

ADLAI E. STEVENSON HIGH SCHOOL DISTRICT 125

One Stevenson Drive
Lincolnshire, Illinois 60069
Phone: 847-415-4100
Fax: 847-634-7309
Web Site: <http://www.d125.org>



SUBSTITUTE HANDBOOK 2020 – 2021

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The Professional Substitute Teacher

Through thousands of surveys, questionnaires, and interviews, permanent teachers, school administrators, and district personnel unanimously praise and value substitute teachers who are professional in dress, attitude, and presentation. Being a professional substitute teacher involves many aspects of attitude and conduct.

Substitute Wages: 2020-2021

FOR TEACHING:

(TRS eligible earnings)

Substitute Teacher \$ 120.00 per day
(First 50 days in district per school year)

Experienced Substitute Teacher \$ 130.00 per day
(After 50 days in district per school year)

SUPPORT STAFF:

(Non-TRS eligible earnings)

Security \$ 14.00 per hour
(8.5 hour day, 30-minute unpaid lunch)

Little Patriots Day School..... \$ 14.00 per hour
(8.5 hour day, 30-minute unpaid lunch)

General Secretary & Testing Center \$ 14.00 per hour
(8.5 hour day, 30 minute unpaid lunch)

ILC Aides..... \$ 14.50 per hour
(8.5 hour day, 30 minute unpaid lunch)

Special Ed Instructional Paraprofessional..... \$ 14.50 per hour
(8.5 hour day, 30 minute unpaid lunch)

Guided Study Tutor, Learning Center Tutor \$ 16.50 per hour
(8.5 hour day, 30 minute unpaid lunch)

Nurse..... \$ 25.00 per hour
(8.5 hour day, 30 minute unpaid lunch)

The Substitute Handbook

The Substitute Handbook is for your use as a source of information about Adlai E Stevenson High School and your substitute role. Nothing in this handbook creates or is intended to create a contract of employment, either expressed or implied.

Ongoing work as a substitute in District 125 is based on performance and substitute teachers are assigned on an as-needed basis. The relationship of substitute teachers with the District is at-will and such work can be limited to certain departments and/or teachers or terminated at any time for any reason or for no reason, except for legally impermissible reasons at the discretion of the District. At-will employees are free to resign at any time for any reason or for no reason. If you become employed in another capacity, relocate out of area, or are otherwise unavailable, please send a letter of resignation to the Human Resources Office as soon as possible. You can email your resignation letter to kclauser@d125.org

Please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, summer, winter, and spring breaks. This assurance is contingent upon school operations and will not apply in the event of any disruption that is beyond the control of the district.

Dress Attire

First impressions count. The image each member of the Stevenson staff presents to the public reflects the professionalism of the faculty as a whole. Appropriate attire is an important part of this professionalism. Adults in the building are role models for students, and it is important to wear attire aligned with professional goals. Substitutes should dress in a manner that will add dignity to the educational environment.

Requirements for Substitute Teaching

Candidates for substitute teaching at Adlai E. Stevenson High School must have a valid, Illinois teaching license or substitute teaching license currently registered with the Lake County Regional Office of Education and must comply with all state laws and regulations regarding such employment. Substitutes for various support staff positions have different requirements. Nurse substitutes must possess current Illinois RN registration. There is no certification required for office/clerical or security substitutes.

All substitutes must complete all online tutorials. These tutorials are required and need to be completed before subbing:

A Guide for Substitute Teachers
ADHD
Allergy Management/Food Allergies

Asthma
Bloodborne Pathogens
Diabetes Awareness
Ethics & Boundaries for School Employees
Seizures and Epilepsy
Sexual Harassment

The tutorials are provided through the Global Compliance Network (GCN) web product. Instructions to access these required tutorials are in the section that follows.

Completing the Global Compliance Network (GCN) Online Tutorials

The login screen to the GCN tutorials is accessed through the link below. Use version 5.

<http://www.gcntraining.com>

- First select "Login to View Training" link on the homepage
- Then indicate whether you are a new or existing user
- The **Organization ID** to enter in Step 1 of the login screen is: **adlai**
- For the **Personal ID** in Step 2 you will have to create a personal ID (if you have not already done so) in order to setup your individual account. To create your Personal ID, enter a "**Preferred Personal ID**" and follow the instructions. Creating the Personal ID is important for it will enable us to verify your completion of the tutorials.

Once you have successfully logged into the main screen, select and complete each of the required tutorials from the available tutorials provided. Please know that you have the ability to partially complete these online tutorials and log back in anytime and pick up where you left off. There is no need to complete paperwork or print documentation to show you completed the required tutorials. Reports will be run by district staff to verify your completion. If you have any questions regarding establishing your account or accessing the tutorials please contact the Substitute Coordinator, Kim Clauser at (847) 415-4202 or kclauser@d125.org

Obtaining an Assignment/Working with AESOP

Stevenson uses Frontline Education formerly AESOP (Automated Educational Substitute Operator) as our online sub coordinating system. Frontline Education utilizes both the telephone and the Internet to assist you in locating assignments. Their website is <https://app.frontlineeducation.com>

Should you have any questions, please contact the Substitute Coordinator, Kim Clauser at (847) 415-4202 or kclauser@d125.org

Understanding Your Role

You are an important component to the classroom and how you establish your presence from the very beginning of class can determine your success for the day. Your attitude, personality and teaching methods are on display and in front of the students and staff. As you are there to temporarily take the place of the regular classroom teacher, it is imperative that you provide effective instruction in an environment conducive to a positive learning experience.

- Familiarize yourself with the lesson plans left by the teacher and identify the books, handouts, etc. that will be needed throughout the day.
- Enter the classroom with confidence. Put your name on the board and then familiarize yourself with the classroom. Stand at the doorway and greet the students as they enter the classroom. Be professional, friendly, and enthusiastic about the day. This first impression will take you a long way.
- Commit yourself to model, monitor, and enforce student and adult behaviors that contribute to a safe and orderly environment while respecting the rights of others within a diverse community.
- The use of cell phones, computers, iPads and reading material during class time is prohibited, unless otherwise directed per teacher sub plans.
- Refrain from any verbal, physical or visual conduct that may be viewed as inappropriate.
- It shall be a violation of Board policy for any employee of School District 125 to harass another individual in the work place. The Board is committed to a work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The Board will not tolerate sexual or any other type of harassment of or by any of its students, employees, customers, vendors, officers, officials, board members, volunteers, or agents. Actions, words, jokes, or comments based on an individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law, will not be tolerated. Violation of this policy shall be considered grounds for disciplinary action.

Daily Procedures

Arriving to Work/Parking/Signing In

Substitute Teachers are expected to arrive promptly by 8:00 am or at least (30) thirty minutes prior to the start of class. Please note: Due to the volume of traffic approaching Stevenson, please allow extra time to arrive and find parking. Parking for substitute teachers is available in lots B, D or E in any staff parking spots. DO NOT park in visitors parking spots. Place your parking placard on your rearview mirror. If you do not have a parking placard you can receive one from Kim Clauser. Use one of the following entrances: The Forum (lot B), the circular drive/Principal's office (lot B), Field House (lot D) or Sports Center (lot E). A driver's license or state issued ID must be presented in order to receive a pass for the day. You will also sign-out a door access badge for getting into classrooms and employee restrooms. A single swipe will open a classroom room but not unlock it. To keep door unlocked you need to double swipe. Please remember to make sure your classroom door is locked when you leave the room. These badges work 7:30-4:00 daily. Unless otherwise noted, you are expected to be in the building until 3:30 pm. Please sign in at the division office to which you were assigned. The division assistant will provide you with lesson plans, attendance sheets, seating charts and pay voucher needed for the day. Review lessons plans and if you have any questions see the division assistant.

Faculty Dining Room

You are urged to use all the services of the school. You are welcome to visit the faculty dining room during free time. Food is available for purchase in both the East and West buildings throughout the school day.

Personal Property

Because the high school is a public building, it is necessary to be careful with one's personal property. All substitutes and visitors to the building should ask about a safe and convenient place to store such items. Unfortunately, we are unable to assume responsibility for personal property.

Classroom Procedures

Attendance/Tardiness

Attendance must be taken each class period. Report absences to the director or division assistant after each period if possible, definitely by lunchtime and then again by 3:30 pm. You are responsible for taking daily attendance for **each** class and study hall. The following procedures are to be used:

1. Each morning you should pick up a seating chart and class roster for the classes you will be covering from the director or division assistant.
2. Put an "A" over any student's name who is absent. Also indicate on this roster any students who are tardy.
3. Indicate on the class roster if the student is an authorized tardy (AT) or unauthorized tardy (UT). You should consider a student "AT" only if he/she have a pass and it has "AT" written on it. If a student arrives *less* than five minutes after the tardy bell, without a pass, he/she will be considered an unauthorized tardy (UT); if a student arrives *more* than 5 minutes after the bell, without a pass, mark the student UN+5. **Return student hall passes to the director or division assistant.**

Accident or Illness

In case of accident or illness, the student should report immediately to the school nurse. If a student needs assistance, send the student to the nurse's office with an escort or **push the emergency call button** located in every classroom. To use the emergency call button, press, then release to hear a response from the office. **Please do not leave the classroom, but also do not hesitate to ask for help.** You may have students with severe allergies, seizure disorder, diabetes, asthma or other chronic medical issues that require specific intervention. **Use the call button to reach someone who will send help to your classroom immediately.**

Please note that some students manage their medical issues independently in the classroom. Diabetic assessment and treatment equipment, asthma inhalers and epi-pens are carried on a student's person and used, albeit infrequently, in the classroom. Do not prevent a student from using necessary medical equipment, and send the student to the nurse or push the button for assistance as soon as you can. Some students carry a permanent pass to the nurse, which means they can leave the class to go to the nurse office without any hesitation. These are issued for medical reasons and are legitimate. Please honor them.

Please note: In each classroom, an Infection Control Kit has been placed in the teacher desk. This kit is to be used in assisting students where there is the presence of exposed body fluids. **After pressing the emergency button to summon assistance to the classroom,** follow these directions:

1. Remove the contents of the kit. Open the red biohazard bag and fold the top over a chair or other object so that you can dispose of soiled materials without touching the bag. Unless the situation is immediately life threatening, put on latex gloves before handling blood spills.
2. Using the disposable towel provided to absorb the spill.

3. Taking care to not touch the biohazard bag, place all materials inside. Properly remove latex gloves (according to directions on bag) and seal the bag.
4. Cleanse hands with antiseptic towelette provided until soap and running water become available
5. **Be sure custodians have been notified (ext. 4477) of the incident so they may proceed as required by OSHA and a new Infection Control Kit may be placed in the classroom.**

Some **Hopefully Helpful Hints** from the nurses:

1. If one of your students has a medical condition that could impact the classroom, you will find it under the caduceus (medical symbol) after his/her name on the summary page of IC. Remember: **Hover.**
2. If you become aware of a new medical condition or issue, please let us know immediately. Remember: **History.**
3. Please know that students invariably tell us, “We Are Not Doing Anything,” in class. We call that **WANDA**. When you send a student from class to the nurse and they are missing a quiz, test, presentation, other formative or summative assessment, let us know on the pass. After a nursing assessment, if they are medically stable, we’ll get them back to class. Remember: **Home again.**
4. If you have any questions about the health status of any one of your students, please conference with one of the nurses. Remember: **Holler.**
5. If you have what appears to be a medical emergency in your classroom, press the emergency button and communicate with 2400. Identify the nature of the problem. They will get in touch with us and we will respond to your room. Classroom emergency guidelines were provided to all faculty and staff earlier this year. If you would like additional copies please contact either nurse office. Remember: **Help!**

HEALTH EMERGENCY CLASSROOM PROCEDURES CHART (see page 24)

Emergency Procedures

Please familiarize yourself with the “Safety Plan” (condensed version attached on page 20) and listen for instructions.

Emergency Button Use and Protocol

Every classroom at SHS is equipped with an emergency button. When the button is pushed, an alarm sounds in the main office (room 2400). That alarm triggers a response from the office which is a call to the room inquiring about the emergency. The button is to be used for any situation that requires immediate attention from security staff, nurse or dean team. Examples include an allergic reaction, a student altercation or to notify the office of an immediate safety concern.

If the button is unintentionally pushed you must talk out loud telling the office it was an accident.

Daily Announcements

Morning announcements are broadcast via MediaCast streaming system during the first five minutes of first hour. Please make sure that students are quiet and attentive. Students who arrive late may view announcements at their convenience on their computer or on any computer in the school by logging in on the MediaCast web page.

Hall Passes

Students are not to be in the hallway when classes are in session unless they have an official student pass. Always sign the regular classroom teacher's name and countersign with your own name when you sign a student pass. It is permissible for students to use the restroom during class, but please issue a hall pass (sample attached). **Please use a pen rather than a pencil and do not put more than one student's name on the pass.**

Continuity of Instruction

As a professional member of the staff, you are expected to accept full responsibility for student discipline, record keeping, etc. You have an important contribution to make in providing a good learning environment for all students. Before class begins, write the day's activities/agenda on the board and the homework. Be clear with directions and monitor student work by moving around the classroom. Do not read or access email, the Internet, etc. during class time.

Classroom Management

The most effective way to maintain an orderly and safe environment is to facilitate a structured and varied lesson plan. Please follow the plans left by the teacher. If the plans are incomplete or should you have a question, please contact the director's secretary.

Should a student's behavior become disruptive, address it with him or her. Should the behavior worsen, then you should:

1. Complete a Disciplinary Referral form (see attached) and leave it with the teacher.

-Or-

2. If the behavior warrants it, push the emergency call button and request a Dean.

Substitute Teachers Report

In order to maintain the instructional program with as little interruption as possible, we ask each substitute to provide the regular teacher with a written summary of the day. The director or division assistant will provide you with a form (sample attached) that should be completed and returned at the end of the day. Your assessment of your classroom experience will be extremely valuable to the director and the regular teacher.

End of the School Day

Upon completion of your day, please check with the division assistant to see whether your services are further needed. Before leaving return your door access badge where you signed in and you are free to leave.

Building Health & Safety Procedures

When you are on campus, the following are procedures which will keep you and others as safe as possible. Please plan to follow these procedures effective immediately.

Health Screening

- Please check your temperature before coming to the office. If you have a fever at or above 100.4, please stay home.
- Review the CDC Symptoms and take the CDC Self Checker.
 - If the Self Checker suggests you are feeling OK and don't need a COVID-19 test, you may come to work.
 - If the Self Checker suggests you contact your doctor or seek out a COVID-19 test, please stay home until cleared by your doctor.
- If you are experiencing any of the following symptoms, please stay home: cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell.

Arriving at work

- When you arrive at work,
 - Apply hand sanitizer,
 - Wear a mask. There are masks at each main entrance for use should you need one.

Physical Distancing

- Please stay at least 6' away from other people whenever possible.
- Consider calling/Zooming each other vs. in-person conversations whenever possible.

Masks

- Public Health Guidance indicates that wearing a cloth mask prevents the spread of respiratory droplets. By doing so, we are all protecting each other.
- Please wear a mask in all public areas (restrooms, conference rooms, in the hallways, etc.).
- Please wear a mask when you are having a conversation with someone.
- If you are working at your desk and not facing anyone else, removing your mask is OK.
- Masks will be available for use, or you can bring in one of your own.

Cleaning

- All surfaces are disinfected every evening. Please keep your desks free of paper and clutter as much as possible to assist in the cleaning process. In addition, disinfectant wipes are available for use.

Visitors

- Visitors should be kept to an absolute minimum. Visitors will be allowed in the building by appointment, only.
 - Visitors will be asked to take the symptom self-checker noted above.
 - Visitors must:
 - Use hand sanitizer
 - Wear a mask
- Follow physical distancing recommendations

Stevenson High School Public Wireless Network

Anyone may connect their personal devices (ie. mobile phones, tablets, laptops, etc.) to the *d125_public* wireless network. This is an open wireless network,, which any device may connect. The *d125_public* network will be available in the following locations:

- Wood Commons
- West Commons
- Forum
- West Auditorium
- Sports Center
- Information Learning Center (Upper & Lower)
- Quiet Learning Center
- College Career Center
- Glass Commons
- East Glass Commons
- Performing Arts Center
- Little Theater
- Recital Hall
- East Learning Center
- Field House
- Natatorium (Pool)

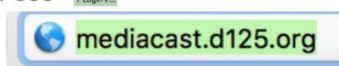
If you are needing Wi-Fi access in other areas of the school, you can get a password at the Field House (east building, room 5024), Principals Office (east building, room 3046) or Room 2400 (west building). This will be on a day to day access.



Step-By-Step

1 Open Safari.

If your computer does not open up directly to MediaCast, select the favorite



2 Login

Enter the username and password.

Then, LOGIN>>

NEVER save the password

3 Find your Video/Media

Your media will be in the Favorites (if the teacher requested it ahead of time) or you will need to search to find the title.

Favorites

Hover over the word Menu.

A drop-down menu will appear

Click on Favorites



Select the Title by clicking on it.

Type	Title	Notes	Description
Video	Hidden Figures	Naomi Pierce	Tells the incredible story of three African American women at NASA.
Video	Feed Up CC	For Michelle Scott's sub on Tuesday, May 15th - periods 2 & 3.	Narrated by Kate List, off every day and every...

Search to Find a Title

Enter the title and search by clicking on the magnifying glass.

Make sure you spell the title correctly.



Select the Title

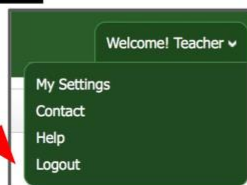
You will select from a list or select on the box with the title. Either way, click on the box showing the correct video.



4 Play the Video



5 Logout



ADLAI E. STEVENSON HIGH SCHOOL
DIRECTORY
2020 - 2021
(847) 415-4000

District Office

Superintendent.....	Dr. Eric Twadell 847-415-4101
Director of Human Resources.....	Dr. Kim Chambers 847-415-4111
Administrative Assistant.....	Kathy Burns 847-415-4129
Assistant Superintendent for Business Services.....	Sean Carney 847-415-4117
Human Resources Coordinator.....	Deborah Marquardt 847-415-4110
Payroll	Jean Graddy 847-415-4116

Building Administrators & Program Support

Principal	Troy Gobble 847-415-4106
Administrative Assistant.....	Monika Kiefer 847-415-4105
Assistant Principal, Administrative Operations.....	Ken Latka 847-415-4002
Administrative Assistant.....	Chrissie Popper 847-415-4001
Assistant Principal, Teaching and Learning.....	Anthony Reibel 847-415-4201
Administrative Assistant.....	Jennifer Lukas 847-415-4200
Substitute Coordinator	Kim Clauser 847-415-4202

Academic Directors

Applied Arts Director	Wendy Custable 847-415-4151
Administrative Assistant.....	Jean Candotti 847-415-4150
Communication Arts Director	Doug Lillydahl 847-415-4326
Administrative Assistant.....	Denise Perkins 847-415-4325
Fine Arts Director	Jon Grice 847-415-4751
Administrative Assistant.....	Lindy Fox 847-415-4750
Information Services Director.....	Doug Kahler 847-415-4301
Administrative Assistant.....	Diana Praljak 847-415-4300
Mathematics Department Manager.....	Darshan Jain 847-415-4601
Administrative Assistant.....	Anna Kotvis 847-415-4600
Athletic Director.....	Trish Betthausen 847-415-4226
Administrative Assistant.....	Shelley Laugghunn 847-415-4225
Physical Welfare Director.....	Eric Ramos 847-415-4229
Administrative Assistant.....	Judy Mankus 847-415-4276
Science Director.....	Steve Wood 847-415-4401
Administrative Assistant.....	Sharon Pasquesi 847-415-4400
Social Studies Director.....	Brad Smith 847-415-4651
Administrative Assistant.....	Jacqueline Gray 847-415-4650
Special Education Director.....	Jay Miller 847-415-4801
Administrative Assistant.....	Stephanie Bush 847-415-4800
Student Activities Director.....	Ted Goergen 847-415-4461
Administrative Assistant.....	Amy Schroeder 847-415-4462
Student Learning Program.....	Marla Israel 847-415-4506
Administrative Assistant.....	Ellyn Ross 847-415-4556
Student Services Director.....	Sarah Bowen 847-415-4501
Administrative Assistant.....	Suzanne Paloian 847-415-4500
World Languages Director.....	Justin Fisk 847-415-4701
Administrative Assistant.....	Sylvia Lima 847-415-4700

Deans

(East) Student Services.....	Sara Rogers 847-415-4024
(West) Student Services.....	Taurus Scurlock 847-415-4036
(East) Student Services.....	Carla Wood 847-415-4062
(West) Student Services.....	Daryl Wallace 847-415-4065
(East) Student Services.....	David Schoenfisch 847-415-4035
(West) Student Services.....	Kathy McCauley 847-415-4037

STEVENSON HIGH SCHOOL
Substitute Payroll Schedule
2020-21 School Year

<u>PAY DATES</u>	<u>SUBSTITUTE TEACHER DAYS WORKED</u>
September 4, 2020	August 10-21
September 18, 2020	August 24-September 4
October 2, 2020	September 7-18
October 16, 2020	September 21-October 2
October 30, 2020	October 5-16
November 13, 2020	October 19-30
November 27, 2020	November 2-13
December 11, 2020	November 16-27
December 25, 2020	November 30-December 11
January 8, 2021	December 14-25
January 22, 2021	December 28-January 8
February 5, 2021	January 11-22
February 19, 2021	January 25-February 5
March 5, 2021	February 8-19
March 19, 2021	February 22-March 5
April 2, 2021	March 8-19
April 16, 2021	March 22-April 2
April 30, 2021	April 5-16
May 14, 2021	April 19-30
May 28, 2021	May 3-14
June 11, 2021	May 17-28
June 25, 2021	May 31-June 11

2020-21 Academic Calendar

*Dates as of July 23, 2020; subject to change pending State of Illinois pandemic response.
Reflects Remote Learning + schedule for first semester.*

AUGUST 2020

Monday-Wed. Aug. 10-12, 2020

Thursday - Fri. Aug. 13-14, 2020

Monday, Aug. 17, 2020

SEPTEMBER 2020

Monday, Sept. 7, 2020

Monday, Sept. 28, 2020

OCTOBER 2020

Friday, Oct. 9, 2020

Monday, Oct. 12, 2020

NOVEMBER 2020

Tuesday, Nov. 3, 2020

Thur.-Fri., Nov. 26-27, 2020

DECEMBER 2020

Monday-Wed., Dec. 14-16, 2020

Dec. 17, 2020-Jan. 4, 2021

JANUARY 2021

Monday, Jan. 4, 2021

Tuesday, Jan. 5, 2021

Thursday, Jan. 14, 2021

Monday, Jan. 18, 2021

Saturday, Jan. 30, 2021

FEBRUARY 2021

Monday, Feb. 15, 2021

Thursday, Feb. 18, 2021

Friday, Feb. 26, 2021

MARCH 2021

Mon.-Fri., March 22-26, 2021

APRIL 2021

Friday, April 2, 2021

Tuesday, April 13, 2021

Thursday, April 22, 2021

Saturday, April 24, 2021

MAY 2021

Mon.-Fri., May 3-7, 2021

Mon.-Fri., May 10-14, 2021

Tues.-Thurs., May 25-27, 2021

Friday, May 28, 2021

Institute Day - No School

Remote Learning Planning Days - No School

First Day of School - Remote Learning + Begins

Labor Day - No School

Not in Attendance

Remote Learning Planning Day - No School

Columbus Day - No School

Election Day - No School

Thanksgiving Break - No School

Final Exams

Winter Break

Teacher Institute Day - No School

Classes Resume - Start of Second Semester

Late Arrival (Team Planning)

Martin Luther King Jr. Day - No School

Practice SAT Exam for Juniors

Presidents Day - No School

Late Arrival (Staff Development)

Institute Day - No School

Spring Break

Not in Attendance

State-Required SAT Exam for Juniors

Late Arrival (Staff Development)

Prom

AP Exams - Week 1

AP Exams - Week 2

Final Exams

Graduation

ADLAI E. STEVENSON HIGH SCHOOL



Adlai E. Stevenson High School
Home of the Patriots
1 Stevenson Drive
Lincolnshire, IL 60090
847-415-4000
www.d125.org

Regular Daily Schedule

Period	Time
Detention	7:45 - 8:25
1st	8:30 - 9:21
2nd	9:26 - 10:13
3rd	10:18 - 11:05
4th	11:10 - 11:57
4a	11:10 - 11:30
4b	11:37 - 11:57
5th	12:02 - 12:49
5a	12:02 - 12:22
5b	12:29 - 12:49
6th	12:54 - 1:41
6a	12:54 - 1:14
6b	1:21 - 1:41
7th	1:46 - 2:33
8th	2:38 - 3:25
Detention	3:35 - 4:15

Late Arrival Schedule

Period	Time
Detention	9:45 - 10:25
1 st	10:30 - 11:05
2 nd	11:10 - 11:40
3 rd	11:45 - 12:15
4 th	12:20 - 12:55
5 th	1:00 - 1:35
6 th	1:40 - 2:15
7 th	2:20 - 2:50
8 th	2:55 - 3:25
Detention	3:35 - 4:15

Activity Period Schedule

Period	Time
Detention	7:45 - 8:25
1 st	8:30 - 9:15
2 nd	9:20 - 10:01
Activity Period	10:06 - 10:49
3 rd	10:54 - 11:35
4 th	11:40 - 12:21
5 th	12:26 - 1:07
6 th	1:12 - 1:53
7 th	1:58 - 2:39
8 th	2:44 - 3:25
Detention	3:35 - 4:15

PM Assembly Schedule

Period	Time
Detention	7:45 - 8:25
1 st	8:30 - 9:15
2 nd	9:20 - 10:01
3 rd	10:06 - 10:47
4 th	10:52 - 11:33
5 th	11:38 - 12:19
6 th	12:24 - 1:05
7 th	1:10 - 1:51
8 th	1:56 - 2:37
Assembly	2:42 - 3:25
Detention	3:35 - 4:15

IN CASE OF EMERGENCY

REMAIN CALM AND FOLLOW THESE INSTRUCTIONS



PROCEDURES FOR HANDLING AN EMERGENCY

- Use the emergency call button located in your room. Describe the nature and location of the emergency. The office will send a nurse/administrator to the scene of the emergency.
- If you call 911 directly, remain on the line with the dispatcher and give clear directions as to the nature and location of the emergency. After calling 911, immediately press the emergency call button to report the nature and location of the emergency.
- Email “ICE” if you have a situation in your classroom that requires confidential contact and an immediate Dean response.
- Contact security if necessary and always report incidents.



FIRE

- When the fire alarm sounds, immediately remind your class of the appropriate exit. Close all windows.
- Walk quickly and quietly out of the building. The last one out of the room closes the door.
- Do not use elevators.
- After exiting, ensure that all students move out of the fire lane (the alley is considered a fire lane).
- Monitor students & wait for further instructions from a school or fire official.



TORNADO

- Seek shelter inside the building. Do not use elevators.
- Lead students to a designated Tornado Shelter on lower the level of the building.
- Remain with your students in order to give directions. Teachers who do not have classes at the time should report to the lower level and assist in the orderly alignment of students in the corridor. Please keep students away from glass areas, display cases, etc.
- Remain in “safe area” until released by school officials or emergency personnel.

Drop, Cover and Hold

Purpose: Drop, Cover and Hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquake.

- Inside, faculty / staff will instruct students to duck under their desks and cover their heads with their arms and hands.
- All students and staff who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.
- Outside, faculty/staff will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.

- Instruct everyone to move away from windows.
- Faculty/staff should account for their students and report any student missing to the administration.
- The School Commander/designee may order an evacuation if the situation warrants to do so.



CLOSED CAMPUS

- If outside, immediately move inside the building (if safe to do so) using the closest entry.
- If movement into the building presents a danger, direct students to the designated assembly area.
- Take attendance and account for all students.
- No students or staff are allowed outside of the building, unless otherwise indicated.
- School Commander will determine if staff, students and/or community are permitted to enter campus.
- Exterior doors will be supervised. Circumstances will determine if exterior doors are locked



MENTAL HEALTH CRISIS

- Seek crisis intervention services (Employee assistance Program) if you are experiencing difficulty coping with an event.
- Be prepared to allow students to talk about what they felt or experienced in response to the event.
- If you recognize or identify emotional behaviors, refer students to Student Services.
- Allow for changes in normal routines or test schedules.



LOCKDOWN

Faculty / staff:

- During a lockdown, all keyless doors will automatically lock!
- If possible, clear the hallway and bathrooms by your room moving everyone into the classroom.
- Get Safe! Remain in your class, turn off your lights, and shut your blinds and windows. If possible, barricade your doorway. If the threat becomes imminent or personal, be prepared to protect yourself by any means necessary.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and email to “lockdown” any additional students in your classroom.
- Email any injured students to “lockdown” (if possible).
- Remain in your safe area until the Police / School Commander / designee gives the “All Clear” signal in person.
- If outside, faculty/staff should encourage students leave campus or gather at assembly area(s) (e.g., Grounds building near Port Clinton lot or District Office) and wait for further instructions.

Outside Personnel (Security):

- Notify staff and classes outside to immediately move off-campus or to designated assembly area(s), Monitor students and be prepared to evacuate off-campus to a relocation site (if necessary).
- If possible, assemble with authorities at a secure location on or near campus.

****Students and staff should remain off of their cell phones, text only!***



EVACUATION

- Evacuate students as instructed.
- Close your door and turn off the lights.
- Guide students to designated assembly location.
- Take accurate attendance and report any missing students or staff to area coordinators.
- Remain in place and assist in supervision until further instructions are given.
- Await Family Reunification Protocols (if necessary).



FAMILY REUNIFICATION

Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

Faculty / staff:

- Provide a list of evacuees to the reunification site staff upon arrival (use scanners if available).
 - Ensure special needs students and staff are assisted. Request help if needed.
 - Follow the instructions of the Family Reunification Center staff or Reunification Site Commander When you arrive you may be asked to: supervise students, be a messenger, crowd control, crisis management or assist with student records.
- **An Incident Command Structure has been established and will be initiated to coordinate with local authorities in the event of an emergency.**

AED- LOCATIONS

- **Indoor Locations**
- • Trainer's office room 1114
- • Outside of west staff dining room 1204
- • Outside of the west nurse's office room 2436
- • Fieldhouse lobby
- • West side of glass commons room 4110
- • Outside of the east nurse's office room 6042
- • Outside the aerobics/wrestling room 2110
- • Inside of pool office 5012

Campus Locations

- • District office men's restroom
- • Grounds building near Port Clinton Lot men's restroom
- • Stadium visitor stands men's restroom
- • Varsity baseball field concession stand
- • Vernon Hills Athletic Complex 1) concession stand 2) mobile trailer

HEALTH EMERGENCY Classroom Procedure

Severe Allergy

If you suspect a student is having a severe Allergic reaction:

- Press emergency call button and say:
"Possible severe allergic reaction. Need a Nurse."
- Have student take out his/her Epi-Pen.
- Send class to hallway once another adult arrives.
- Assist student in administering Epi-Pen.
- Stay with student until Nurse arrives.
- If event occurs after 7:00PM: call Paramedics first, then parents.

State of Illinois law states students with ALLERGIES may carry their Epi-Pen on their person at all times.

Asthma

If you suspect a student is having an Asthma attack: (severe shortness of breath, wheezing, chest tightness, or difficulty talking)

- Press emergency call button and say:
"Severe shortness of breath. Need a Nurse."
- DO NOT attempt to make student laugh or excite.
- Send class to hallway once another adult arrives.
- Stay with student until Nurse arrives.
- If event occurs after 7:00PM: call Paramedics first, then parents.

State of Illinois law allows students with ASTHMA to carry and use their inhalers while at school.

Diabetes

If you suspect a student is having a Diabetic event:

- Instruct student to test blood sugar.
- If student is alert enough: send with escort to nearest Nurse's Office. Otherwise:
- Press emergency call button, say:
"Possible diabetic emergency. Need a Nurse,"
and stay with student until Nurse arrives.

State of Illinois law allows students with DIABETES to carry supplies, test blood sugar, and administer insulin when and wherever needed.

Seizure

If you suspect a student is having a Seizure:

- Press emergency call button and say:
"Possible seizure. Need a Nurse."
- Protect student from injury.
- Help student to floor; move chairs, tables.
- **DO NOT** restrain, hold down, or place anything in mouth.
- Time duration of seizure if you can.
- Send class to hallway once another adult arrives.
- Stay with student until Nurse arrives.

6/14/2018

Please! NO FOOD or NUTS in the classroom!

HEAR SOMETHING? SEE SOMETHING?
SAY SOMETHING!!!

Report
Bullying



Report a
Safety Concern



IF IT CAN'T WAIT, FIND AN ADULT NOW!

REVISED 7/19

District 125
Adlai E. Stevenson High School

***Acceptable Use Guidelines:
Regarding Access to and Use of
District Information Services Systems***

Introduction

The District Information Services Systems were established to support the school curriculum, facilitate appropriate communications between the school and community, and enhance performance of the operational responsibilities of the District.

The Acceptable Use Guidelines are designed to:

1. Raise awareness of acceptable ways to use electronic communication tools when communicating with students and staff.
2. Raise awareness of potential outcomes that may result when using electronic communication tools with students and staff.
3. Protect District 125 information system users from inappropriate use of electronic communication systems.

Using District Information Services Systems and electronic communication appropriately can help develop academic as well as social emotional skills. However, if technology, including use of social media, is not used properly, it may not meet our public and professional standards or the Vision and Values that we set for ourselves at District 125.

These guidelines may be revised from time to time as changes in law or other circumstances dictate, and posted in revised form on the District website.

Per District 125 Board of Education Policy 6:235, the term "District Information Services Systems" or "Systems" includes all computer hardware and software owned or operated by the District, District electronic mail, District websites, District online services and bulletin board systems, and electronic information systems. "Use" of the District Information Services Systems includes use of or obtaining access to the system from any electronic device and/or computer terminal, whether or not owned or operated by the District. For purposes of these guidelines, "Electronic Communication" is any electronic form of communication including but not limited to chat rooms, e-mail, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources.

District Authority

The District reserves and retains the right to regulate the content of and links to the District Information Services Systems. The Systems do not constitute a public forum. The District has the right to and does monitor use of the Information Services Systems. Except as provided by federal and state statutes protecting the confidentiality of students' records, no user of the District Information Services Systems has an expectation of privacy in connection with such use.

The District retains ownership and use rights over all information, data, and intellectual property produced through use of any and all of the district's information systems.

The District makes no warranties of any kind, express or implied, for the Information Services Systems it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, viruses, or service interruptions whether caused by the District's negligence or by a 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 on the Internet through the use of the District's Systems. All users need to consider the source of any information they obtain, in evaluating the reliability of that information.

District 125 shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Many District devices come with a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will the District use webcams to monitor students or employees.

Use of the Systems is a privilege, not a right. Inappropriate, unauthorized, or illegal use may result in cancellation of use privileges and in other appropriate disciplinary and legal action. The Superintendent, or his/her designee shall have the authority to determine inappropriate use as described in these Guidelines, and his/her decision is final.

Responsibility

Use of the District Information Services Systems shall be consistent with the Board of Education policy, the Acceptable Use Guidelines, and the Vision and Values adopted by District 125, as well as with the varied instructional needs, learning styles, abilities and developmental levels of students. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

When using electronic means to communicate about public business of the District, employees and officers of District 125 should use only the District Information Services Systems ~~can~~ not personal electronic devices ~~can~~ in order to ensure that communications which are public records and which are not exempt from disclosure under the Illinois Freedom of Information Act (FOIA) are available and accessible to the public if requested under FOIA, and to avoid the potential need to search personal electronic devices for records relating to public business of the District which are responsive to a FOIA request.

Students and District employees are responsible for respecting and protecting the rights of other users in the District and on the Internet.

Electronic Communication

Electronic communication should always be **Transparent, Accessible and Professional (TAP)** as defined below:

1. **The communication is Transparent:** As a public school district, we are expected to conduct non-confidential communications in an open and accountable manner.
2. **The communication is Accessible:** Users of the District Information Services Systems should bear in mind that electronic communications on the Systems are potentially public records of the District, which may be accessed under the Illinois Freedom of Information Act, after content exempt under FOIA has been redacted.
3. **The communication is Professional:** All electronic communication from District employees to one another, to members of the public and to students should be written in the manner of professionals, representing District 125, word choices, tone, grammar and subject matter. Communications should be courteous, conscientious, and businesslike.

Communication Methods

1. Acceptable Methods
 - School website - www.d125.org including school-sponsored websites
 - District 125 email and collaboration tools
 - Infinite Campus Student Parent Portal
 - Canvas Learning Management System
 - One-way messaging - Remind.com - Internet service sending text to registered individuals to receive notifications.

- Social Media (Social media is defined as any form of online publication of presence that allows interactive communication, including: social networks, blogs, Internet websites, Internet forums and wikis.)
- Two-way messaging - Not encouraged. If two-way texting is necessary, District personnel must follow TAP guidelines, and he/she must obtain parental permission before two-way texting. (Please see Student Activities and Athletic Department guidelines and procedures.)
- Zoom Video Conferencing - Must be accessed with Stevenson User ID. Video conference meetings may be recorded by authorized District personnel only and not by students or parents unless express permission is obtained. Recording of meetings may

2. Unacceptable Methods

- Non-District email accounts - District 125 employees should never use personal email accounts to communicate with students about school matters. Coaches not employed by District 125 during the school day must also follow this expectation.
- Online games and related activities - While many people enjoy gaming systems (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, these are not acceptable activities for employees to engage in with students.

Remote Learning

Remote learning experiences may consist of several communication methods. When providing remote learning, it is imperative that you only use the acceptable methods as outlined in the above Acceptable Communications section.

There are additional guidelines for administering or participating in a remote learning experience. They are as follows:

1. Ensure your confidentiality and integrity (host or participant) as well as for the product(s) you create, receive, maintain, or transmit.
2. Protect against any reasonably anticipated threats or hazards to the security or integrity of the remote learning experience.
3. Protect against any unnecessary uses or disclosures of personal information, that is not permitted or required under the privacy regulations.
4. All participants must be compliant and respect the goal and activities of each session.

Access Control

1. (Host Only) Follow technical policies and procedures that maintain your electronic protected information and allow access only to authorized school personnel.
2. Establish (and implement as needed) procedures for obtaining necessary electronic user (host or participant) health information during an emergency.
3. Implement electronic procedures that terminate an electronic session after a predetermined time of inactivity.
4. Use the school's approved mechanism for encrypting and decrypting electronic protected user (host or participant) information.

Audit Controls:

1. Use only the school approved hardware, software, and/or procedural mechanisms to record or monitor your (host or participant) activity and your (host or participant) information.

Integrity:

1. Protect your (host or participant) information from improper alteration or destruction.

Person or Entity Authentication:

1. Verify that a person or entity (host or participant) seeking access is the one claimed.
2. (Host only) Protect the session to ensure access is protected by the approved authentication system.

Transmission Security:

1. Ensure that information (host or participant) that is being transmitted over a network is in fact secure before sending.

Official School Organizations and Social Media Communications

All communication is required to follow TAP guidelines. Employees should obtain their supervisor's approval prior to setting up a school-related social network and register the site with the school Public Information Office online at d125.org. Review and reference the [Stevenson Social Media Guidelines](#) which are posted on our school website and Facebook page. Guidelines for use of Facebook are outlined below, as Facebook is currently the most commonly used form of social media. However, the principles reflected in these guidelines should be followed when using any form of social media.

Using Facebook

Setting up a Facebook Fan Page for student groups:

A Facebook Fan Page, as distinguished from 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 public and visible to unregistered students and parents. District 125 guidelines must be followed when publishing content to any website. Photos of students should not be posted in conjunction with their names or other personally identifiable information. An employee should use his or her "@d125.org" email address to register as a contact for the Page so that any feedback or comments are sent to the District, and not to any personal email addresses.

Setting up a Facebook Group Page:

While not the preferred method, a Facebook Group can be appropriate in certain situations. A Facebook Group may only be owned and must be monitored by a District 125 employee who has received administrative approval to set up the Group. Unlike Facebook Fan Pages, Group pages are not visible for unregistered students and parents and thus not searchable. Due to the nature of two-way messaging within a group, the District employee responsible for the Group must monitor its communications frequently. District 125 guidelines for publishing content to any website apply to Facebook Group Pages, including the prohibition on posting photos of students in conjunction with their names or other personally identifiable information. The responsible employee should use his or her "@d125.org" email address to register as contact for the Group, so that any feedback or comments are sent to the District, not to any personal email addresses.

If you decide to establish a fan or group page, you must notify the parents or guardians of your students in advance that you'll be using the site to communicate information to your group in addition to other methods such as websites, email, or form letters. You must also inform parents or guardians that these pages may contain commercial advertising that is not endorsed by District 125. Since not every student has a Facebook Page or access to Facebook, you must consider this when posting to your page. District 125 cannot require students to have a Facebook account. Therefore, you must make any information posted on Facebook accessible to non-Facebook users by alternate means.

Social Media Websites for Personal Purposes

Important reminders for employees who use Facebook, Twitter, LinkedIn, blogs or other social media websites. All District employees who use personal technology and social media shall always adhere to the high standards for appropriate school relationships required by policy 5:120 ("Employee Ethics; Conduct; and Conflict of Interest") regardless of the ever-changing social media and personal technology platforms available.

General Guidelines

1. Employees who use Facebook to communicate with friends, family, and their personal network should be aware that the "Public" settings opens Facebook content to a much larger group than intended. District 125 employees should be aware of the privacy settings on their accounts. These guidelines apply to other relevant social media applications such as Instagram, SnapChat, TikTok, etc. The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.
2. Employees should not publish, post pictures, or engage in a dialogue whether in social media, a blog, a discussion thread or another website that compromises their professionalism, integrity and ethics as District 125 professionals. A good question to ask is, does this communication satisfy TAP guidelines?
3. District 125 employees are expected to ensure that their online activities do not interfere with fulfilling their job requirements or their commitments to the students and community of District 125.
4. When contributing to online content, District 125 employees should:
 - ☐ Use good judgment and common sense
 - ☐ Post accurate information
 - ☐ Not post defamatory, libelous, vulgar, obscene, abusive, profane, threatening, or otherwise offensive or illegal information or materials
 - ☐ Comply with copyright laws
 - ☐ Respect the privacy of staff members or of students
5. Employees who are not authorized to speak on behalf of District 125 in an official capacity should preface any online expression of opinions or comments about District 125 or its programs with a disclaimer clearly stating that their comments do not represent the views of District 125.
 - ☐ All postings on this site are my own and do not necessarily represent District 125.
6. When using the District Information Services Systems to communicate, Employees should know and comply with other existing District policies, rules, and conduct standards such as including those which pertain to harassment, anti-bullying (including cyberbullying), and students/staff relations. See Our Guide for Responding Online at d125.org.

7. Employees must maintain the confidentiality of privileged information, including student record information, personnel information, and other confidential District information.

Prohibitions

District students, employees, contractors, and guests are expected to act in a responsible, ethical and legal manner consistent with District policy, accepted rules of network etiquette, and federal and state law.

It is prohibited to use the District Information Services Systems:

1. To facilitate illegal activity.
2. For product advertisement or political lobbying.
3. For hate mail, discriminatory remarks, and defensive or inflammatory communication.
4. For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials, including copyrighted software and school logo.
5. To access obscene or pornographic material.
6. For commercial or for profit purposes.
7. To communicate with inappropriate language or profanity.
8. To transmit material likely to be offensive or objectionable to recipients.
9. To intentionally obtain or modify files, passwords, and data belonging to others.
10. To impersonate another user, or to use anonymity or pseudonyms.
11. For fraudulent copying, communications, or modification of materials in violation of copyright laws.
12. To load or use unauthorized games, programs, files, or other electronic media.
13. To disrupt the work of other users.
14. To destroy, modify, or abuse network hardware or software.
15. To quote personal communications in a public forum without the original author's or speaker's prior consent.
16. The illegal use of copyrighted software by students and District employees is prohibited.
17. To use the networks while access privileges are suspended or revoked.

Users are advised that to protect the integrity of the Information Services Systems:

1. The District has the right to and does monitor the use of the Systems.
2. Employees and students may not reveal their passwords to another individual.
3. Users must not use a computer that has been logged into using another person's name.
4. Users should not use computers to which they have not been given access by authorized personnel of the District.
5. A user who is identified as a security risk or who violates the Acceptable Use Guidelines may be denied access to the Systems.

Safety & Security

To the extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.

Network users should not publish or reveal personal information about themselves or others on the network.

In order to maintain the security of the Systems, authorized users are prohibited from engaging in the following actions:

1. Use of unauthorized personal equipment attached, connected, and/or installed to the District's network.
2. Intentionally disrupting the use of the Systems network or technology resources for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
3. Disclosing the contents or existence of District computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients.
4. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications. Staff members are authorized to download or use items that are directly related to their job duties and only by following appropriate procedures.
5. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users.

Students' Personal Electronic Devices

District personnel may temporarily confiscate a student's personal electronic device when there are reasonable grounds to suspect the student is using or has used the device to violate the law or school rules, including these Acceptable Use Guidelines.

District personnel may search content stored on a student's personal electronic device when there are reasonable grounds to suspect that doing so will reveal evidence that the student has used the device to violate the law or school rules, including these *Acceptable Use Guidelines*. Except in exigent circumstances posing a significant risk of danger to members of the school community, school personnel will obtain permission of the student whose personal electronic device they wish to search, and of his or her parent or guardian, before conducting the search. Except in such exigent circumstances, if the student and parent or guardian refuse permission, District personnel will seek a warrant to search the personal electronic device.

Consequences for Inappropriate Use and Other Violations of Acceptable Use Guidelines

In addition to the provisions of Board of Education Policy 6:235 ("Access to Electronic Networks") and these Acceptable Use Guidelines promulgated as required under 6:235, and student and personnel discipline policies, general rules for behavior and communication apply when using District Information Services Systems and the Internet. Consequences for inappropriate use may include, but are not limited to, loss of access and other disciplinary measures. These may include temporarily confiscating and retaining electronic devices when such devices are used to access and improperly use the District Information Services Systems.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks, including by uploading or creating computer viruses or making or attempting to make equipment or networks unstable.

Illegal use of the District Information Services Systems, intentional deletion of or damage to files or data belonging to others, or theft of services will be reported to law enforcement authorities for possible prosecution.

Adlai E. Stevenson High School District 125 Confidentiality Statement

Confidentiality is one of the cornerstones of professionalism and ethics in the field of education. During your time at Stevenson, you may be privy to conversations, documents, and other pieces of information which involve student or staff members. In addition, internal information (any information, oral or written, maintained or used by the District or its employees) is considered confidential.

It is a possible violation of the Family and Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) to disclose a student's personal information, information about his/her performance, or any other information about him/her.

It is a possible violation of the Illinois Personnel Records Review Act and the Health Insurance Portability and Accountability Act (HIPAA) to disclose an employee's personal information, information about his/her performance, or other information about him/her.

Information regarding students, staff members, students' parents/legal guardians, or other persons at Stevenson may only be used for carrying out volunteer or employment responsibilities (such as sharing information about the students or class with the teacher for whom a substitute is working) and may not be used, shared, or accessed without proper authorization from a member of the Administrative Team.

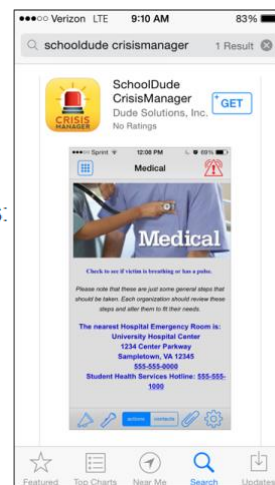
I understand that I cannot disclose any information that I acquire, handle, or overhear about any student, staff member, student's parent/legal guardian, or other person with whom I associate in the course of my employment, volunteer work, or student teaching/internship assignment at Stevenson District 125, unless I do so with proper authorization. I understand that violations of this may result in removal from my role at Stevenson.

Downloading CrisisManager: Unlisted Plan with Password



Downloading CrisisManager to your Smartphone

- Access the app store on your smartphone.
- Search for **SchoolDude CrisisManager**.
- Install the app to your device.
- Or if you have a QR code reader on your smartphone, scan the codes below to locate the app in the store and then install it.
iTunes App Store for Apple devices: Google Play for Android devices:

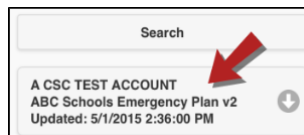


Accessing your Plan

- Tap on the CrisisManager app to open it and tap **Continue without logging in**.
- Enter the keyword of **(faculty125)** in the search box and tap **Search**. Keywords are case sensitive.
- Your plan will display under the Search button. Tap on **(Faculty/Staff Plan)**.
- Enter the password of **(faculty125)**.
- Tap **Use Password to Download**.
- The plan will then download and appear on your CrisisManager home page.
- Tap on the plan to view it.

Find Crisis Plan by Keyword:

Search



A Password is needed to download
ABC Schools Emergency Plan v2
Enter Password:
[Use Password to Download](#)
[Cancel Download](#)

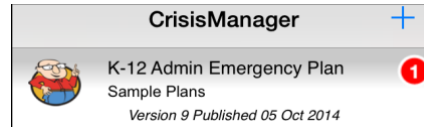
faculty125

Downloading CrisisManager: Unlisted Plan with Password ²

Updating the Plan

If the Administrator updates a plan that you have downloaded, you will be notified by a badge on the CrisisManager app icon.

- ☐ Tap the CrisisManager icon to open the app.
- ☐ Tap on the plan with the indicator badge to download the new version.



CONTACT US

Got questions? Answers are what we're here for.

Phone: 877.868.3833 – 8:00 am to 6:00 pm EST

Email: support@schooldude.com

DISCIPLINE REFERRAL

Adlai E. Stevenson High School

Grade: 9 10 11 12
(Circle One)

Dean _____

I.D. Number _____

Student Name _____

Referring Teacher _____

Period & Subject _____

Classroom # _____

Date _____

Additional Students
Referred/ID # _____

REASON FOR REFERRAL: _____

DEAN'S ACTION:

- ☐ Detention(s)
- ☐ Loss of Privilege
- ☐ Saturday Alternative Program
- ☐ Alternative Day Assignment
- ☐ Other

PREVIOUS ACTION TAKEN BY TEACHER:

- ☐ Sent Progress Report
- ☐ Telephoned Parent
- ☐ Parent Conference
- ☐ Detained Student After School
- ☐ Conference With Student
- ☐ _____

PINK
ADLAI E. STEVENSON HIGH SCHOOL

PASS

STUDENT

FROM _____ TO _____

DATE _____ TIME _____

TEACHER

PURPLE

Stevenson High School

Dean's Office Pass

Failure to report to the Dean's Office before your next
class may result in consequences.

Student: _____

Date: _____

Period: _____

From: _____ To: 2412 2414 6064

Dean: _____

Teacher: _____ Time: _____

Dean: _____ Time: _____

SUBSTITUTE TEACHER REPORT

_____ DEPARTMENT

Substitute Teacher

Date

Teacher

Please complete the following form and leave it on the teacher's desk at the end of the day along with their substitute folders. Please make sure to return any "borrowed" remote control or key.

Classroom Comments:

Please use the following section to leave the teacher any notes, comments, problems, etc. concerning their classes.

Hour: _____

Hour: _____

Hour: _____

Hour: _____

Hour: _____

Hour: _____
