

Ridgewood
High School
Support Staff
Handbook

2023-2024

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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

MISSION

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 Nealon, Secretary
Frank DiPiero
Lisa Malicki
Chris O'Leary
Fiona Tanny

ADMINISTRATION

Dr. Jennifer Kelsall, Superintendent
Mr. Tom Parrillo, Asst. Superintendent for Finance & Operations
TBA, Principal
Ms. Agnes Stankiewicz, Assistant Principal

ATHLETIC DIRECTOR/DEAN

Mr. Robert St. John

DEAN

Mr. Davis Hawk

DIRECTOR OF STUDENT SERVICES

Ms. Katie Davis

STUDENT SERVICES

Ms. Cari Franz
Mr. James Gyori
Ms. Maria Jellissen
Ms. Haley Morelli
Ms. Patricia Reyes
Ms. Jennifer Snyder
Ms. Tasha Young

LIBRARY DIRECTOR

Ms. Jennette Gonzalez

FACULTY

Anastasiades, Andrew
Barlea, Claudia
Bennett, Matthew
Butryn, Katarzyna
Cantos, Megan
Cappaert, Derek
Castellano, Gina
Cholewa, Gina
Collier, Brian
Connelly, Katherine
Davis, Katie
England, Krystal
Falcone, Katie
Falicetti, Carl
Fioti, Amanda
Franz, Cari
Gates, Justin
Gelsomino, Don
Gonzalez, Jennette
Guzman, Alejandro
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
Leick, Jack
Lippstreuier, 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
Reyes, Patricia
Romano, Elizabeth
Rosenberg, Daniel
Rudnicki, Renee
Rutherford, LeeAnn
Saint John, Robert
Schau, Scott
Smith, James
Sneath, Stephanie
Snyder, Jennifer
Svetlik, Steven
Ukomadu, TeNesha
Vittorino, Danielle
Vynnyk, Oksana
Wala, Gabriella
Wicklund, Julia
Wisniewski, Max
Wlodarczyk, David
Yeates, Samuel
Young, Tasha
Zack, Christopher
Zajac, Cristina

SCHOOL RESOURCE OFFICER

Mr. Eliot Cortez-Norridge

EDUCATION-TO-CAREERS COORDINATOR (DVR)

Ms. Agnes Stankiewicz

COMMUNITY RELATIONS DIRECTOR

TBA

SPECIAL EDUCATION DIRECTOR

Dr. Michael Maiorano

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

BUSINESS EDUCATION

Julia Wicklund

Sam Yeates

BEHAVIOR INTERVENTIONIST

Tasha Young

ENGLISH AND READING

Andrew Anastasiades

Claudia Barlea

Maggie Molnar

Jennifer Morse

Pamela Mundy

Amanda Patano

Toni Pemberton

James Smith

TeNesha Ukomadu

ELL

Alejandro Guzman

Renee Rudnicki

Oksana Vynnyk

Max Wisniewski

FINE ARTS

Sarah Machaj

Bernie Moore

WORLD LANGUAGE

Monica Hansen
Dolores Miller
Martina Pizzo
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
Max Wisniewski

SCIENCE

Dereck Cappaert
Carl Falicetti
Andrew Hebert
Don Gelsomino
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
Mike Maiorano
Gina Maione
Jared McCabe
Kristy McCabe
Karen Patino
Dan Rosenberg
Christina Zajac

DRIVER EDUCATION

Scott Schau

SCHOOL WITHIN A SCHOOL

Jack Leick
Chris Mroz

SOCIAL WORKERS

Patty Reyes
Haley Morelli
Jennifer Snyder
Patricia Reyes

SPEECH THERAPIST

Eileen Kelly

CLUBS AND ACTIVITIES

Megan Cantos

Activity	Position	First Name	Last Name
ACTIVITIES COORDINATOR	HEAD	Megan	Cantos
ANIME CLUB	ADVISOR	Donna	Schutz
ARCHERY	ADVISOR	Jill	Laubenstein
ART CLUB	ADVISOR	Sarah	Machaj
BAND DIRECTOR	DIRECTOR	Bernard	Moore
CHESS CLUB	ADVISOR	Andrew	Anastasiades
CLASS OF 2027	ADVISOR	Gabi	Wala
CLASS OF 2024	ADVISOR	Beth	Ringelstein

CLASS OF 2025	ADVISOR	Adam	Guzy
CLASS OF 2026	ADVISOR	Gina	Maione
DECA	ADVISOR	Sam	Yeates
DECA ASSISTANT	ADVISOR	Tristan	Kumor
DRAMA CLUB	ADVISOR	James	Smith
DRAMA PLAY-MAJOR	DIRECTOR	James	Smith
DRAMA PLAY-MAJOR MUSIC AID	ASSISTANT	VACANT	
DRAMA ASSISTANT DIRECTOR	ASSISTANT	VACANT	
DRAMA PLAY-MINOR	DIRECTOR	James	Smith
DRAMA MUSIC DIRECTOR	ASSISTANT	Bernard	Moore
DRAMA TECH-MAJOR TECH	DRAMA	Mike	Lewandowski
DRAMA PLAY-MINOR TECH	DRAMA	Mike	Lewandowski
E-SPORTS	ADVISOR	Christopher	Gentry
FBLA	ADVISOR	PAUSED	
FUTURE EDUCATORS	ADVISOR	Trisan	Kumor
GARDENING CLUB SPONSOR	ADVISOR	Allison	Goodman
GAY/STRAIGHT ALLIANCE	ADVISOR	MaryJo	Jones
GOLF CLUB	ADVISOR	Kevin	Konsler
GRAD/AWARDS DIR.	ACTIVITIES	Jenifer	Tan
INTERACT CLUB	ADVISOR	Kevin	Konsler
INTERNATIONAL CLUB	ADVISOR	Rudnicki	Renee
ITALIAN NATIONAL HONOR SOCIETY	ADVISOR	Dolores	Miller
K-POP	ADVISOR	Amanda	Fioti
LINK CREW	ADVISOR	PAUSED	
LINK CREW	ADVISOR	PAUSED	
MATH CLUB	ADVISOR	Zach	Paus
MULTI MEDIA CLUB	ADVISOR	VACANT	
MULTI MEDIA CLUB	ADVISOR	PAUSED	
NATIONAL HONOR SOC.	ADVISOR	Pamela	Mundy
NEWSPAPER	ADVISOR	Mark	Lippstreuer
POETRY CLUB	ADVISOR	Matt	Bennett
REBEL READERS	ADVISOR	Claudia	Barlea
REBEL VOICES	ADVISOR	VACANT	
SCHOLASTIC BOWL	HEAD	Jill	Laubenstein
SCHOLASTIC BOWL	ASSISTANT	Daniel	McPhillips

SCIENCE & ENGINEERING CLUB	ADVISOR	Andrew	Hebert
SPANISH NATIONAL HONOR SOCIETY	ADVISOR	Monica	Hansen
STUDENT COUNCIL	ADVISOR	Megan	Cantos
STUDENT COUNCIL	ADVISOR	Amanda	Patano
VARSITY R	ADVISOR	Amanda	Nolan
VARSITY R	ADVISOR	PAUSED	
YEARBOOK	ADVISOR	Allison	Goodman

DIVISION HEADS

Pam Mundy
 Social Studies
 World Language
 English
 ELL

Robert St. John
 PE
 Music
 Athletics
 Activities

Dr. Mike Maiorano
 Special Education

TBA
 Career Pathways

Krystal England
 Math
 Science
 Computer Science
 Technology Education
 Art
 Business Education

Maggie Molnar
 Teaching & Learning
 Curriculum & Instruction

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
Data System Specialist	Jennifer Tan
Special Education	Sophia Barragan Danielle Bishop Debbie Cesario Jerry Deren Henry Ferraro Chris Gentry John Ildefonso Mary Jo Jones Alexis Kruger Antonio Manley Henry Meyers Rosamarie Moy Tony Muscarello Mary Olson LaceAngelique Rodriguez 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

Library/Media

Library Aide	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	Maiorano, Michael	(708) 697-5549	1249
Auditorium	(708) 697-5524	1224	Person		
Barlea, Claudia	(708) 697-6372	1472	Manley, Antonio		1781
Barragan, Sofia		1708	McCabe, Kristy	(708) 697-5518	1218
Bennett, Matthew	(708) 697-5577	1277	McCormick, Dave		1753
Bishop, Danielle		1709	McGee, Donald		
Board Room	(708) 697-5559	1259	Meade, Kristi		1734
Butryn, Katarzyna	(708) 697-6309	1409	Meyers, Henry		1725
Cafeteria	(708) 697-5564	1264	Miller, Dolores	(708) 607-5578	1278
Cantos, Megan	(708) 697-5527	1257	Molnar, Maggie	(708) 697-6379	1479
Cappaert, Derek		1716	Moore, Bernie	(708) 697-5560	1260
Carlos, Charlene	(708) 697-5510	1210	Moore, Carolyn	(708) 697-6332	1432
Caslin, Kenneth	(708) 697-5529	1229	Morelli, Haley	(708) 697-5592	1292
Castellano, Gina	(708) 697-5545	1237	Morse, Jennifer	(708) 697-5565	1265
Cesario, Debi		1713	Moy, Rosamaria		1729
Cholewa, Gina		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
Deren, Jerry		1714	Olsen, Mary		1727
Dexl, Amy	(708) 697-5532	1232	Parents Club	(708) 697-6382	1482
Dudek, Jim			Parrillo, Thomas	(708) 697-5535	1235
Engel, Christina		1722	Patano, Amanda	(708) 697-6312	1412
England, Krystal		1732	Patino, Karen		1703
Faculty Café	(708) 697-5563	1263	Paus, Zachary	(708) 697-5589	1289
Falcone, Katie		1738	Pemberton, Toni	(708) 697-6374	1474
Falicetti, Carl	(708) 697-6313	1413	Poull, Colleen-	(708) 697-5504	1204
Fanelli, Vince			Reid, Candace	(708) 697-5568	1268
Ferraro, Henry		1704	Reyes, Patricia	(708) 697-5594	1294
Fieldhouse	(708) 697-6385	1485	Rodriguez,		1723
Fioti, Amanda	(708) 697-6307	1407	LaceAngelique		
Football/Soccer/Press Box	(708) 697-6388	1488	Romano, Elizabeth	(708) 697-6330	1430
Forsythe, Maureen	(708) 697-5534	1234	Rosenberg, Daniel	(708) 697-5597	1297
Freese, Lori	(708) 697-5571	1271	Rossi, Pat	(708) 697-5566	1266
Gates, Justin	(708) 697-6335	1435	Rudnicki, Renee		1731
Gelsomino, Don	(708) 697-6319	1419	Rutherford, LeeAnn	(708) 697-6331	1431
Gentry, Christopher		1728	Sabin, Breanna	(708) 697-5525	1225
Gianfortone, Giovanna	(708) 697-6337	1437	Saint John, Robert	(708) 697-5540	1240
Golden, Ofelia		1720	Salamy, Jason	(708) 697-5523	1223
Gonzalez, Jennette	(708) 697-5546	1246	Sandoval, Yina	(708) 697-6338	1438
Goodman, Allison	(708) 697-5556	1256	Saveley, Bill	(708) 697-5564	1264
Guzy, Adam		1706	Schau, Scott	(708) 697-5554	1254
Gyori, James	(708) 697-5544	1244	Schmidt, Steve	(708) 697-5519	1219
Hansen, Monica	(708) 697-6328	1428	School Resource Officer	(708) 697-5579	1279
Hattar, Amanda	(708) 697-6315	1415	Schorsch, Carl	(708) 697-5511	1211
Hawk, David	(708) 697-5542	1242	Schutz, Donna		1721
Hebert, Andrew	(708) 697-5562	1262	Sciortino, Augustino		
Ildefonso, Jonathan		1779	Security Desk	(708) 697-5504	1204
Jellissen, Maria	(708) 697-5538	1238	Smith, James	(708) 697-5506	1206
Jones, Mary Jo		1707	Sneath, Stephanie		1702
Kelly, Eileen	(708) 697-5536	1236	Snyder, Jennifer	(708) 697-5584	1284
Kelsall, Dr. Jennifer	(708) 697-5533	1233	Stazzone, Cindi	(708) 697-5531	1231
Keyes, Kristina	(708) 697-5543	1243	Steinohrt, Betsy	(708) 697-5541	1241
Kimberley, Denise	(708) 697-6380	1480	Sticha, Tom		
Konsler, Kevin		1717	Student Advocate/West 40	(708) 697-5514	1214
Krueger, Alexis		1780	Svetlik, Steven		1730
Kumor, Tristan	(708) 697-6302	1402	Tan, Jennifer	(708) 697-5548	1248
Lasky, Eric	(708) 697-5545	1245	Valle, Dan		1712
Laubenstein, Jill	(708) 697-5520	1220	Vasilakopoulos, Ted		1718
Lehotsky, William		1719	Vittorino, Danielle		1701
Leick, Jack		1736	Wala, Gabriela	(708) 697-6306	1406
Lewandowski, Mike			Wicklund, Julia	(708) 697-5567	1267
Library Desk	(708) 697-5556	1256	Wisniewski, Max	(708) 697-5553	1253
Lippstreuwer, Mark	(708) 697-6303	1403	Wlodarczyk, David	(708) 697-6347	1427
Machaj, Sarah	(708) 697-5561	1261	Yeates, Samuel	(708) 697-6301	1401
Maintenance	(708) 697-5566	1266	Young, Deontay	(708) 697-5550	1250
Maione, Gina	(708) 697-6308	1408			

Young, Tasha	(708) 697-5569	1269
Zack, Christopher		1735
Zajac, Cristina		1752
Zamora, Ariana		1737

Fax Machines

Attendance = (708) 452-9421

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

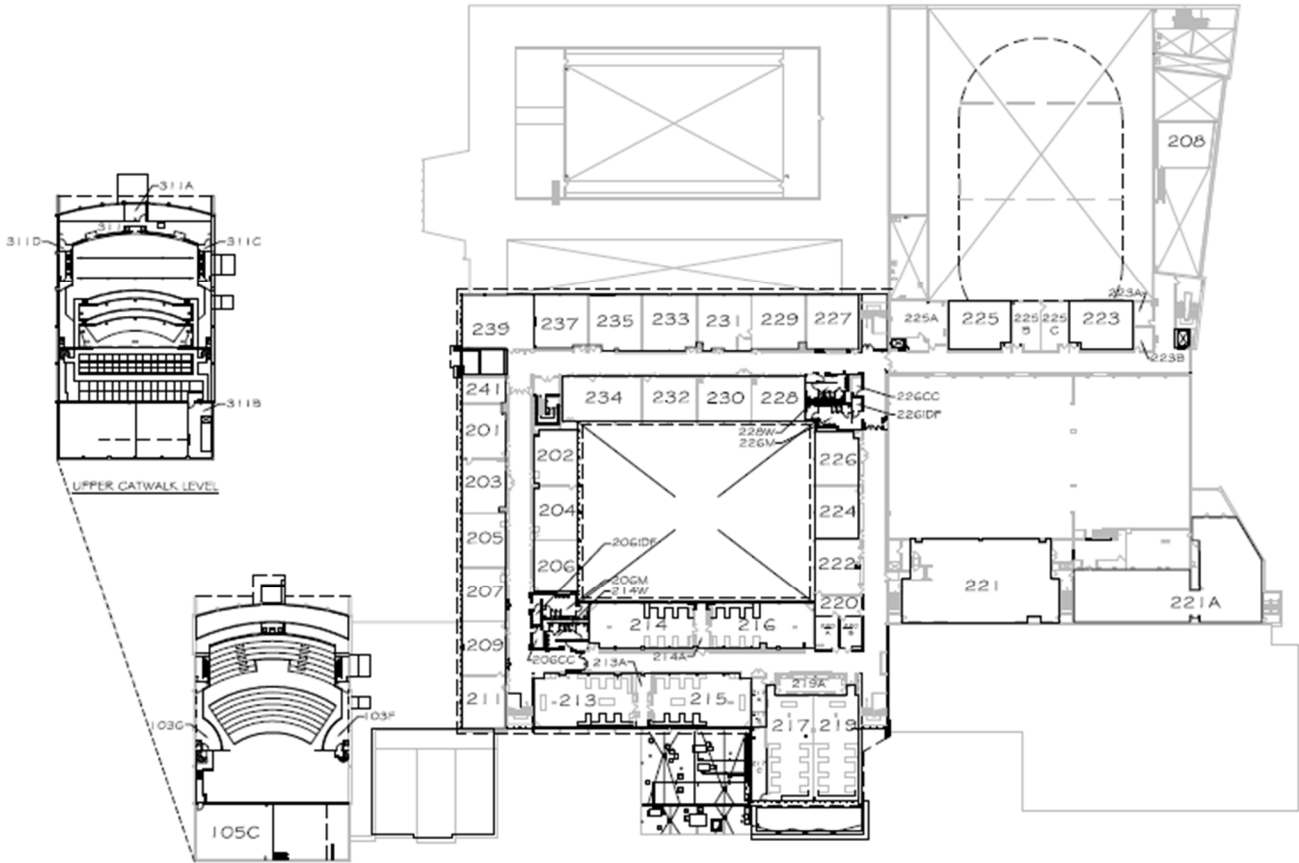
Principal's Office = 8, (708) 697-5581

Special Education Office = (708) 697-5551

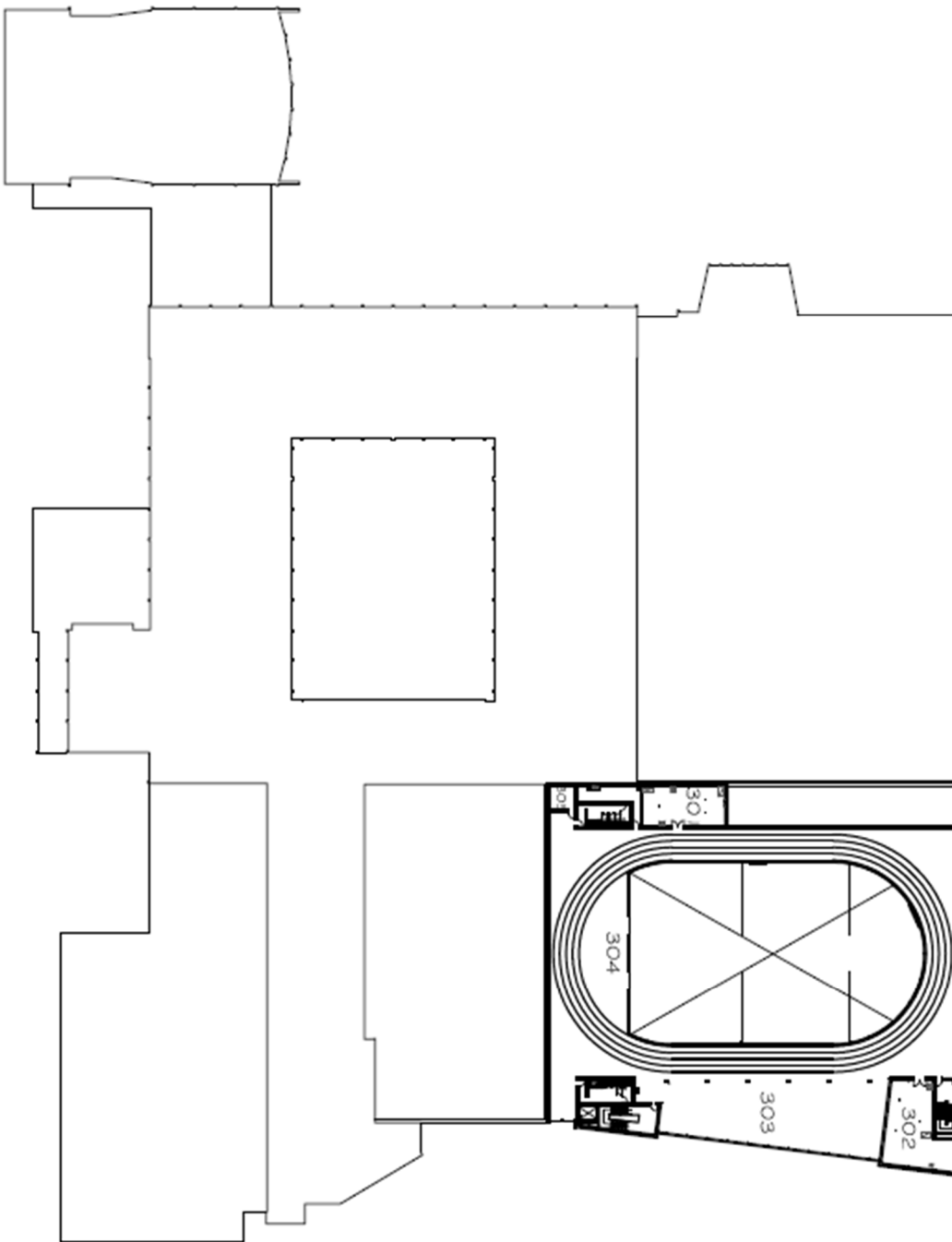
Special Ed (708) 697-5590

Superintendent's Office = (708) 456-8238

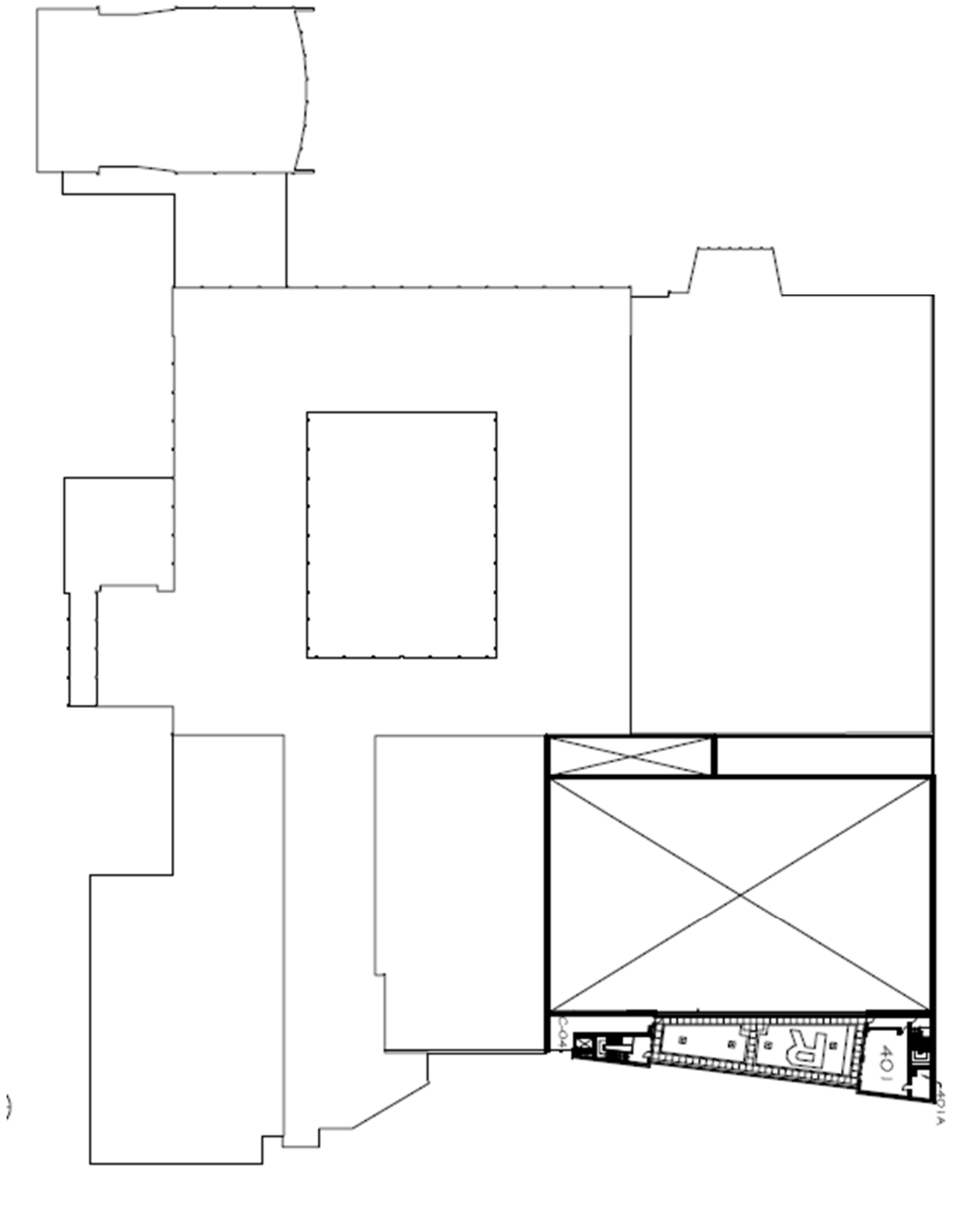
2nd FLOOR



3rd FLOOR



4th FLOOR





Ridgewood High School District 234 2023-24 Calendar



August 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			

August
 15 Freshman Orientation
 16 Institute Day—No School
 17 Teacher Work Day
 18 Teacher Work Day
 21 First Day of Classes

February
 19 President's Day - No School

February 2024						
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			

September 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	

September
 04 Labor Day-No School

March
 04 Pulaski Day-No School
 14 Parent Conferences - No School
 25-29 Spring Break

March 2024						
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 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
 9 Columbus Day- No School
 19 Parent Conferences - No School

April
 01 Spring Break
 02 Classes Resume
 10 PSAT/SAT Testing Day
 19 Institute Day No School

April 2024						
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 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
 10 Institute Day No School
 22 No School
 23 Thanksgiving - No School
 24 No School

May
 27 Memorial Day-No School
 28 Graduation

May 2024						
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 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
 22-29 Winter Break

June
 04 Last Day of School
 05 Teacher Work Day
 06-12 Emergency Days
 19 - Juneteenth - Office Closed

June 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	X	X	8	9
10	X	X	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2024						
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
 01- 05 Winter Break
 08 Classes Resume
 12 Teacher Work Day- No School
 15 MLK Day—No School
 16 Institute Day - No School

A Days
 B Days
 — No classes
 X Emergency Day
 No School
 Approved by B.O.E
 12/12/23
 Final May 15, 2023

July 2024						
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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 RESPONSIBILITIES

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.

Our practice is that after an absence of three days, employees will 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 Principal
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.



Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding.

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

Submit an inquiry through the EEOC's public portal:
<https://publicportal.eeoc.gov/Portal/Login.aspx>

Call 1-800-669-4000 (toll free)
1-800-669-6820 (TTY)
1-844-234-5122 (ASL video phone)

Visit an EEOC field office (information at www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.



EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Disability

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. 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 to the employer. 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.

Protected Veteran Status

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Retaliation

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

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities 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)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

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.

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

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

The Responsibilities of the Employee:

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:
 3. Conduct
 4. Primary and secondary routes of evacuation, and
 5. Responsibility for closing doors and windows
6. To take and maintain attendance of all students
7. To take complete charge of all students in the immediate area during the emergency drill.
8. If an emergency drill occurs while you are on unscheduled time, go immediately to an area to assist in the evacuation of students.
9. Report to the Principal or Dean of Students any problem(s) that occurs or suggestions for improvement.
10. Help should be provided by pre-arranged plans for those students incapable of moving at a reasonable speed.
11. Notify the Principal or Dean of Students 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 announcements, email, or in-person events.

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.

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. The Zone Supervisor in charge is listed in **bold**. Those in parentheses should still assist and communicate with their Zone Supervisor in ensuring their assigned zone has been evacuated.

(See floor plans on pages 4 and 5 for specific Zone locations.)

****All Zone Supervisors should have a radio for communication.**

ZONE # 1: T. Parrillo (C. Engel)

ZONE # 2: A. Stankiewicz (A. Anastasiades)

ZONE # 3: D. Young (K. Davis)

ZONE # 4: D. Hawk (C. Schorsch)

ZONE # 5: R. St. John (K. Caslin)

Coordinator / Time Keeper: T. Parrillo (primary), D. Hawk (backup)

Backup for any Zone supervisor that is not available.

May block exit.

Watch procedure to resolve problems.

When a zone is deemed “Clear” (all personnel and students evacuated and no hazard present), the Zone Supervisor will radio the Coordinator **“Zone X is clear”** and will then exit the building and move to the following locations to supervise any staff/students in those areas:

ZONE # 1: T.Parrillo (C. Engel) **South (flagpole)**

ZONE # 2: A. Stankiewicz (A. Anastasiades)→ **North (stadium)**

ZONE # 3: D. Young (K. Davis) → **East (student parking lot)**

ZONE # 4: D. Hawk (C. Schorsch) → **South (flagpole)**

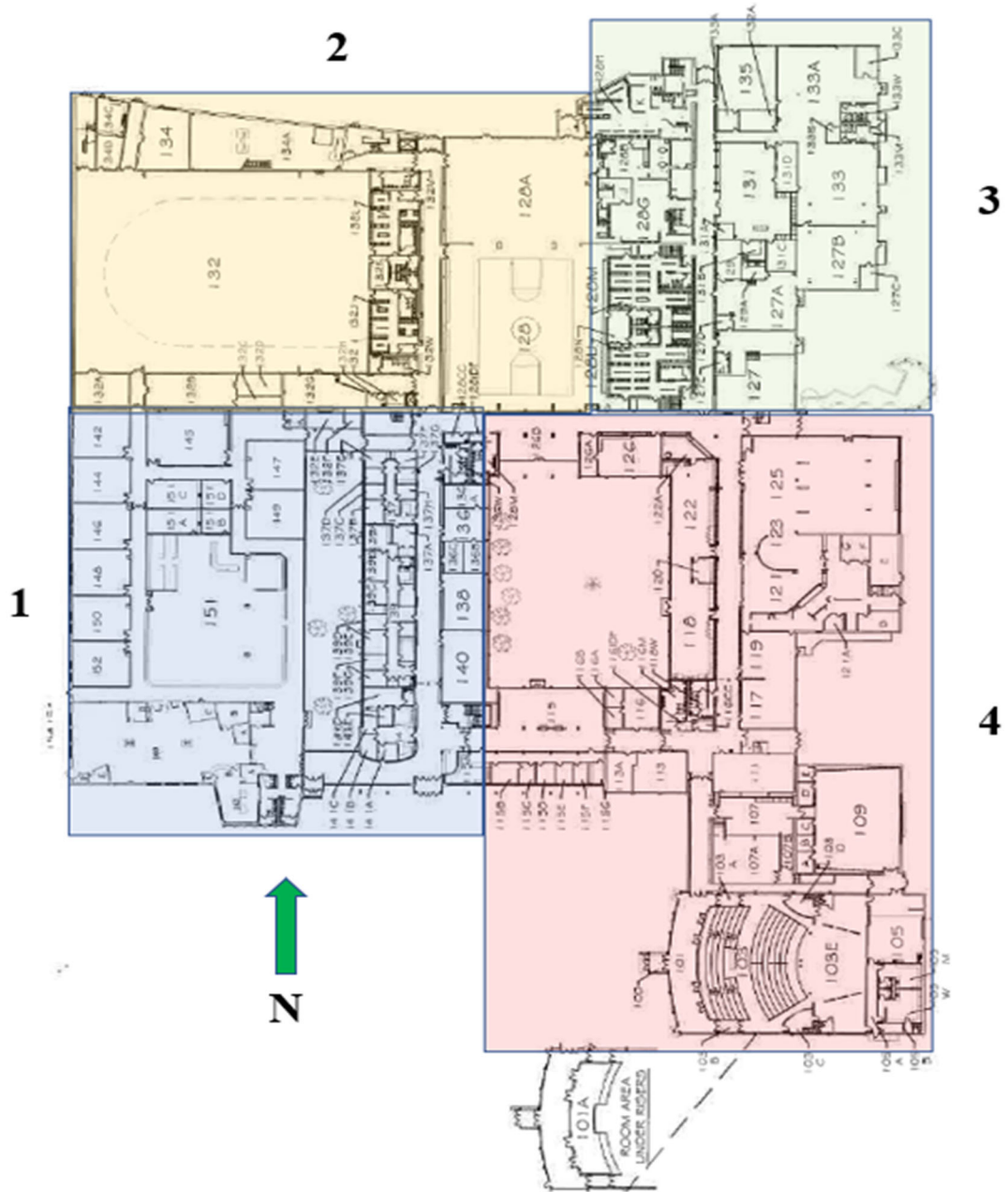
ZONE # 5: R. St. John (K. Caslin) → **East (student parking lot)**

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.

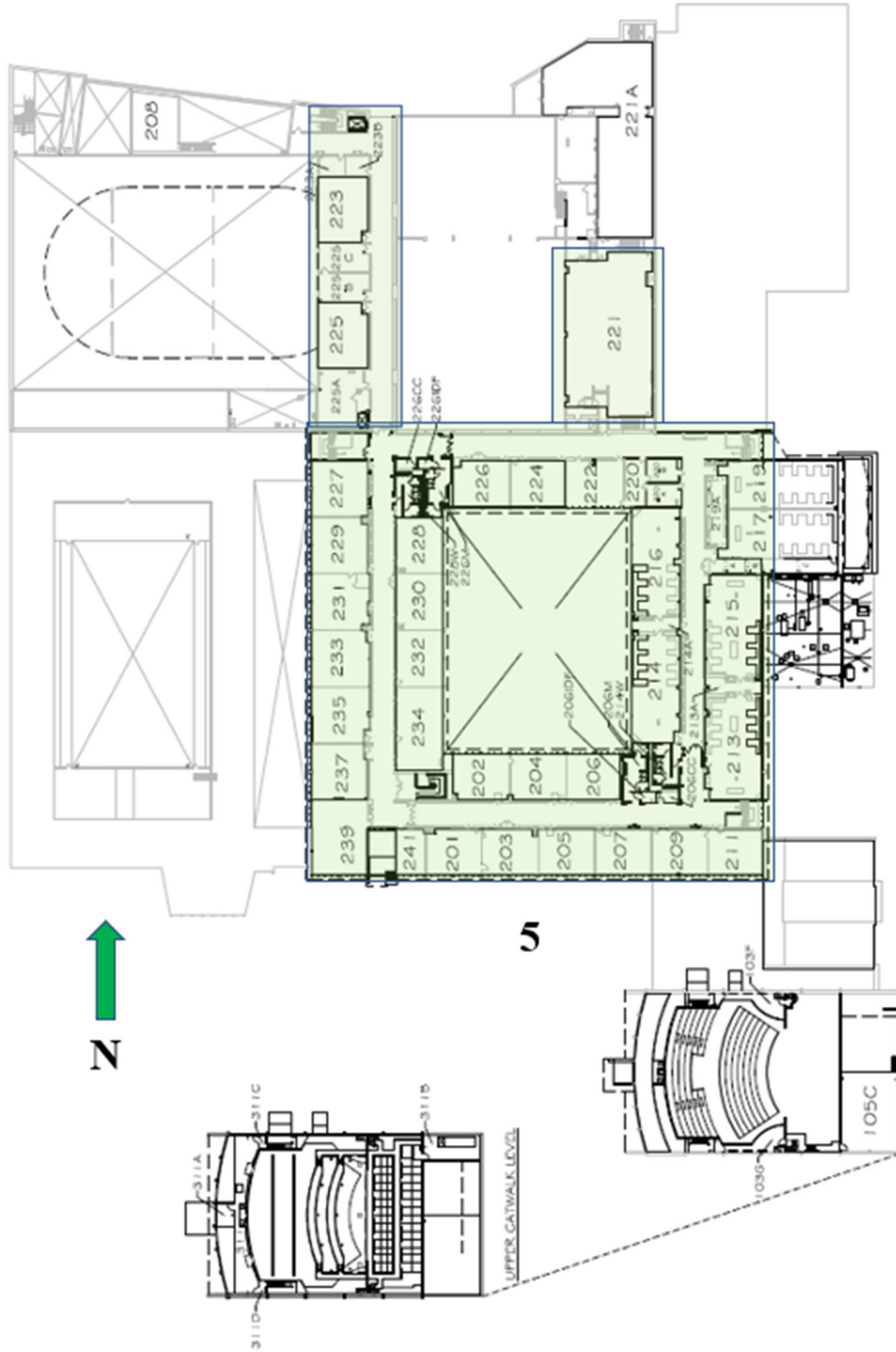
Each fall the following will occur:

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

FIRST FLOOR ZONE MAP (1 -4)



SECOND FLOOR ZONE MAP (5)



Tornado and Severe Weather Procedures

When precautions are necessary due to tornado or severe weather conditions, a warning will be issued. This warning will be a continuous blast on the fire alarm, for 15 seconds, students and staff are to go directly to the rooms listed below. Faculty should lock their classroom doors as they exit. Students should kneel and use their arms to cover their heads. ***AVOID WINDOWS AS MUCH AS POSSIBLE!***

In the event the tornado warning should sound, students and teachers should proceed to the following locations based upon the classroom to which they are assigned.

CLASSROOM	DESTINATION	BACK-UP
Auditorium, 109, 117,111 112-116	107 (Band Locker Room)	SE Mens' Washroom
	SE Mens' Washroom	SE Womens' Washroom
118, 120, 122	128 H (Boys' Team Locker Room)	128 G (Girls' Team Locker Room)
119 and Café	128 G (Girls' Team Locker Room)	128 M (Girls' PE Locker Room)
122 A/B and 124	128 U (Boys' PE Locker Room)	128 G (Girls' Team Locker Room)
126	NW Mens' Washroom	NW Womens' Washroom
130-135	128 H (Boys' Team Locker Room)	128 G (Girls' Team Locker Room)
136	Social Work Office (East)	NW Womens' Washroom
138-140	NW Womens' Washroom	NW Mens' Washroom
Student Services	Social Work Office (East)	NW Womens' Washroom
Administrative Offices	Admin. Bathrooms	Admin. Bathrooms
Nurse	Nurse Bathroom	Admin. Bathroom
142, 143, 144, 146, 148, 150, 152, 154	143 (Community Room)	145 (Community Room)

145, 147, 149	145 (Community Room)	143 (Community Room)
151 (Library)	Library Washroom (Collab)	143 (Community Room)
160 (Collaboration Center)	132W (Field House Women's Restroom)	132M (Field House Men's Restroom)
162 (I.T. Office)	Library Washroom	143 (Community Room)
Old Gym	128 U (Boys' PE Locker Room)	128 M (Girls' PE Locker Room)
201-205	132J (Girls' Team Field House Locker Room)	132 L (Boys' Team Field House Locker Room)
206-211	128 M (Girls' PE Locker Room)	128 U (Boys' PE Locker Room)
213-220	128 M (Girls' PE Locker Room)	128 U (Boys' PE Locker Room)
222, 224, 226	128 U (Boys' PE Locker Room)	128 M (Girls' PE Locker Room)
228, 230, 232, 234	132 L (Boys' Team Field House Locker Room)	132J (Girls' Team Field House Locker Room)
223, 225, 227, 229	132 L (Boys' Team Field House Locker Room)	132 J (Girls' Team Field House Locker Room)
231, 233, 235, 237, 239, 241	132 L (Boys' Team Field House Locker Room)	132 K (Field House Coaches' Office)
FH Gym 134	132 J (Girls' Team Field House Locker Room)	132 L (Boys' Team Field House Locker Room)

Upper Track and 401	132 J (Girls' Team Field House Locker Room)	132 L (Boys' Team Field House Locker Room)
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It is important that this be done in an efficient and orderly manner. For classrooms assigned to the locker rooms: direct classrooms to the furthest locker room 128H first. Once 128H is filled, teachers should fill 128G, then 128M, then 128U.

Faculty may divert people on their way to the locker rooms into washrooms or other areas. When you arrive at a shelter area, it is important that you go to the area **farthest from the door** so that those who follow will not be slowed down. Remain in the shelter until further instructed. An emergency First Aid area will be established in the Training Room. Any First Aid necessary will be provided by the **Nurse**.

Emergency equipment (bullhorn, radio, signs, first aid kit) is stored in 3 areas: Men's PE office, Room 215, and custodial area. This equipment is to be checked and restocked in the fall prior to any drills.

Don Gelsomino, Chris Zack and Pat Rossi are to pick up emergency equipment* before reporting to assigned areas.

***Don Gelsomino – Science, Room 215**

***Chris Zack – PE Area**

***Pat Rossi – Maintenance**

Tornado and Severe Weather Personnel Assignments

To ensure efficient and orderly procedures in our building, multiple people are assigned the same responsibility. It is essential that they report immediately to their assigned area and begin their function. As others arrive they may delegate other tasks as required. All staff members are expected to act responsibly and decisively to protect students from injury.

S.E. Corner (near Room 111): Michael Maiorano

Divert students into the two washrooms; assign a teacher to each of the washrooms and ask them to let you know when the room is full. After washrooms are full, check room 111; if no one is using it, divert students into it. After these three areas are full, direct the rest toward the locker rooms.

N.E. corner (near Room 124): Tom Parrillo & Robert St. John

Make sure doors are open to ALL locker rooms. Direct students into the furthest locker rooms first! Once the locker rooms are filled, students should be directed to the next available locker room. As teachers arrive, assign one to each of the four locker rooms to take charge (until those assigned arrive) and

- 1) make sure students move to the back of the room
- 2) notify you if the room is full.

See that the door between the PE and Team locker rooms is OPEN.

N.W. corner: Katie Davis and Agnes Stankiewicz

Make sure doors are open to ALL locker rooms (132 J and 132 L). Direct students into the furthest locker rooms first! Once the locker rooms are filled, students should be directed to the next available locker. As teachers arrive, assign one to each of the four locker rooms to take charge (until those assigned arrive) and

- 1) make sure students move to the back of the room

2) notify you if the room is full.

Band Room: **Bernie Moore**

Students should proceed to the band locker area.

Locker Room 128 U: **Katherine Connelly**, Derek Cappaert

Locker Room 128 M: **Chris Zack**, Jennette Gonzalez

Locker Room 128 G: **Scott Schau**, Brian Collier

Locker Room 128 H: **Kristi Meade**, Carl Schorsch

Locker Room 132 J: **Tasha Young**, Krystal England

Locker Room 132 L: **Maria Jellissen**, Steven Schmidt

Bathroom 132W: **Haley Morelli**, Trish Reyes

Bathroom 132M: **James Gyori**, Pam Mundy

Library Area: **Andrew Anastasiades**, Megan Cantos

Andrew or Megan will unlock Room 143- Community Room.

- Person in **bold** is in charge.
- Assist in orderly procedure.
- Be prepared to provide first aid if necessary.
- Ensure doors between locker rooms are open.
- If a tornado is approaching, Maintenance will shut off utilities.

After the “all clear” has been sounded, students and teachers will be asked to return to their scheduled class.

In the event of a real emergency, adults will need to escort students to destinations outside of the school area. Some destinations might include Norridge Police Department, Harwood Heights Police Department, Norwood Fire Protection District, or Norridge Park District. Announcements would be made if this process were necessary and a CrisisGo alert would be initiated.

- When it is safe enough to do so, mark ALL students with you present (whether they are assigned to you at that time or not), and mark all missing students assigned to you as absent via the CrisisGo app.
 - For missing students, provide as much information as possible (i.e. – left for restroom)
 - When finished, click submit so the information is shared with CrisisGo administrators via the app.
- If you are not able to access the CrisisGo app from a device, use another means to account for ALL students with you, as well as students assigned to you that are missing. Provide that list of present and missing students to the Division Officer staff upon arrival to the Family Reunification site.
- A school designee(s) will travel to those off-campus destination(s) and gather all students and staff and bring them to the Family Reunification site.

Mrs. Forsythe will bring a folder with an attendance list of teachers, substitutes and student teachers.

Mrs. Steinohrt/Mrs. Dextl will bring a roster of **ALL** employees.

Mrs. Freese will bring rosters of **ALL** grade levels as a back-up to CrisisGo app use by staff

Emergency equipment (bullhorn, radio, signs, first aid kit) is stored in 3 areas: PE Men’s office, Room 215, and custodial area. This equipment is to be brought to the designated area by **Mr. Zack, Mr. Gelsomino, and Mr. Rossi.**

LIGHTNING SAFETY PROCEDURES

1. In the event that the alarm sounds indicating a warning of lightning, all outdoor activity should cease immediately. All individuals should seek shelter in the building or automobiles that are not convertibles.
2. Outdoor activities should not resume until the all-clear is heard and the supervisor(s) of the activity feel(s) it is safe to resume.
3. The head coaches and game officials should confer to determine if any athletic contest should be terminated as a result of the warning.
4. If coaches and/or game officials feel that weather conditions warrant cessation of outdoor activities they should make those decisions even if the warning has not sounded.

Support Staff should periodically review the emergency drills themselves and with any students with whom they supervise.

BUILDING EVACUATION SITES

EVACUATION SITE	STREET ADDRESS	VILLAGE	CONTACT INFO	SPACE AVAILABLE
Eisenhower Public Library		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.

Updated 5/10/23 - D. Hawk

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.

Each staff member agrees, through Skyward Employee Access "sign off" this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. 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.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law.

- b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;

- i. Posting material authored or created by another without his/her consent; j. j. j. Posting anonymous messages;
- k. Using the network for commercial or private advertising.
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

- 5. No warranties - The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6. Indemnification - The user agrees to indemnify the School district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
- 7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and district policy prohibit the republishing of text or graphics found on the Web or on district Web sites or file servers, without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library medial specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of their status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

The district’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be

taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this school district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the school district's electronic mail system constitutes consent to these regulations.

12. Internet Safety

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet

access. 13. Expectations for Communicating Electronically with Students

Ridgewood Community High School District 234 recognizes that today's students are deeply engaged in electronic forms of communication for their daily interactions with friends, family and their larger social networks. As educators, we too have turned to email, websites, blogs, text messaging, and use of social media websites such as Twitter, Facebook, and others to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in many circumstances, not meet the public and professional standards for communicating with students that we set for ourselves here in D234.

The expectations outlined in this document are designed for the purpose of:

- 1. Protecting the students, staff, and the District;**
- 2. Raising awareness of acceptable ways to use electronic communication tools when communicating with students; and**
- 3. Raising awareness of the positive and negative outcomes that may result in using these tools with students.**

The following is a set of expectations that all members of the D234 professional community are expected to adhere to when communicating with students electronically.

Does the communication pass the TAP Test?

Electronic communication with students should always be **T**ransparent, **A**ccessible and **P**rofessional as defined below:

1. **The communication is transparent.** – ALL electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility and accountability with regards to all communications.
2. **The communication is accessible.** -ALL electronic communication between staff and students should be considered a matter of record, part of the District archives, and/or may be accessible by others.
3. **The communication is professional.** – ALL electronic communication from staff to student should be written as a professional representing District 234. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a D234 professional. Always choose words that are courteous, conscientious, and generally businesslike in manner.

If your communication meets all three of the criteria above, then it is very likely that the methods of communicating with students that you are choosing are very appropriate; moreover, encouraged.

Acceptable Communications Methods

District 234 Email - Use of District email is always a very appropriate way to communicate directly with students and parents. District email provides the staff member with a record of the communication. For this reason, only the district-provided email system (your @ridgenet.org address) should be used. Please refer to the *Acceptable Use Policy* for best practice guidelines in its use. (*Staff members experiencing difficulty receiving emails from students and parents via their District email account should first check their daily Spam Mail Summary to see if the emails have been inadvertently filtered. Should staff need further assistance, contact the IT Department.*)

Remind Hub -

School Websites - The use of these District-provided tools is strongly encouraged. Their accessibility is ubiquitous and their content is highly transparent.

Less Acceptable Communications Methods

Text Messaging -Nearly every student has a cell phone today and use of text messaging is rising sharply. This form of communication is typically between individuals and highly personal. Since texting is such a quick and convenient way of communication, a simple message may lead to an extended texting conversation that can get “off topic.” **That said, staff members should be aware that text messaging between a staff member and an individual student can easily be misinterpreted by a parent.** If a teacher/coach/sponsor plans to use texting for immediate and urgent contact with

students/team members, they must be transparent about such use. He/she must make parents aware at the beginning of the school year or season that he/she may use texting.

Unacceptable Communications Methods

Non-District Email Accounts – District 234 employees should never use personal email accounts to communicate with students about school matters. Coaches not employed by District 234 during the school day must also follow this expectation.

Online Games and Related Activities – While many people enjoy a variety of gaming systems (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for staff members to engage in with students.

Using Facebook

How about setting up a Facebook Fan Page for my student groups?

A Facebook Fan Page, not a Facebook Group, can be appropriate as a supplemental method of communicating electronically with student groups if it is set up correctly. Unlike Facebook groups, Fan pages are visible to unregistered students and parents and thus indexed and easier to find. Be sure to follow the same District guidelines for publishing content to any website, in that photos of students are not posted in conjunction with their names or other personally identifiable information. Make sure that your settings do not allow fans to be able to post comments, photos, videos or links to your wall, and that only you have control over the content. Use your “@ridgenet.org” email address to register as contact for the page so that any feedback or comments on the page are sent to the District, not to any personal email addresses.

If you decide to establish a fan page, be sure to notify the parents of your students that you’ll be using this site to communicate information for your group in addition to your other methods (websites, email, formal letters, etc.) and that these pages may contain commercial advertising that is not endorsed by the District. Since not every student has a Facebook page or even access to Facebook, you must consider this when posting to your page. District 234 cannot require students to have Facebook accounts, as this should be a family decision. Therefore, you must make any information posted on Facebook accessible to non-Facebook users by alternate means.

Important Reminders for Employees who use Facebook, Twitter, or other Social Media Sites for Personal Purposes

Staff members who are presently using Facebook to communicate with friends, family and their personal networks, should ensure that their privacy settings are set to “Only Friends.” If the “Friends of Friends” or “Networks and Friends” settings are used, staff members open their content to a much larger group of people, including students and parents. Staff members should never “friend” students who are currently enrolled in District 234, nor should you accept their “friend requests.” The wall between the roles of a public educator and personal friendships with students should always be visible and strongly communicated.

Any content staff members publish, pictures they post, or dialogue they maintain, whether in Facebook, Twitter, a blog, a discussion thread or other website, should never

compromise the professionalism, integrity and ethics in their role as a D234 professional. 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?” If the answer is “yes,” then do not post it. Contrary to what some people think, email and social networking sites are very public places. Staff members should contact their building principal or director of technology with any questions.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education Through Technology, 20 U.S.C §6751 et seq.
720 ILCS 135/0.01.

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.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

EMPLOYER RESPONSIBILITIES

ENFORCEMENT

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division





RIDGEWOOD HIGH SCHOOL

DISTRICT 234
7500 WEST MONTROSE AVENUE - NORRIDGE, ILLINOIS 60706-1196
708-456-4242 FAX 708-456-0342
www.ridgenet.org

403(b) UNIVERSAL AVAILABILITY NOTICE

June 26, 2023

The Opportunity.

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. If there are any questions, you may contact the Plan's administrator, The OMNI Group at 877-544-6664.

We recommend that all employees view a brief, 3-minute video presentation called, '403(b). Why me?' explaining a 403(b) plan, and how to contribute. The video can be viewed on OMNI's education website, 403bwhyme.com.

How Can I Participate?

You can participate in the Plan with pre-tax contributions by submitting a Salary Reduction Agreement ("SRA") online via OMNI's website or by submitting a completed SRA form, found on the same website, to OMNI either by facsimile to (585) 672-6194 or by mail to 1099 Jay St., Bldg F, Rochester, NY, 14611. Additionally, prior to contributing you must open an account with an investment provider participating in the Plan. A list of the Plan's participating investment providers may be viewed on OMNI's website after submitting your Employer's name and state.

How Much Can I Contribute Annually?

You may contribute up to \$22,500 in 2023; this amount is subject to change annually. If you have at least 15 years of service with your employer or you are at least 50 years old, you may be entitled to make additional contributions. For appropriate limits for your particular circumstances, please contact OMNI's Customer Care Center at 877-544-6664.

What If I Already Have An Account?

If you are already contributing to the Plan, and you want to change your contribution amount or investment provider, simply complete and submit a new SRA. See directions above for on-line and paper submission options.

What If I Do Not Want To Contribute?

If you do not want to take advantage of this program, simply submit an SRA with the option "I do not wish to participate at this time" selected. See directions above for on-line and paper submission options.

How can I get more information?

You can access further information at www.omni403b.com.

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 _____

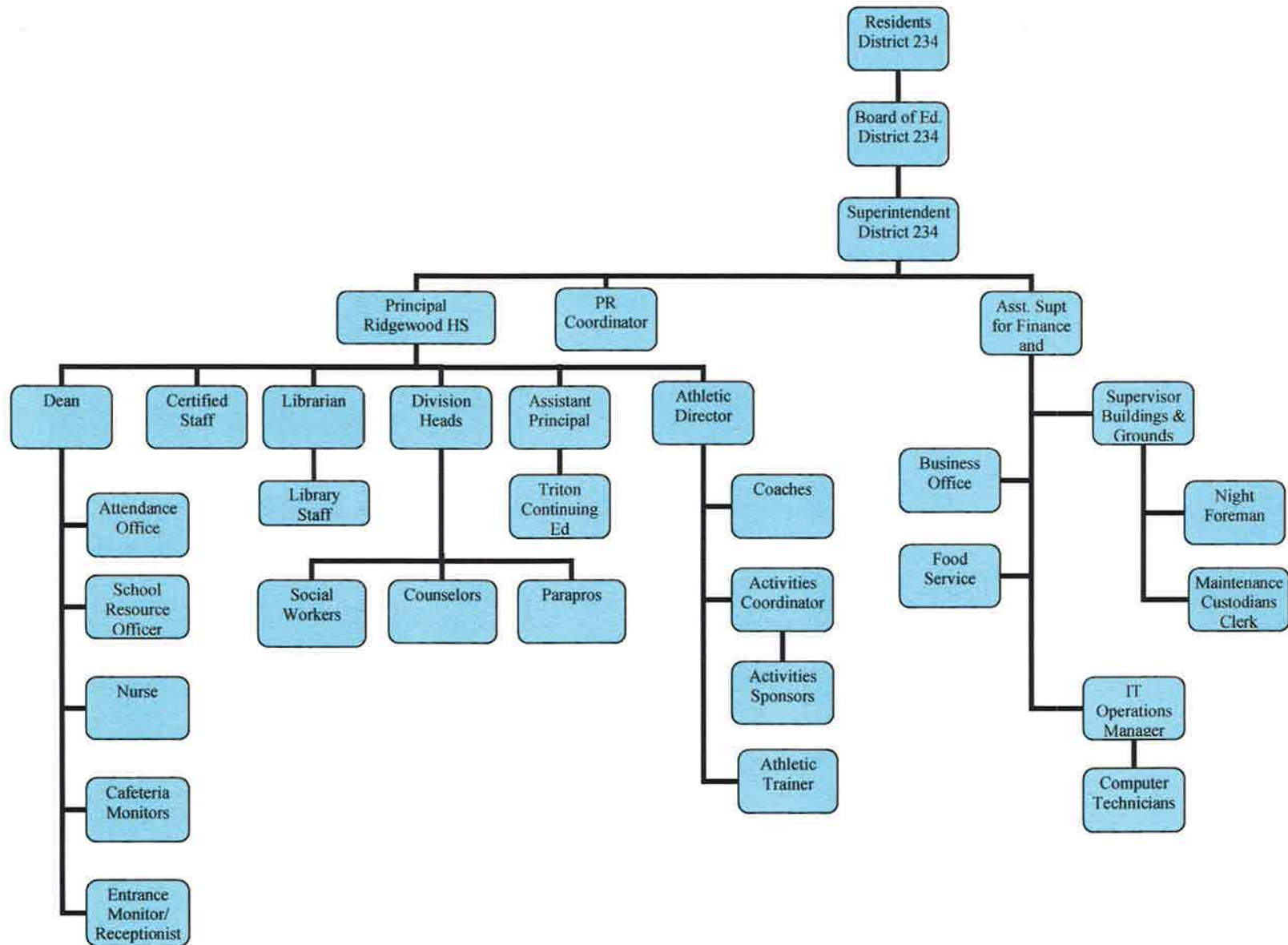
4. Speech (Check applicable boxes)

<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 _____

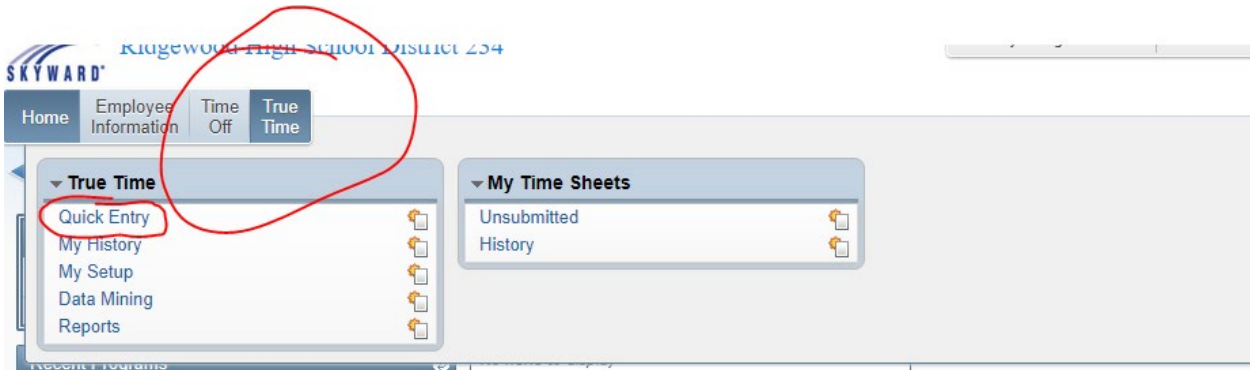


Logging in to TRUE TIME

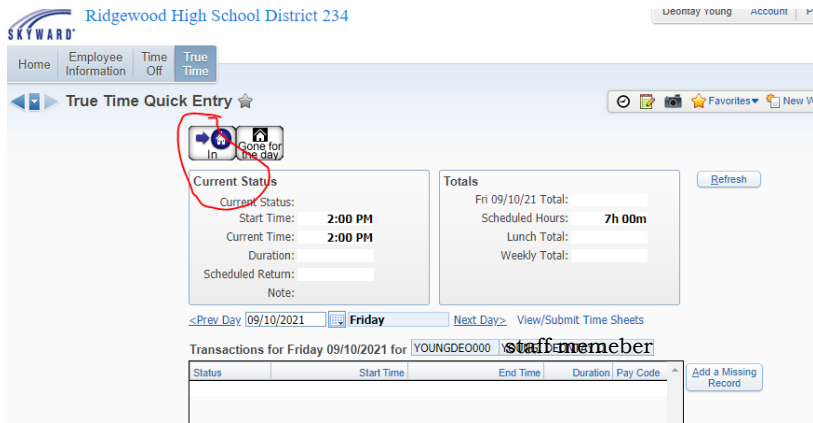
Go to SKYWARD EMPLOYEE ACCES (Web or install app on your device)



NEXT SELECT "TRUE TIME"- Quick Entry



Click "IN" to Check In



SELECT "ATHLETIC WORKER"

Select	Primary	Pay Code	Description
<input type="checkbox"/>	Yes	AVG2	CLOCK IN/OUT - 10 MO SUPPORT STAFF
<input checked="" type="checkbox"/>	No	ATHL1	ATHLETIC WORKER- 10 MONTH
<input type="checkbox"/>	No	CHPS1	CHAPERONE SUPVSR-10 MO EMPLOY
<input type="checkbox"/>	No	INSB2	INTERNAL SUB SUPPORT STAFF

Your check in time now appears. You have the ability to edit, add additional time (like lunch or breaks) or delete this record.

AT THE END OF THE WEEK, SUBMIT THE TIMESHEET TO YOUR SUPERVISOR

Employee Information | Time Off | True Time

True Time Quick Entry

Change Job | Gone for the day

Current Status
Current Status: **IN**
Start Time: **2:00 PM**
Current Time: **2:03 PM**
Duration: **3m**
Scheduled Return:
Note:

Totals
Fri 09/10/21 Total:
Scheduled Hours: **7h 00m**
Lunch Total:
Weekly Total:

<Prev Day 09/10/2021 Friday Next Day> **View/Submit Time Sheets**

Transactions for Friday 09/10/2021 for employee 000 staff member 0

Status	Start Time	End Time	Duration	Pay Code
IN	2:00 PM (2:03)		3m	ATHL1 - A

Edit the Existing Times
Add a Missing Record
Delete

RECEIPT OF HANDBOOK

By clicking on the EMPLOYEE ACCESS PAGE of SKYWARD, you are agreeing to the conditions of employment contained within this document.

You have acknowledged receipt of your copy of the Ridgewood High School Educational Support Staff Personnel Handbook via pdf download.

You understand you are obligated to read and familiarize myself with the contents.

The purpose of the Handbook and Policies is to provide brief, general information on District benefits and employment practices. Their contents are subject to change without prior notice to employees.

You understand that Ridgewood High School District 234 does not intend to create a contract of employment by placing these matters in writing.