

ADLAI E. STEVENSON HIGH SCHOOL DISTRICT 125

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Substitute Team

Sub_Coordinator@d125.org

Samina Imtiaz - Substitute Coordinator for Teaching and Learning (Main Contact)

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SUBSTITUTE HANDBOOK

2023 – 2024

Table of Contents

The Professional Substitute Teacher	4
The Substitute Handbook	4
Dress Attire	4
Requirements for Substitute Teaching	4
Completing the Global Compliance Network (GCN) Online Tutorials	5
Working with Absence Management	6
Understanding Your Role	6
Daily Procedures	7
Signing In	7
Faculty Dining Room	7
Personal Property	7
Classroom Procedures	8
Attendance/Tardiness	8
When to Send a Student to the Nurse's Office	8
Health Emergencies	9
Emergency Procedures	10
Emergency Button	10
Daily Announcements	10
Hall Passes	10
Continuity of Instruction	10
Classroom Management	11
Substitute Teachers Report	11
End of School Day	11
Continued Service	11
Substitute Wages	12

Wireless Network	13
MediaCast Directions	14
District Directory	15
Payroll Schedule - Substitute Teacher	16
2023-2024 Calendar	17
Bell Schedule	18
Emergency Procedures	19
Health Emergency Classroom Procedure	22
Hear Something? See Something?	23
Acceptable Guidelines	24
Confidentiality Statement	33
Sample Pass	34
Substitute Teacher Report	35

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.

Stevenson High School Culture:

1. Collaborative Learning Community
2. Respect and Value Differences
3. Practice Inclusion
4. Support the Agency of our Students

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 the area, or are otherwise unavailable, please send a letter/email of resignation as soon as possible. You can email your resignation letter to sub_coordinator@d125.org**

Please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during 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 (PEL) or substitute teaching license (SUB), currently registered with the Lake County Regional Office of Education (Region 34) 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 and AED/CPR certification. There is no certification required for office/clerical or security substitutes.

Certified substitutes must complete the GCN online tutorials assigned to them as a substitute teacher. These tutorials are required by the ISBE and need to be completed before being cleared for employment, and each subsequent year by August 31st:

Acknowledgement

A Guide for Substitute Teachers

ADHD

Anaphylaxis and Anaphylactic Shock

Asthma - IL

Bloodborne Pathogens

Cultural Competency and Racial Bias

Diabetes Awareness

Domestic and Sexual Violence

Ethics & Boundaries for School Employees

Faith's Lw/Grooming and Sexual Misconduct

Seizures SMART School Act Webinar - IL

Sexual Harassment - IL

Trauma Informed Practices - IL

Substitute Nurses will also be required to complete the following tutorials:

Confidentiality

HIPAA

IL Statutory Requirements for Healthcare Professionals

Needs of Expecting and Parenting Youth

(A 'Guide for Substitute Teachers' is not required for a Substitute Nurse)

Clerical/Support Subs are not required to complete: A Guide for Substitute Teachers, ADHD or Seizure SMART School Act Webinar - IL.

The outlined 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.

<http://www.gcntraining.com>

- Organization ID - adlai
- User ID - the format for user ID is usually the first initial of your first name and your full last name, unless you changed or created it differently in the past.

Once you have successfully logged into the main screen, select and complete each of the **required** tutorials from the available tutorials list. Please know that you have the ability to partially complete these online tutorials and log back in at a later time 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 Human Resources to verify your completion. If you have any questions regarding establishing your account or accessing the tutorials please email sub_coordinator@d125.org.

Obtaining an Assignment/Working with Absence Management

Stevenson uses Frontline Absence Management (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 sub_coordinator@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, and other materials you will need 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 workplace. 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. Please park in the spots designated for staff parking (yellow lot lines). **DO NOT park in visitors or student parking spots.** If you have received a parking placard, please place this in your rearview mirror. If you do not have a parking placard you can receive one from Teaching and Learning, Room 7096. Use one of the following entrances: The Forum (lot B), the Circular Drive/Principal's Office (lot B), Lot D or Sports Center (lot E). Due to construction there is limited parking in Lot D.

A driver's license or state issued ID must be presented in order to receive a pass for the day. At this time, you will sign-out a door access badge for getting into classrooms and employee restrooms. A single swipe will open a classroom, but not unlock the door. To keep the door unlocked you will need to double swipe the card. **This card MUST be returned each day to the visitor desk, once you sign out for the day. Please do NOT return this to the Division Assistant.**

At the end of the day, please remember to make sure your classroom door is locked when you leave the room. The badges will work from 7:30 AM - 4:00 PM daily. Unless otherwise noted, you are expected to be in the building until 3:30 pm.

After signing in at the visitor desk, please proceed to the assigned division for your assignment and sign in at that division office. The division assistant will provide you with lesson plans, attendance sheets, seating charts and the pay voucher needed for the day. Review lesson plans, and if you have any questions see the division assistant.

Faculty Dining Room

You are welcome to use all the services of the school. You may 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

The high school is a public building, and as such it will be necessary to be careful with your personal property. All substitutes and visitors to the building should ask in their assigned division about a safe and convenient place to store your 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 will be given a seating chart and class roster for the classes you will be covering from the director or division assistant.
2. Put an "A" over the name of the student(s) who are 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 has 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.**

When to Send a Student to the Nurse's Office

1. All head injuries
2. Bites: Human, Animal, Insect
3. Any new Electrical, Chemical or Heat Burns
4. Chronic conditions that require assistance
5. Bloody noses lasting over 5 minutes
6. Any injury causing damage to teeth or any potential need for dental care
7. Lacerations – Deep cuts or puncture wounds
8. Eye injuries or apparent eye irritation/infection
9. Rashes or possible skin infections
10. Medication Administration
11. Mental Health

Students who are not feeling well should be evaluated by the nurse

1. New onset of moderate to severe headache; feeling feverish
2. Shortness of breath
3. New cough or cold-like symptoms
4. Sore throat
5. Nausea/Vomiting
6. Diarrhea
7. Abdominal pain from unknown cause
8. Fatigue or body aches from unknown cause

Please send the student with a pass to the Nurse's Office. The nurse will write the time the student left the nurse's office and sign the pass. Please collect this pass upon their return to class and verify that they have arrived within 5 minutes of leaving the nurse's office.

WEST NURSE'S OFFICE LOCATION - ROOM 2436 (on the second floor in the West Building)

EAST NURSE'S OFFICE LOCATION - ROOM 6042 (on the first floor of the East Building)

HEALTH EMERGENCY CLASSROOM PROCEDURES CHART (see page 24)

Health Emergencies

1. **Possible abdominal, back, or neck injuries**, especially those related to a fall: Do NOT move the student- PRESS the emergency call button and the nurse will come to you
2. **Orthopedic injuries**: If the student is able to walk please send them to the Nurse's Office
 - a. For severe orthopedic injuries (possible broken bones or severe sprains): Do NOT move the student and call for a nurse to come to you
3. **Diabetic events**: Make sure the student is escorted to the Nurse's Office if their blood sugar is low/high
 - a. PRESS the emergency call button if you think they may be having a diabetic emergency
4. **Allergic Reactions**: If you suspect the student is having a severe allergic reaction, PRESS the emergency call button and the nurse will come to you.
 - a. If the student carries an epinephrine pen, have them administer it as soon as possible and stay with the student until the nurse arrives.
5. **Asthma attack** (shortness of breath, wheezing, chest tightness): PRESS the emergency call button
 - a. If the student carries an inhaler, have them take 2 puffs of their albuterol inhaler
 - b. Do NOT excite or make the student laugh
6. **Seizure**: PRESS the emergency call button and protect the student from injury
 - a. Help the student to the floor; move chairs, tables, etc.
 - b. Do NOT restrain, hold down or place anything in their mouth
 - c. Time the duration of the seizure if you can
7. **Fainting**: PRESS the emergency call button
 - a. Stay with the student until the nurse arrives

Use the emergency call button to reach someone, and we will send a nurse to your classroom immediately. Please call the Nurse for anything that you feel should be seen or feel is an emergency!

Please note that some students manage their medical conditions independently in the classroom. Diabetic assessment and treatment equipment, asthma inhalers and epi-pens are carried by the student 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 emergency call 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's office at any time for medical reasons.

There is an **Infection Control Kit** in each classroom located in the teacher's desk. This kit is used when there is exposure to blood or bodily fluids. **After pressing the emergency button to call for 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.**

Emergency Procedures

Please familiarize yourself with the "Safety Plan" (condensed version attached on page 21) 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 you experience an emergency in the classroom, you may send an email to emergency@d125.org. This allows you to communicate with security and the attendance office if you have an issue with behavior, or a missing student.

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 the MediaCast streaming system during the first five minutes of the 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.**

Continued Service

In order to remain active, all subs MUST work at least one day per school year. Substitutes who become dormant will be removed from the system every June. Letters of Assurance for continued employment will be sent to all active substitutes (via email) for the next school year in June/July of each year.

Substitute Wages: 2023-2024

FOR TEACHING:

(TRS eligible earnings)

Substitute Teacher..... \$ 30.00 per period
(First 50 days in district per school year)

SUPPORT STAFF:

(Non-TRS eligible earnings)

Security..... \$ 16.50 per hour
(8.5 hour day, 30-minute unpaid lunch)

Little Patriots Day School..... \$ 16.50 per hour
(8.5 hour day, 30-minute unpaid lunch)

General Secretary & Testing Center..... \$ 16.50 per hour
(8.5 hour day, 30 minute unpaid lunch)

ILC Paraprofessional..... \$ 16.50 per hour
(8.5 hour day, 30 minute unpaid lunch)

Special Ed Instructional Paraprofessional..... \$ 16.50 per hour
(8.5 hour day, 30 minute unpaid lunch)

Guided Study, Learning Center and ELL Tutor..... \$ 19.00 per hour
(8.5 hour day, 30 minute unpaid lunch)

Nurse..... \$ 27.50 per hour
(8.5 hour day, 30 minute unpaid lunch)

Technical Support..... \$ 16.50 per hour
(8.5 hour day, 30 minute unpaid lunch)

Stevenson High School Public Wireless Network

The d125_guest WiFi network is available in public common areas such as those listed below:

- 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)

Temporary credentials for the d125_sponsor can be obtained in the following locations:

East Main Office/Principal's Office - 3046

West Main Office - 2400

Data Processing Office - 7096

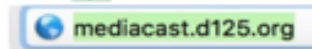
Information Services Office - 1316



Step-By-Step

1 Open Safari.

If your computer does not open up directly to MediaCast, select the favorite or type the address:



2 Login

Enter the username and password.

Then, LOGIN>

NEVER save the password

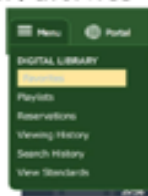


3 Find your Video/Media

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.



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

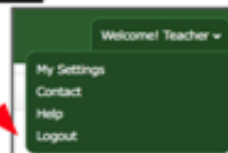
You will select from a list or select on the box with the title. Either way, click on the box showing the correct video.



4 Play the Video



5 Logout



**ADLAI E. STEVENSON HIGH SCHOOL
2023-2024 DIRECTORY
(847) 415-4000**

District Office

Superintendent
Director of Human Resources
 Administrative Assistant
 Human Resources Coordinator
 Human Resources Coordinator
Assistant Superintendent for Business Services
Payroll Specialist

Dr. Eric Twadell 847-415-4101
Dr. Kim Chambers 847-415-4111
Chrissie Popper 847-415-4113
Debby Marquardt 847-415-4110
Melissa Fisher 847-415-4129
Sean Carney 847-415-4117
Kelly Simon 847-415-4116

Building Administrators & Program Support

Principal
 Administrative Assistant
Co-Assistant Principal, Administrative Operations
Co-Assistant Principal, Administrative Operations
 Administrative Assistant
Assistant Principal, Teaching and Learning
 Administrative Assistant
 Substitute Coordinator

Troy Gobble 847-415-4106
Rebecca Krause 847-415-4105
Ken Latka 847-415-4141
Eric Ramos 847-415-4002
Rebecca Wheeler 847-415-4001
Wendy Custable 847-415-4201
Susan Webster 847-415-4214
sub_coordinator@d125.org

Academic Directors

Applied Arts/CSET Director
 Administrative Assistant
Communication Arts Director
 Administrative Assistant
Fine Arts Director
 Administrative Assistant
Information Services Director
 Administrative Assistant
Mathematics Director
 Administrative Assistant
Athletic Director
 Administrative Assistant
Physical Welfare Manager
 Administrative Assistant
Science Director
 Administrative Assistant
Social Studies Director
 Administrative Assistant
Special Education Director
 Administrative Assistant
Student Activities Director
 Administrative Assistant
Student Learning Program Director
 Administrative Assistant
Student Services Director
 Administrative Assistant
World Languages Director
 Administrative Assistant

Jacqueline King 847-415-4151
Christina Sidiropoulous 847-415-4150
Doug Lillydahl 847-415-4326
Denise Perkins 847-415-4325
Jon Grice 847-415-4751
Lindy Fox 847-415-4750
Doug Kahler 847-415-4301
Esperanza Contreras 847-415-4300
Darshan Jain 847-415-4601
Anna Kotvis 847-415-4600
Trish Betthausen 847-415-4226
Demeke Carreathers 847-415-4225
Abygail Austin 847-415-4229
Judy Mankus 847-415-4276
Steve Wood 847-415-4401
Sharon Pasquesi 847-415-4400
Brad Smith 847-415-4651
Elisa Benjamin 847-415-4650
Traci Wallen 847-415-4801
Stephanie Bush 847-415-4800
Ted Goergen 847-415-4461
Kelsey Patten 847-415-4462
Marla Israel 847-415-4506
Ellyn Ross 847-415-4556
Sarah Bowen 847-415-4501
Deborah Carver 847-415-4500
Justin Fisk 847-415-4701
Sylvia Lima 847-415-4700

Deans

(East) Student Services
(East) Student Services
(East) Student Services
(West) Student Services
(West) Student Services
(West) Student Services

Sara Rogers 847-415-4024
Oscar Rivera 847-415-4036
Carla Wood 847-415-4062
Daryl Wallace 847-415-4065
David Schoenfisch 847-415-4035
Kathy McCauley 847-415-4037

**Stevenson High School
Substitute Payroll Schedule
2023-2024 School Year**

<u>PAYDATES</u>	<u>SUBSTITUTE DAYS WORKED</u>
September 1, 2023	August 6-19
September 15, 2023	August 20 - September 2
September 29, 2023	September 3-16
October 13, 2023	September 17-30
October 27, 2023	October 1-14
November 10, 2023	October 15-28
November 24, 2023	October 29 - November 11
December 8, 2023	November 12-25
December 22, 2023	November 26 - December 9
January 5, 2024	December 10-23
January 19, 2024	December 24 - January 6
February 2, 2024	January 7-20
February 16, 2024	January 21 - February 3
March 1, 2024	February 4-17
March 15, 2024	February 18 - March 2
March 29, 2024	March 3-16
April 12, 2024	March 17-30
April 26, 2024	March 31 - April 13
May 10, 2024	April 14-27
May 24, 2024	April 28 - May 11
June 7, 2024	May 12-25
June 21, 2024	May 26 - June 8

2023-2024 Academic Calendar

AUGUST 2023

August 9-11, 2023

August 14, 2023

Institute Days - No School

First Day of School - All Students

SEPTEMBER 2023

September 4, 2023

September 25, 2023

Labor Day - No School

Not in Attendance - *to be reviewed annually*

OCTOBER 2023

October 9, 2023

Columbus Day - No School

NOVEMBER 2023

November 22-24, 2023

Thanksgiving Break - No School

DECEMBER 2023

December 20-21, 2023

December 22, 2023-Jan. 5, 2024

Early Dismissal

Winter Break

JANUARY 2024

January 8, 2024

January 9, 2024

January 15, 2024

Teacher Institute Day - No School

Classes Resume - Start of Second Semester

Martin Luther King Jr. Day - No School

FEBRUARY 2024

February 19, 2024

Presidents Day - No School

MARCH 2024

March 1, 2024

March 4, 2024

March 25-29, 2024

Institute Day - No School

Casimir Pulaski Day - No School

Spring Break

MAY 2024

May 22-23, 2024

May 23, 2024

May 24, 2024

May 27, 2024

May 28-31, 2024

Early Dismissal

Last Day of School

Graduation

Memorial Day - No School

Emergency Days (If needed)

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.
- 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 the lower 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 it.



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 to 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 locations.
- 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 closet
- 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
- Rooftop area

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.

rev 10/2017

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
(2023-2024)***

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.

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.

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.

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 – not personal electronic devices – 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
 - a. School website - www.d125.org including school-sponsored websites
 - b. District 125 email and collaboration tools
 - c. Infinite Campus Student Parent Portal
 - d. Canvas Learning Management System
 - e. One-way messaging - Remind.com - Internet service sending text to registered individuals to receive notifications.
 - f. 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.)
 - g. 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)
2. Unacceptable Methods
 - a. 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.
 - b. 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.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

1. 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 email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway identify 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 the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. 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.

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 (of 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 ensure their privacy settings are set to “Only Friends.” Using the “Friends of Friends” or “Acquaintances” settings opens Facebook content to a much larger group of people including students and parents. Staff members should never “friend” students who are currently enrolled in District 125, or accept their “friend requests.” An employee who has previously “friended” a currently enrolled District 125 student should “defriend” that student immediately. These guidelines apply to other relevant social media applications such as LinkedIn, Instagram, SnapChat, TikTok, etc.
2. The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.
3. 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?
4. 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.
5. When contributing to online content, District 125 employees should:
 - a. Use good judgment and common sense
 - b. Post accurate information
 - c. Not post defamatory, libelous, vulgar, obscene, abusive, profane, threatening, or otherwise offensive or illegal information or materials
 - d. Comply with copyright laws
 - e. Respect the privacy of staff members or of students
6. 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.

For example: “The postings on this site are my own and do not necessarily represent the views or positions of my employer,” or “My online postings/opinions are my own, not those of District 125.”

7. 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.

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

SOPPA Student Online Personal Protection Act

The District is required to review all K-12 educational solutions that store or link to personally identifiable information or material, in any non-publicly available format. Review will be necessary where student data provided involves a K through 12 purpose. A “K through 12 purpose” is one which aids in the administration of instruction in the classroom or at home.

Review will not be necessary if the web service is not intended for school instruction, but instead serves a general audience (e.g. Google Search Engine, the Chicago Tribune website, etc.). When in doubt, employees are instructed to contact the Tech Department. Upon review (if applicable), the District must enter into an agreement with the solution provider, which outlines what student data is stored, and what steps the provider will take in the event of a data breach.

Before a solution can be used, please consult the District database to determine if an agreement exists: https://sdpc.a4l.org/district_listing.php?districtID=6283. Or contact tech_trainers@d125.org for additional 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.

ADLAI E. STEVENSON HIGH SCHOOL

PASS

STUDENT

FROM _____ TO _____

DATE _____ TIME _____

0534

TEACHER

Student Services Office Request

Date _____ Room _____ Period _____

To _____

Come to Room 6064
EAST Student Services Office

- | | |
|--|---|
| <input type="checkbox"/> NOW | <input type="checkbox"/> At end of period |
| <input type="checkbox"/> Time _____ | <input type="checkbox"/> Make appointment |
| <input type="checkbox"/> When convenient for teacher during period | |

Counselor/Dean/SW/Psych _____

Teacher Signature _____ Time _____

Returned to Class _____

Signature _____

Student Services Office Request

Date _____ Room _____ Period _____

To _____

Come to Room 2414
WEST GREEN Student Services Office

- | | |
|--|---|
| <input type="checkbox"/> NOW | <input type="checkbox"/> At end of period |
| <input type="checkbox"/> Time _____ | <input type="checkbox"/> Make appointment |
| <input type="checkbox"/> When convenient for teacher during period | |

Counselor/Dean/SW/Psych _____

Teacher Signature _____ Time _____

Returned to Class _____

Signature _____

Student Services Office Request

Date _____ Room _____ Period _____

To _____

Come to Room 2412
WEST GOLD Student Services Office

- | | |
|--|---|
| <input type="checkbox"/> NOW | <input type="checkbox"/> At end of period |
| <input type="checkbox"/> Time _____ | <input type="checkbox"/> Make appointment |
| <input type="checkbox"/> When convenient for teacher during period | |

Counselor/Dean/SW/Psych _____

Teacher Signature _____ Time _____

Returned to Class _____

Signature _____

SUBSTITUTE TEACHER REPORT

DIVISION: _____

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 folder(s). Please make sure to return any “borrowed” remote control or key.

Classroom Comments:

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

Period _____

Period _____

Period _____

Period _____

Period _____

Period _____

