABLE AND IMPREST REQUESTS

A schedule of Accounts Payable request deadlines and payment dates is available in the Business Office. The vast majority of the Board's disbursements will be through this approval/payment cycle. Checks from the Board's Imprest account will be very rare. Please plan accordingly.

PURCHASES

Purchases for the school district must be made according to Board of Education policy. Purchases are made by entering a purchase order in the school's financial management system, Skyward. All purchase orders are approved by the department supervisor and the Business Manager. Individuals purchasing items outside this approval process may be personally liable to pay for such items. The school district does not pay sales tax. Tax-exempt forms are available in the Business Office.

DISTRICT COMMUNICATIONS

District notices, including vacancy notices or other official communications, are posted on a bulletin board in the Cafeteria. Other important information may be transmitted by voice mail, electronic mail, or included on the school's website. Employees are responsible for the information disseminated through these channels.

MAILBOXES

Staff members are assigned a mailbox and a voice mailbox for mail, notices and bulletins. Most employees are also assigned an electronic mailbox. These mailboxes should be checked daily. Students should never collect items from staff members' mailboxes since confidential information is distributed through this system.

TELEPHONE

A large amount of the District's business is transacted by telephone. Therefore, it is necessary to limit personal calls to an absolute minimum number. Please instruct friends and family not to call at work except in emergencies. Personal calls should only be made in case of absolute necessity or emergency. If nonemergency personal calls must be made, please arrange to make them during your break or lunch period.

MAIL

Correspondence from the school using district or school letterhead and envelopes should be marked with the sender's name in the return address. This is so that if the letter is returned to the school, it can be forwarded to the sender.

NO SOLICITATION

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any cause during working time. Furthermore, literature or printed material of any kind is not to be distributed in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on the school premises at any time.

Working time includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or directing is being done.

COPYRIGHT

It is the policy of Ridgewood High School to respect intellectual property protected by copyright. No material shall be reproduced for use in the school without permission by those authorized to grant such permission. For more information about copyright, contact your supervisor or the school librarian.

The school's Crisis Manual describes procedures to be followed in the event of an emergency. Copies of the Manual are available in offices and classrooms throughout the building. Make sure you know the where to find the copy of the Manual closest to each of your work assignments. Each employee is expected to read and understand the information in the Crisis Manual.

TECHNOLOGY

The school provides computers, software, networking, and Internet connections to support its educational program. Each employee is expected to read, sign, and abide by the district's Acceptable Use Policy. Violations of the policy may result in disciplinary and/or legal action.

SUPPLIES

The school provides office supplies for use at school. You can request paper, pens, etc., from Garvey's online. Directions follow.

PARKING

Employees may park in designated areas on school grounds on a first come first serve basis and at their own risk. Employees' vehicles must display a school parking permit, available in the Dean's Office.

VISITORS TO THE SCHOOL

During school hours, all persons other than school employees are required by law to check in at the security desk and state their business when they enter a school building. The security desk must be advised in advance of the name of visitor(s), time expected, and where the host may be reached on the day of the visit. All visitors to the school must present a valid government identification (such as a drivers license) and are screened using a national registry.

Process to Screen Persons Entering School Building

All persons who enter school buildings under the jurisdiction of Ridgewood Community High School District 234, other than school employees, students, or District officials, shall obtain permission to be in said buildings. Persons entering the building must sign in, receive and display a visitor's pass. The following procedures shall be used to obtain such permission:

Students:

Students from schools other than those in Ridgewood District 234 may obtain a visitor's pass to visit schools in District 234 if they:

-- petition for permission to visit the school at least three school days prior to the visit. The petition must be filed with the Dean of the host student and must be accompanied by a written authorization from the parent(s) of the host student, parent(s) of the visiting student and a statement from an official of the visiting student's school indicating that the visiting student's school will not be in session on the date(s) of the visit or that the visiting student has permission to be absent on the date of his/her visit to Ridgewood High School or Maple Park Academy. The Dean shall have the authority to grant or deny permission for the student to visit Ridgewood High School or Maple Park Academy.

Adults:

Adults--parents, citizens who are residents of the District, professional visitors or other persons may obtain permission to visit Ridgewood High School or Maple Park Academy upon request to a person designated by the Principal who may grant or deny such permission.

Persons with School Business:

A person may enter the building to conduct business or to consult about a student or alumni. To obtain permission to be in the building, the person must report to the designated reception area. The school employee in the reception area will determine if arrangements have been or can be made with the individual with whom the person wishes to conduct business. If such arrangements cannot be made, the person will be asked to make an appointment at a mutually convenient time.

Except in emergencies, teachers who are conducting student learning activities shall not be interrupted from such activities to conduct business or confer with parents or alumni.

Persons Loitering on School Grounds:

Persons shall not loiter on school grounds at any time. Students from our alternative schools or young adults who are not part of Ridgewood High School's student body are not allowed in the building after school unless attending a Ridgewood function.

Enforcement:

Ridgewood school officials and other employees have the authority to ask persons to leave Ridgewood High School or Maple Park Academy property if they do not comply with the requirements of this procedural statement. If persons fail to comply with a request to leave District property, school officials have the authority to notify the police and sign a complaint for trespassing against the person who refuses to leave District property when asked to do so.

Electronic Communications:

Any content staff members publish, pictures they post, or dialogue they maintain electronically, whether in Facebook, Twitter, a blog, a discussion thread or other website, should never compromise the professionalism, integrity and ethics in the role as a D234 employee. A good question that staff members should ask themselves before posting or emailing a message is "Would I mind if that information appeared on the front page of the local newspaper?" Contrary to what some people think, email and social networking sites are very public places.

Staff members who are presently using Facebook or a similar service to communicate with friends, family and their personal networks, should ensure that their privacy settings are set to "Only Friends." Staff members should never "friend" students who are currently enrolled in District 234, nor should you accept their "friend requests."

Contact your supervisor, building principal, or directory of technology with any questions.

ACTIVITY CALENDAR

A calendar of school functions and location of functions is kept in the Athletic Office and on our website. This Activity Calendar is kept up-to-date by all persons responsible for activities using the building or holding off-campus activities. Persons are expected to consult the calendar to make certain that activities do not conflict.

Requests to schedule an activity should be made on forms available in the Athletic Office if it is for a school activity outside the normal school day. Requests for use of the building should be made through the Building & Grounds Department if made by outside groups.

If any organization schedules an event (on or off campus) without first checking the calendar and reserving the date, that event will be canceled if it conflicts with any activity which is on the calendar. No exceptions will be made to this statement.

TRAVEL REIMBURSEMENT

The Board of Education shall reimburse authorized personnel for actual and reasonable travel expenses incurred in the performance of their job function. Such expenditures must be approved in advance by the employee's supervisor and the Business Office. Reimbursement shall be made following submission of paid receipts to the Business Office. Tax exempt certificates for school purchases are available in the Business Office. The District does not reimburse individuals for sales taxes paid.

PROCEDURES FOR CASH COLLECTIONS

Please be advised of the following guidelines for cash which you collect from students or the general public. These guidelines were prepared to protect you as well as to clarify the school's expectations for safekeeping of funds. By law, the school's cash collections are audited on a regular basis by an outside firm.

1. Cash (including checks) should be deposited in the Business Office on a regular, frequent basis. The Business Office will issue a receipt, including the account to be credited, for your cash deposit. The school can only be responsible for cash which has been deposited with the Business Office. Money which is left in your office, desk, etc., is your responsibility.
2. You should issue a receipt when you collect money and keep a duplicate of the receipt for your records. The Business Office can provide you with duplicate receipt books
3. Please be cognizant of the responsibility that is entailed by cash collections. An adult should be present when students are collecting cash. More than one person should receive and count the cash.

Feel free to contact your supervisor should you have any questions regarding proper procedures for handling cash.

LIBRARY

The school library's materials and services are available to all employees. The collection includes over 30,000 books, 200 magazine subscriptions, and numerous videotapes, computer programs, etc. to support the educational program. Through the district's affiliation with Metropolitan Library System, almost any book or magazine article can be obtained for the employee's use. Contact the Library staff for a tour or further information.

VOICE MAIL GREETING WORKSHEET

Your greeting should sound natural and conversational so that the caller will feel good about leaving all the details of his or her message in your voice mailbox. Remember, you're representing yourself and Ridgewood in your message, so you'll want to make sure to get it just right. You'll also want to update it often enough to make sure it's current and effective. Finally, it sounds crazy, but it's true—you should smile before you start recording.

Your Personal Greeting should include:

- Your name and department
- The fact that you are on the phone, in class, away from your desk, etc.
- When you will return calls
- Instructions on how to reach a live person

Sample Personal Greetings

Hello, this is Ms. Rebel on the Math Team. I'm in class right now, so I'm unable to answer the phone. If you leave a message, I will return your call by 3:30 this afternoon. If you need more immediate assistance during school hours, press "0", and the Operator will assist you.

Hello, this is Mr. Chips on the English Team. I am in class, so I cannot speak with you personally right now. I listen to messages each afternoon and return calls in the evening. If you leave a message, I will return your call by 8:00 tonight. Or, if you wish immediate assistance, you may press "0" now, and the school's Operator will assist you.

Information about using the (VOIP) Voice Over Interned Protocal) handsets is on:
S/aaDocuments – Forms/Telephone/Using Cisco VoIP Telephone System (2).

FAXES

Fax machines are located in the Student Services Office, Principal's Office and the Athletic/Attendance Office. They are available to all employees for school business.

SENDING FAXES

For instruction in the use of the fax machine, contact the Athletic Secretary. Blank "Fax Transmittal Forms" are located near the fax machine and should be used with each outgoing fax.

RECEIVING FAXES

The machine is checked regularly for incoming faxes. Faxes are routed to the addressee and delivered each morning.

Because faxes may contain confidential information, the Athletic/Attendance Office does not read them to check for complete transmissions. The receiving party should contact the sender if the fax needs to be re-transmitted.

UNITED PARCEL SYSTEM

The Custodial/Maintenance has daily pick-up service by UPS. Packages for school business may be brought to that area. Packages should be ready for shipment.

CAFETERIA

Ridgewood's food service contractor provides breakfast and lunch meal service on most school days. Information about a prepayment debit system is available in the cafeteria.

RETURN-TO-WORK

Ridgewood High School District 234 recognizes the need to support the recovery of employees should they suffer a work-related injury or develop an occupational disease. When an employee is temporarily unable to perform some or all of the duties of their regular job because of such an injury or disease, it is well established that recovery is accelerated when the employee continues to work. Based on this principle, Ridgewood High School District 234 strongly supports early return-to-work and will explore all early return-to-work options for an employee eligible for such assistance. For questions regarding return-to-work, see your supervisor or the Business Manager.

VEHICLE USE

School district operations may incorporate use of personal vehicles for the furtherance of the educational program. When such vehicles are being used for school business, we have a responsibility to reasonably ensure that the vehicles are being operated in a legal and safe manner.

ALL EMPLOYEES SHALL VIEW THE PROPER PROCEDURE FOR OPERATING A VEHICLE FOUND AT:

<https://www.youtube.com/watch?v=1nX3RFZ062A&feature=youtu.be>.

The primary insurance on personal vehicles used for school business is the insurance obtained by the vehicle owner. Drivers of personal vehicles are required to provide proof of ownership/registration, insurance, and valid driver's license prior to the vehicle being used for school business.

Support Staff members may have occasion to drive the district's vehicles as part of their job responsibilities. Proof of valid driver's license is requested, and the motor vehicle record checked. All drivers should view the driver's safety video located at: While the district maintains liability insurance covering all employees and volunteers while engaged on district business, the policy does not cover employees engaging in illegal activities such as driving without a valid license.

EMPLOYEE ASSISTANCE PROGRAM

Ridgewood High School District 234 offers an Employee Assistance Program to help employees address personal and workplace problems. This service is provided 24 hours a day, 7 days a week, anonymously and at no charge to the employee. Services are offered through a private company. For information about accessing EAP services, see the Payroll Office. Contact information is also posted in the Cafeteria.

User Name: RID001.

Password: perspectives

www.perspectivesltd.com

800-456-6327

WORK ORDERS

Requests for office supplies, custodial or maintenance services, audiovisual services, or computer maintenance are to be entered into the online work order system at infotech.ridgenet.org. This process allows departments to plan and schedule their workdays as well as track supply use and repairs to district equipment.

VIDEO SURVEILLANCE - BUILDING

Video cameras are placed in common areas throughout the school and grounds for security purposes. Video images from those cameras are monitored and recorded.

OVERTIME

All overtime must be recommended by the employee's supervisor and have prior approval of the Business Manager. To be considered for overtime, more than forty (40) hours must be hours actually worked in that week, not including holidays, vacation days, sick days, etc. Also, the task to be performed must be part of the employee's regular responsibilities.

FAMILY MEDICAL LEAVE ("FMLA")

VICTIMS ECONOMIC SECURITY AND SAFETY ACT ("VESSA")

Ridgewood High School District 234 complies with all federal and state laws for leaves of absence provided to employees under FMLA and VESSA. The Family and Medical Leave Act provides eligible employees up to twelve weeks of leave in the event of their own or a family member's medical condition or qualified military exigency. VESSA provides for similar leaves for employees who are victims of domestic violence. For more information about these leaves, see the Payroll Office.

CHECK LIST WHEN YOU RECEIVE A BOMB THREAT

Time and Date Reported: _____

How Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is bomb going to explode? _____

2. Where is bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

6. Where are you calling from? _____

Description of Callers Voice: _____

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice _____ Background Noise _____ Is the voice familiar? _____

If so, who did it sound like? _____

Time Caller Hung Up: _____ Remarks: _____

Name, Address, Telephone of Recipient: _____

RECORD

1. Date _____ and time _____ of call.

2. Exact language used. _____

3. Male Female
 Adult Child

Estimated age _____ Race _____

4. Speech (Check applicable boxes)

- | | | |
|---------------------------------|----------------------------------|--|
| <input type="checkbox"/> Slow | <input type="checkbox"/> Excited | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Loud | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Broken |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Normal | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sincere |

Accent _____

5. Background noises _____

6. Name of person receiving the call _____

RHS Support Staff Handbook Acknowledgment

I acknowledge that I have been provided electronic access to the Support Staff Handbook for the current school year. I accept responsibility for accessing the Support Staff Handbook. I have read these materials and understand all responsibilities and expectations as a District 234 staff member. I understand that the Support Staff Handbook contains information that I may need during the school year including procedures, forms, and other information. I understand that my failure to complete this acknowledgement will not relieve me from being responsible for knowing or complying with School and District policies and procedures.

This signature indicates that I have read and understand the contents of the Support Staff Handbook. I understand that I will be held accountable for the responsibilities and expectations outlined in the Support Staff Handbook at school, both during regular school days and extracurricular activities, at school sponsored and school-related activities, including school sponsored travel, and for any school related conduct, regardless of time or location.

Name: _____

Signature: _____ Date: _____