



**NORTH LAWNDALE**  
**C O L L E G E P R E P**

**Staff Handbook**  
**Revised August 2016**

Equal Employment Opportunity Statement

North Lawndale College Prep offers equal opportunities in employment and student admissions to all employees and applicants. No person shall be discriminated against in employment or student admission because of race, color, marital status, parental status, ancestry, source of income, religion, gender, age, national origin, sexual orientation, veteran status, or any other legally protected classification. This policy includes the commitment to maintain a working environment free from sexual harassment or other unlawful harassment.

## Disclaimer

Employment at NLCP is on an at-will basis. This means that both you and NLCP are free to terminate your employment at any time, for any reason. This handbook is not a contract. This handbook replaces and supersedes all prior handbooks, policies, or other information you may have received concerning your employment at NLCP. It contains a summary of practices, policies and procedures. North Lawndale College Prep reserves the right to make changes to school policy and the contents of this handbook at any time without prior notice.

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## Mission

The mission of North Lawndale College Preparatory Charter High School (NLCP) is to prepare young people from under-resourced communities for graduation from high school with the academic skills and personal resilience necessary for successful completion of college.

To this end, NLCP will:

- Expect nothing less than high academic standards for all students.
- Provide a challenging curriculum, extra resources and the support necessary to achieve those standards.
- Assemble and support a superlative faculty, staff and administration to collaboratively accomplish this task.
- Integrate the best technology to assist in all aspects of student development.
- Serve the wider North Lawndale community.

## Vision

- Every student is capable of college graduation.
- Every member of NLCP lives peace within community.
- Every member of NLCP works collaboratively to achieve common goals.
- Healthy and meaningful relationships between students and adults are the foundation for student growth.
- Learning is growth towards mastery.

## Your Employment with NLCP

We look forward to a successful working relationship with every staff member. We recognize, however, that needs and circumstances do change. Accordingly, either you or NLCP can terminate your employment at any time and for any reason, with or without cause. As a courtesy to the school and the students, we request that you give three weeks' notice of any decision to leave the school. Likewise, whenever possible, NLCP will give you notice by April 1<sup>st</sup> of the school year in which termination is being considered. If circumstances require, however, you may be asked to leave immediately. In addition to notice, adverse employment decisions will customarily be accompanied (and where possible preceded) by a clear rationale. Staff in good standing will receive invitation to return by May 1<sup>st</sup>.

NLCP expects administrators of the school to be fair when exercising their right to change employment conditions or to discipline or terminate other members of the staff. If you believe that your employment has been adversely affected or terminated under circumstances which you consider unfair, you may request a review of the matter by submitting a written letter to the

President. Please note, however, that this provision does not create an employment contract. It is in place to help assure that employment decisions are not made arbitrarily and capriciously or in a way that might undermine the working environment of the school.

No representative of NLCP, other than the Chairman of the Board of Directors for NLCP, has the authority to enter into any agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be by individual agreement, in writing and signed by you and the Chairman of the Board of Directors. No one has the authority to make any verbal statements of any kind at any time which are legally binding on NLCP.

## Employee Conduct Policy

NLCP staff are expected to behave in a professional manner, to be respectful of students, parents, and peers, to participate actively in the life of the school, to work cooperatively with other staff members, and generally do everything in their power to further school objectives. Conduct that interferes with the effective operation of the school will not be tolerated.

## Staff Disciplinary Process

The employee disciplinary process will be dependent upon the level of employee misconduct. All NLCP employees are at-will employees. Therefore, NLCP or you may terminate your employment at any time for any reason (as stated on pg. 4 of this Handbook).

The disciplinary process may include but is not limited to all or one of the following depending on the level of employee misconduct:

- Verbal warning with follow up review
- Written warning with follow up review
- Suspension without pay
- Probationary status of employment
- Termination

## History

NLCP is the product of a partnership between the I Have a Dream Foundation and the community of North Lawndale. In the spring of 1997, a group of more than 50 residents and leaders launched a kick-off planning session. At the meeting, participants expressed a strong interest in creating a high school that would offer a rigorous college prep program that would

include foreign languages and would prepare students to compete in an increasingly technological world.

As a result of the meeting, a planning committee made up of community leaders, residents and representatives of the I Have a Dream Foundation began working to prepare and submit an application to open an outstanding charter high school in North Lawndale. The committee sought the help of educational professionals as it researched and discussed how to craft a successful high school program.

These efforts generated exciting results. The Chicago School Reform Board of Trustees accepted the committee's application and granted NLCP a charter to open as a high school in the fall of 1998. NLCP is poised to break the mold of public education in Chicago. Students at this school can expect to be challenged to their limits and supported as they work to become well-rounded educated adults. In addition, students can expect to learn a great deal about themselves and about how they can become productive, enriching members of their community.

### **Charter Schools – An Important Innovation in American Public Education**

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

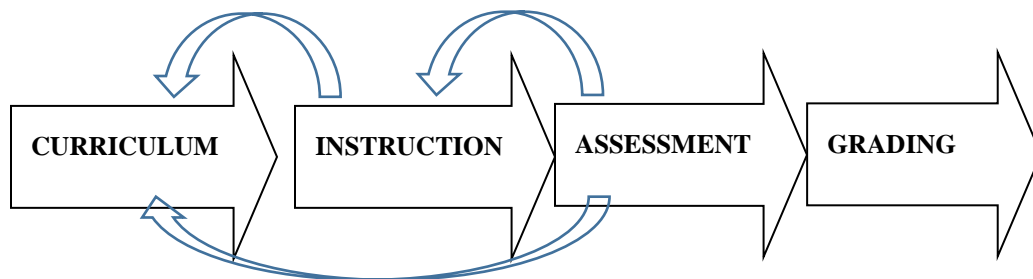
- Open to all students in the city
- Non-selective in enrollment
- Non-religious
- Tuition-free
- Accountable to the local school board and to the state
- Funded at the same per capita level as other Chicago public schools

## Our Academic Program:

Preparing students academically for the rigors of college requires educators to embrace a continuous improvement cycle that focuses on effective curriculum, instruction, assessment, and grading practices through planning, doing, reflecting, and revising.

Successful implementation revolves around four primary questions:

1. What do students need to know, understand, and be able to do? (Plan)
2. How do we teach effectively to ensure students are learning? (Do)
3. How do we know students are learning? (Reflect)
4. What do we do when students are not learning or are reaching mastery before expectation? (Revise)



Curriculum, Instruction, and Assessment must be aligned and interdependent to promote learning. Grading and feedback must be an integral part of the cycle as well.

NLCP has adopted research, based frameworks to support the components of the learning cycle.

Standards Based Learning Cycle	
Curriculum, Instruction, and Assessment	<p><u>What</u> do students need to know, understand, and be able to do? (Plan)</p> <p>Understanding by Design            As defined by Wiggins and McTighe, Understanding by Design is a "framework for designing curriculum units, performance assessments, and instruction that lead your students to deep understanding of the content you teach," Planning via backward design increase the alignment between outcomes , curriculum, and learning activities. Beginning with student learning outcomes in mind (based on requirements from new Illinois Learning Standards), ways to assess, and learning activities that lead to achieving the outcomes are developed.</p>
	<p><u>How</u> do we teach effectively to ensure students are learning? (Do)</p> <p>Danielson Framework            Danielson’s framework for teaching identifies the aspects of a teacher’s practice that have been documented through empirical studies as promoting improved student learning. This framework sets the criteria for best practices regarding what teachers should know and be able to do in the exercise of teaching and assessing students.</p>
Grading	<p><u>How</u> do we know students are learning? (Reflect)</p> <p>NLCP Standards Based Grading Framework            NLCP’s standards based grading framework defines the purpose, meaning, and common expectations regarding grading practices. It requires formative and summative assessments as a means for gathering evidence of student learning. It promotes moving students to mastery through tiered assessments, use of feedback, and multiple opportunities to demonstrate learning.</p>
	<p>What do we do when students are not learning or are reaching mastery before expectation? (Revise)</p> <p>This loops back to Domains 1 &amp; 3 of Danielson. Learning activities must be adjusted to ensure student growth (re-teaching or enrichment plan).</p>

Professional development that builds capacity to perform successfully within each framework shall be provided in an on-going basis at the school level. Each year, development will have a primary and secondary focus.

**2016-2017**

- Primary: Standards Based Grading – Formative assessment for learning; differentiation; Logistics of grading
- Secondary: Universal commitments: culture, climate, cross curricular strategy

**2017-2018**

- Primary: Planning and Preparation- Understanding by Design
- Secondary: Standards Based Grading



## **2018-2019**

- Primary: Teaching and Learning – Danielson Framework for Effective Teaching
- Secondary: Planning and Preparation: Understanding by Design

## **2019-2020**

- Primary: Universal commitments: culture, climate, cross-curricular strategy
- Secondary: Teaching and Learning – Danielson Framework for Effective Teaching

In addition, departmental teams and grade level teams can engage in development specific to discipline and/or level. Staff may also choose to attend relevant professional development off site.

### Commitments

In order to promote optimal learning for all students, all educators at NLCP are expected to adhere to the following commitments.

#### School Level

##### Reading, Writing, and Critical Thinking Program

All departments are responsible for the cultivation of reading, writing, and critical thinking skills according to a clear scope and sequence. The scope is determined by the Illinois Learning Standards (ILS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects. The sequence is determined by departmental teams in collaboration with grade level teams. Indicators of this component may include, but are not limited to:

- Discipline specific contributions to inquiry based research projects
- The creation and use of content-skills exercises, content-skills passages, and critical thinking exercises.
- Instructional materials for common and interdisciplinary classroom activities
- On-going products of students' application of interdisciplinary skills and content

##### Horizontal and Vertical Alignment

Courses are horizontally aligned to allow for cross-curricular delivery of skills. Courses within departments are vertically aligned to deliver a carefully sequenced, hierarchy of skills and content.

#### Department Level

Core departments are responsible for the cultivation of ILS specific to their disciplines. Advanced Placement Standards define skills at the higher end of the hierarchy, but must be driven down through the vertical alignment of courses.

Each department is responsible for using a balanced assessment system for assessing skills and content. Such a system includes, but is not limited to:

- Baseline assessments (Type III pre, Lexile, pSAT)
- Formative assessments (Teacher/Course Team created)
- Competency assessments (Teacher/Course Team created)
- Portfolio/project based assessments (Department/Course Team /Teacher created)
- Normative assessments (Lexile, pSAT, SAT)
- Summative assessments i.e. Type III post, common proficiency and mastery assessments (Department/Course Team created)

#### Teacher/Staff Level

Students should be at the center of instructional design. Lesson activities should be rigorous and differentiated to meet student need. Feedback is given on assignments that inform students of their performance and specifics for improvement. Learning is the emphasis and framing for lessons and activities. This will be evidenced by what adults and students do on a daily basis.

*Adults are:*

- Using backward design to drive the development of
  - Tiered assessments aligned to standards (See Grading Framework)
  - Instructional experiences that scaffold learning and adequately prepare all students for demonstrating success on assessments
  - Lessons that include differentiated activities and materials that address different learning styles, interests, and levels of readiness
- Adhering to students' IEPs by providing the required modifications/accommodations
- Participating in the development and implementation of academic interventions for students
- Intentionally considering the language used to communicate school wide norms and universals to promote a safe and respectful learning and social environment
- Using common academic, language agreed upon by school, department and grade level teams
- Moving students along the NLCP critical thinking hierarchy (See page 12)
- Encouraging students to use evidence and reasoning to defend their answers/claims
- Providing opportunities for students to exercise choice in their own learning
- Providing a safe environment to take risks and learn from mistakes
- Engaging in individual conversations with students and parents/guardians about learning and progress

- Reflecting on practice, participating actively in course teams and collaborating regularly with other teachers for the purpose of making continuous improvement
- Actively seeking to develop practice through professional development and other opportunities
- Encouraging parental/guardian involvement

*Students are:*

- Highly engaged and participatory
- Taking ownership of their learning and behavior
- Developing the ability to respectfully question others and provide constructive feedback to their peers
- Working hard toward academic growth by engaging in all required learning activities
- Able to articulate what they are learning and why it is important
- Able to set goals, make responsible choices related to their learning and behaviors, and monitor their progress
- Taking academic risks within a safe academic environment
- Challenged, and supported to persist through challenging tasks
- Following the Phoenix Way at all times

NLCP Critical Thinking Hierarchy  
 Definitions, using As to Bs

↑  
Apply: to (independently) practice a skill or schema in a (multiple) new context(s).

- Create: To construct from one's own critical understanding
- Evaluate: To judge the worth and/or validity of a text, source, data, or evidence
- Synthesize: To argue/explain the interrelationships of multiple, diverse components (As) to ideas (Bs), contextualizing conflicting relationships when possible
- Analyze: To argue/explain the relationship between a component (A) and idea (B)
- Notice Patterns: To recognize the repetition of important components (As) or ideas (Bs)
- Notice: To recognize a component (A) or idea (B) that stands out
- 
- Comprehend: To link clusters of symbols, e.g., words/sentences/paragraphs/images/data/graphs, to literal meaning
- Decode: To recognize symbols as sound, e.g., letters and numbers

<u>Interdisciplinary Examples of As</u>	
(As = smaller components in the particular learning context)	
graphs	key terms
charts	statistics
facts	evidence
figures	reasons
diagram	data
table	patterns
trend	literary elements
supporting details	rhetorical elements
images	
<u>Interdisciplinary Examples of Bs</u>	
(Bs = Bigger Ideas in that learning context)	
Hypothesis	Claim
Conclusion	Bias
Main idea	Slant
Central idea	Argument
Position	Math Proof
Theme	Context
Thesis	Justification

### Overview of Staff Responsibilities

The following list of work responsibilities is not meant to be comprehensive, but rather as a working guideline for all staff. All staff are expected to render assistance to the school wide educational program. Moreover, staff shall promote positive relationships with pupils and community members and shall adhere to the professional responsibilities and personal standards of NLCP. All Staff will be evaluated on their support for and compliance with the following responsibilities.

### Work Schedule

**Work Day:** The regular workweek for all full-time staff is Monday–Friday from 7:30 a.m. – 3:45 p.m. On occasion, staff members may need to come in late or leave early. If you need to do this, you can take less than half a day PTO. It must first be cleared in advance by your principal. Once approved, you will be asked if you would rather use an hour/hours towards a PTO day OR owe an equal time of duty to be assigned at the principal’s discretion (i.e. subbing a class/office coverage/etc.). This ensures that all staff are treated fairly and equally regarding late arrivals or early departures

**Advisory Period:** each teacher should expect to be assigned an advisory that will meet weekly.

**Lunch:** A ½ class period lunch break during an off period (with the exception of Wednesday).

### Substitute Teaching

In the event of a classroom teacher’s absence, NLCP will provide a substitute teacher. All NLCP staff may be called upon by the Principal or designee to provide substitute coverage once per semester. It is a requirement that NLCP staff provide such coverage as necessary. From time to time, additional coverage by staff is needed. In the event that staff is asked to cover classes more than once per semester, a \$25 stipend will be paid per period of coverage, and priority will be given to those who “opt in.”

### Coaching

Staff agreeing to coach athletic teams will be compensated for such work above and beyond their other regular professional activities.

### Sponsoring Extracurricular Activities

Compensation for each extracurricular activity will be set based on the time commitment and connection to regular professional activities.

### Classroom Teaching Responsibilities

When a staff member is assigned a classroom teaching responsibility, s/he shall take charge and be responsible for the classes assigned to them by the Principal. They shall be responsible for the instruction, progress and discipline of these assignments and shall devote themselves exclusively to their duties during the assigned hours. These responsibilities shall include but are not limited to the following categories: instructional planning, use of appropriate instructional methods, assessment of student learning, regular feedback to students on progress, and demonstrated competence in classroom management and in the subject matter taught or services provided.

### Full-time Teaching load

Each teacher is expected to teach 5 classes and an advisory each semester. Exceptions to this policy may occur and responsibility for such revisions resides with the principal at each campus.

**Planning Period:** A minimum of one period per day at the school (with the exception of abbreviated schedules – for example ½ day Wednesdays)

### Routines required of all classroom teachers:

- **Student Attendance** – must be submitted each period according to guidelines provided by the Principal. All teachers must take student attendance within the first five minutes of the class period. Classroom teachers must comply with all reporting guidelines as required by the Principal or may face disciplinary consequences for failure to conduct this important function in a timely manner.
- **Grade books** – must be kept up to date and at a minimum comply with all progress report and semester grade deadlines as required by the Principal
- **Emergency directions** -- should be displayed prominently
- **Course Syllabi** – must be prepared at the beginning of each term for each subject and submitted to the Principal for review and approval.
- **Unit plans and lesson plans** - must be submitted to Principal or designee as designated.
- **Textbook Inventory** – must be prepared in accordance with guidelines required by the Principal and Chief Academic Officer.
- **Substitute Folder** – must be submitted to the Principal during the first two weeks of each term to ensure a substitute teacher can maintain the classroom routine. The substitute folder must be updated after each absence and include: class schedules; student rosters with seating charts if appropriate; the procedures for taking attendance, washroom passes, dismissal, and any other unique classroom rules or management guidelines; emergency lesson plans with detailed guidance and information on the location of all required materials; and any other information that will assist a substitute.

### Progress Reports

At least once each semester, the school will send home reports detailing how students are doing in their classes. These reports are prepared by teachers in addition to grades and are

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meant to give parents a more complete understanding of how their children are doing – what courses they particularly enjoy, what skills they seem to master easily, and what topics and work seems to frustrate or challenge them. The reports include a description of how the school is working to enhance the student’s ability and address any outstanding academic programs. In addition teachers have an important responsibility during Progress Report pick-up events to meet with parents and students to discuss student progress.

### Parent/Community Engagement

Parent and community engagement in the schooling process is essential to a school’s success. All staff members are expected to participate in at least one parent and/or community engagement event sponsored by NLCP each school year.

### End of the Year Tasks

At the end of each school year staff are required to turn in the following materials before they leave for the summer:

- Keys (Turn in to campus principal)
- Inventory of classroom materials including all textbooks and instructional equipment (Turn in to department chair)

Staff who will work during the summer will make arrangements with the Principal concerning keys and other materials required to complete their work.

## Supervisory Responsibility

NLCP staff is expected to enforce all applicable student conduct policies and rules in accordance with the NLCP Student Code of Conduct. Any questions concerning the enforcement of these policies and rules should be directed to the Principal.

### Supervision of classroom

Provision for adequate supervision of students while under the jurisdiction of the school is a responsibility of all members of the staff. Staff must examine carefully the circumstances under which they leave their classroom unsupervised. The risk of liability involved and the damage to classroom control seldom warrants leaving a classroom unattended. **Staff members have a professional as well as a moral obligation not to leave the classroom unattended.** As a part of a well-planned development program, a student teacher may assume supervision of the classroom without the cooperating staff member’s constant, in-class supervision; **however, the cooperating staff member is still responsible for the class.** This responsibility cannot be legally delegated.

### **Supervision of special events/activities**

It is a school-wide policy that students are to have staff supervision at all times when an activity, either curricular or extra-curricular, is under the sponsorship of the school. This includes both in-school and out-of-school activities. There is no exception to this policy. A list of supervisors must be given to Principal, who is in charge of coordinating special activities, prior to a scheduled event.

### **Hall supervision**

All staff will provide hall supervision before, during and after school, and during passing periods between classes or activities. The presence of staff in the halls is one of the most effective deterrents to misconduct.

### **Cafeteria supervision**

On a rotating basis to be determined by the Principal, staff will assist with the supervision of student lunch including the travel to and from the cafeteria space.

### **Beginning and end of day supervision**

All staff will provide hall supervision before, during and after school. On a rotating basis to be determined by the Principal, staff will supervise the entrance and departure of students at the front of the building and other possible exit locations.

## Driving Students on School Business

From time to time it may be necessary for NLCP staff to drive students to school-related activities. In such instances, it is essential that the following conditions are met:

- Parental consent forms signed and in the possession of the staff member during the trip with a copy turned in to the Principal.
- Staff person must possess a valid driver's license and a copy of the license must be in the employee's file
- Staff person must possess valid auto insurance and proof of insurance must be in the employee's file
- Staff person must authorize NLCP to conduct a Division of Motor Vehicles check of their driving record and NLCP must complete this driver review.



### Safety

Safety of students and staff is crucial to creating an effective educational environment. Accordingly, acts or threats of violence by any NLCP staff member or former staff member against any other staff member in or about NLCP's facilities or elsewhere at any time will not be tolerated and may result in immediate dismissal. NLCP also will not condone any acts or threats of violence against NLCP's staff members, students, members of students' families, or visitors on or off of NLCP's premises.

#### Reporting Accidents

For the protection of both you and NLCP, all accidents on school premises or during school activities must be reported promptly to the Principal or designee, no matter how minor they may seem. If you or a student is injured in your classroom or during any activity that you are sponsoring/supervising, inform the Principal or designee in writing as soon as possible, but no later than within twenty-four hours of the accident.

#### Fire Drill Directions

State law requires fire drills. The Principal or designee will supervise the drills. On occasion, the State Fire Marshal and local fire officials will conduct fire drills. At the sound of the fire alarm, students are to walk rapidly from the classroom and exit the building. The teacher should be the last person to leave the room. **Doors and windows should be closed.** Students should move away from the building to allow other students to exit. State regulations require that all students, teachers, and employees remain outside the building until the "recall bell" is sounded.

#### Crisis / Tornado Drill Directions

State law requires crisis/tornado drills. The Principal or designee will supervise the drills. An announcement will be made from the main office indicating the commencement of the drill. Students are to walk rapidly from the classroom to the designated locations for the occupants of each room. The teacher should be the last person to leave the room. **Doors and windows should be closed.** Students and staff should move away from all windows.

#### Administering of Medication to Students

It is the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Under no circumstances shall a teacher or other non-administrative school employees, except certified nurses, be required to administer medications to students. NLCP complies with the above referenced state policy. In practice, refer all such requests by students for the administration of medication to the Main Office. The office will work in a coordinated manner with the Chicago Public Schools assigned nurse. The office and nurse will maintain health records and will include information on any medications required for students and their prescribed use.



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### Staff Attendance

It is extremely important that staff maintain a good rate of attendance during the school year to maximize classroom effectiveness and student learning. The regular workweek for all full-time staff is Monday-Friday from 7:30 a.m. – 3:45 p.m. **It is expected and very important that all NLCP employees will arrive no later than 7:30 a.m. during each working day** and complete their day no earlier than 3:45 pm. Whenever an NLCP employee enters the building at the start of the workday or departs the building at the completion of the workday, s/he is required to sign-in and sign-out on the provided sheets in the main office. During the workday when a staff member needs to leave the building, s/he must inform the main office receptionist that they are departing, when they will return, and how they can be reached while out of the building. Please note that failure to meet all the obligations of the daily work schedule will have disciplinary consequences.

All NLCP employees are expected to report to work as per their schedule of responsibilities. In the event of an absence or tardiness, you must notify your principal or his/her designee as far ahead of time as possible (minimum of 7 days prior unless an emergency). The supervisor will try to accommodate these requests based on availability of adequate staff coverage. Priority will be given based on date of earliest request. Request for Anticipated Absence forms (see Appendix) are available in the main office. These forms must be completed prior to any absence except in the event of sickness. In the case of an emergency when same day or night before notice of an absence has to be given, employees must contact the principal or his/her designee on or before 6:30 a.m. of the day of the absence, so that proper coverage for classes and/or areas of responsibilities can be arranged.

If on a given day a staff member needs to leave work before 3:45 p.m., they should inform their principal or his/her designee in writing and have a follow-up conversation to confirm approval as far ahead of time as possible (minimum of 7 days prior unless an emergency). The principal will try to accommodate these requests based on availability of adequate staff coverage. Priority will be given based on date of earliest request. It is important to have as much notice as possible as it will be necessary to make arrangements for a substitute teacher including the coordination of instruction and handoff of lesson plans for the period of absence. Without proper notice and subsequent preparation the quality of substitute instruction is diminished.

Requests for personal or vacation days immediately prior to or after a school break or long weekend are strongly discouraged. The presumption is that such requests will be denied. Exceptions to this policy of denying such requests will be considered only if the request is made with a minimum of one month's notice; there is a compelling reason for the request; and there is sufficient staff coverage in place to accommodate the staff member's absence. Any employee who fails to report to work or to report absences for two (2) consecutive workdays will be considered a voluntary termination. Extenuating circumstances which make it impossible for the employee or someone on behalf of the employee to contact the school regarding the absence will be given consideration.



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### Emergency School Closings

Inclement weather and other emergency conditions sometimes force the school to cancel classes for its students. Since NLCP resides in a Chicago Public School building, the school adheres to CPS weather cancellations which are broadcast on all the major radio and television stations. Additionally, an email will be sent to all staff and a notice will appear on our website as soon as the determination to close school has been made.

### Sexual Harassment and Anti-Harassment Policy

NLCP is committed to maintaining a work environment that is free *from* discrimination. NLCP is committed not only to complying with local, state, and federal laws, but also to providing an educationally and professionally desirable environment. In keeping with this commitment, we will not tolerate harassment of NLCP employees or of employees performing services for NLCP by anyone, including any board member, administrator, supervisor, co-worker, vendor, student, or any third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual preference, or other protected group status. NLCP will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

Due to its ambiguity, sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes, jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All NLCP employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you should immediately notify the Principal, or your supervisor. If you believe that the Principal or a school administrator has acted in violation of this policy then you should contact the Chair of the Board of Directors. NLCP forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If you feel you have been retaliated against, you are to notify as appropriate the Principal, or your supervisor. If you believe that the Principal or a school administrator has acted in violation of this policy, the Chair of the Board of Directors.

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Additionally, the Board may determine it needs to establish a point of contact for this purpose. NLCP's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, NLCP will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, NLCP will take corrective action, including discipline, up to and including immediate termination of employment.

### Access to and Use of Technology Resources

NLCP provides various technology resources, including e-mail, voice mail, Internet access, and electronic networks to facilitate the effective communication of school-related data. Individuals who use NLCP resources must do so in a manner that is appropriate and professional. This policy applies to all technology resources and all data created, entered, received, stored or transmitted by their use, including but not limited to computers (including desktop and portable computers, servers, networks, printers, software, and storage media), e-mail, voicemail, and internet use. Other than occasional personal use of e-mail and Internet access, NLCP-provided technology resources may be used only for (1) education and/or education-related research, and in furtherance of NLCP's stated goals, or (2) for a legitimate business purpose. Occasional personal use means infrequent, incidental use that is professional, in good taste, and does not interfere with NLCP business, the performance of the user's duties, or the availability of technology resources. Use is a privilege, not a right. General rules for behavior and communications, including the anti-harassment policy, apply when using technology resources.

#### **All staff must sign the "Staff Access and Internet Use Agreement."**

##### ***No Expectation of Privacy***

School personnel using NLCP's technology resources have no expectation of privacy in connection with the entry, creation, transmission, receipt or storage of data or other use of NLCP's technology resources. Electronic communications and downloaded material and any other technology resources, including the files deleted from a user's account but not erased, may be monitored or read by NLCP management or the Board.

##### **Authorization for Electronic Network Access**

The failure to follow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### Staff Responsibility for Welfare of Students Outside of the School

NLCP staff is encouraged to participate in students' development and to provide appropriate direction and guidance with respect to educational and developmental issues. When staff become aware of personal or family issues affecting a student, the staff is expected to notify the Principal in a timely manner so that appropriate resources may be devoted to the situation.

### State Mandated Reporting

Further, to the extent that staff becomes aware of abuse or neglect of any student they are **required to report** such situations in accordance with the Policy on Reporting Child Abuse and Child Neglect, as follows:

In the event of suspected child abuse or neglect by a person outside of the school or a member of NLCP's staff, NLCP staff **must** notify the Illinois Department of Children and Family Services (DCFS) at 1-800-252-2873 (1-800-25-ABUSE), and then notify the Principal or designee.

If the President or Principal is the alleged or suspected abuser, the NLCP staff must notify DCFS and then notify the Chair of the Board of Directors.

The Principal (or designee) must: (1) confirm that DCFS has been contacted, (2) contact the Chicago Police Department, and (3) within 48 hours of the initial report to DCFS, confirm the report to DCFS in writing.

Although DCFS controls the investigation of allegations of abuse and neglect, NLCP will take all appropriate efforts to maintain the confidentiality of such reports. No adverse action will be taken against any person who makes a report of abuse or neglect of a student in good faith.

### Staff Provision of Foster Care

NLCP also recognizes that there may be situations in which staff are asked or desire to provide additional guidance and support to students, such as becoming a foster care parent. Staff who are licensed by the State of Illinois to provide foster care may serve as foster care parents to NLCP students in accordance with all applicable foster care requirements. In any such situations, staff are expected to be sensitive to and avoid any perceptions of favoritism or conflict of interest in their role as NLCP staff.

NLCP does not condone informal "foster parent" relationships. Staff who are asked to provide shelter or other assistance to students outside of school hours are required to contact the Principal to review the situation.

### Confidentiality

NLCP is committed to preserving the confidentiality of private information. Employees should refrain from reviewing, discussing, or sharing information regarding a student, an applicant, or an employee with anyone not authorized by NLCP to receive such information. It is the responsibility of all employees to protect against the unauthorized disclosure of confidential information. Supervisors are responsible for ensuring that those who report to them uphold NLCP's principles of confidentiality. Employees who breach confidentiality may face disciplinary action up to and including termination of employment.

Documents placed in an employee's file are considered confidential and will not be shared with external entities without written consent of the employee, except when required by law or Illinois School Code. Administrators must furnish employees with copies of documents placed in their



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files. If at any time, an employee wants to review the contents of the file, he/she must make the request to the Principal orally or in writing.

### Conflict of Interest

Individuals employed by NLCP shall at all times act in a manner consistent with their responsibilities to NLCP. Employees must exercise particular care that no detriment to NLCP results from a conflict between the employee's personal interest and those of NLCP. If an employee believes that he or she may have a conflict of interest, the employee shall promptly disclose the conflict to his or her supervisor. He or she shall also refrain from participating in the manner to which the conflict relates, as needed.

Examples of the potential for conflict include if you are employed by both NLCP and an organization that supplies products or services to NLCP, or if NLCP employees might influence the use or purchase of those products or services, or when confidential or privileged information acquired at NLCP is used in an outside activity.

Employees may not use NLCP's name, seal, letterhead, facilities, personnel, equipment, or confidential information without the prior approval of NLCP.

Employees are encouraged and expected to bring their questions and concerns about a potential conflict of interest to the attention of the President.

### Copyright of Ownership

All works created or developed by NLCP employees within the scope of their employment shall be considered a "work made for hire" within the meaning of the US Copyright Act of 1976, *as amended*, and copyright ownership shall reside exclusively with NLCP. Each employee shall have perpetual, non-exclusive, royalty-free license for personal, non-commercial use of any such work created by such employee, provided that such work does not contain any confidential or proprietary information of NLCP or any of its students, applicants or other employees.

### External Communications

NLCP has a Board of Directors and an administrative team of two Principals, a Chief Academic Officer and a President to communicate organization positions to the public and media. Press releases or other public statements that set forth the organization's position shall be used only by these designated individuals or after authorization from the President, Principal(s) or Chief Academic Officer.

You should immediately direct all inquiries from the media to the NLCP President.

If you are invited to address the public in a speaking engagement by virtue of your employment or position at NLCP, you must clear both the engagement and your proposed remarks with the NLCP President. Unless you have been expressly authorized by the NLCP President to speak on



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behalf of NLCP, you must indicate to your audience that any views you express are your own and not those of NLCP.

All written communications (letters, memos, etc.) to parents or students must be submitted to the campus Principal for approval before they are distributed/mailed. Once approved, a copy of the communication is kept in the Principal's office.

### Workplace / Personal Belongings

Unless designated otherwise, all physical areas within the school, school supplies and materials are the property of NLCP and are issued for the use of staff members to fulfill their responsibilities at NLCP. NLCP will seek to safeguard both school and personal property on its premises, but is not responsible for the loss of personal property. NLCP does not assume any liability for missing or damaged personal items including privately owned equipment (e.g., laptop computer). NLCP strongly encourages employees to refrain from bringing items of value to work. If possible, personal belongings should be left in locked areas. Purses/valuables/cell phones/keys should never be left on the tops of desks or in an accessible place. Found articles should be turned over to the main office. Articles remaining unclaimed for 30 days may be returned to the finder, used by the school, donated to a charitable organization, or discarded at the discretion of NLCP.

Upon reasonable suspicion, and within the bounds of the law, NLCP reserves the right to inspect the personal belongings of staff and other persons entering or leaving NLCP as well as all physical areas of the school. We hope and expect that such a need will rarely, if ever, arise.

### Keys

Making duplicates of school keys is prohibited,

Students are NEVER to be given a school key for any purpose,

Requests for additional keys are to be submitted in writing to the Principal.

Staff are responsible for keys assigned to them.

**IF KEYS ARE LOST OR STOLEN, NOTIFY THE PRINCIPAL IMMEDIATELY.**

Staff will be responsible for returning keys at the close of the school year.

### Telephone Usage

The telephone is often the first means of contact with NLCP. Your courtesy and helpfulness will go a long way in making people feel that they want to continue their relationship with NLCP.

Skill in handling the telephone is an important requirement of all jobs. Make every effort to help students, parents, and other individuals when they call. If you do not know the answer to a question, offer to find out and call the person back. Transfer calls only when you are certain that you are putting the caller in touch with a person who can help.



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The volume of incoming calls to NLCP is very high. It is essential that business related callers be able to contact the individuals from where they need assistance. Therefore, please limit outgoing and incoming calls of a personal nature. Personal long distance calls are prohibited.

### Staff Dress and Appearance

Staff dress is business style or business casual. Professional and appropriate dress fosters a professional and appropriate educational environment. Moreover, students are required to comply with a dress code and we ask staff to honor the spirit of the student dress code. NLCP reserves the right to qualify staff dress or appearance as unprofessional and discipline staff as necessary.

### Purchasing Guidelines

All expenditures charged to NLCP must be for the direct or indirect benefit of the students and/or the school program.

The main office has a tax-exempt form that you must secure **before** any purchase is made.

The Principal must approve all textbook requests.

Receipts for supply purchases shall be submitted to the Principal who will track expenses.

**Allow at least 3-days advance notice** when requesting a check to the extent practicable. Additionally, proper documentation must accompany the request (e.g., receipted bills, invoices, etc.). If you do not have this documentation, the check will not be issued.

If you are planning a fundraiser of any kind, you must submit all necessary forms to your principal for approval. Under no circumstances shall any staff member collect money from pupils or parents for school purposes or otherwise unless that staff member has received prior approval from the Principal.

### Benefits for NLCP staff:

The following is a list of benefits that will be provided to **full-time** salaried employees of North Lawndale College Preparatory Charter High School.

**School Year:** August 1 until June 30 of the succeeding year for teachers and student support services staff; administrative appointments are twelve-month.

**School Holidays: Full-time Teachers and Department of Student Life Staff** receive all holidays listed in the school calendar including the month of July. **Administrative employees and part-time employees** receive the holidays listed in the school calendar with the following exceptions: the month of July and the 2nd week of the winter holiday break.



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**Personal and Sick Days (Paid Time Off Days; PTO):** Full-time employees receive up to 10 days per year. Part-time employees receive up to 5 days per year. Employees who are out sick for more than three consecutive days will be required to provide a doctor's note releasing the employee to return to work. Employees may carry over up to 5 PTO days to the next year. In no event will employees be permitted to have more than 20 days of PTO leave per year. Finally, upon completion of employment at NLCP, unused PTO days will be forfeited without compensation.

Upon return from a PTO day, employees must see the principal to sign the attendance log for the purpose of keeping an accurate account of PTO days each year.

**Vacation: Teachers, Department of Student Life Staff and part-time employees** do not receive any vacation days beyond those holidays listed in the school calendar.

**Vacation: Full-time administrative employees** are eligible for up to 10 vacation days in their first school year of employment (this will be prorated as follows for individuals who work less than the full school year) and up to 15 vacation days in subsequent years. Administrative employees are awarded one-half of their vacation days effective July 1, and one-half of their vacation days effective the first day of the winter semester. Administrative employees may carry over up to 5 vacation days to the next year. In no event will Administrative Employees be permitted to have more than 20 days of vacation per year. Any days in excess of 5, not used at the end of the school year will be forfeited. All vacation time must be approved at least 7 days in advance by the appropriate supervisor be it Principal, Chief Academic Officer or President.

**Attendance Bonus:** Full-time employees with perfect attendance for the entire year will have the opportunity to receive a \$1000 bonus. To be eligible for the bonus a new employee must have started at NLCP before the beginning of Semester 2. The bonus for a new employee with perfect attendance for their entire year will be pro-rated. Please also note, the Perfect Attendance Bonus may be compromised by excessive lateness to school – arriving after 7:30 a.m. Finally, if a staff member accepts the \$1000 attendance bonus, no PTO days are carried over for that year.

**Jury Duty:** Paid leave for whatever days one is called to serve with the jury stipend deducted from NLCP compensation.

**Parental Leave:** Up to 60 workdays of unpaid leave during any 12-month period. This benefit will not be prorated for part-time employees. Eligible employees who have been employed at NLCP for more than one year can apply for four weeks paid leave as part of the overall 60-day period. Eligible employees can use accrued PTO days during the 60-day period. The employee must provide notice of his or her intent to take a parental leave not less than 30 days before leave is to begin or as soon as is feasible. This leave can be used for the birth of a son or daughter of the employee and the care of such son or daughter; or the placement of a son or daughter with the employee for adoption or foster care; or the care of a spouse, son, or daughter.

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**Medical Leave:** Up to 60 workdays of unpaid leave during any 12-month period. This benefit will not be prorated for part-time employees. Eligible employees can use earned PTO days during the 60- day period. The employee must provide notice of his or her intent to take a medical leave not less than 30 days before leave is to begin or as soon as is feasible. This leave can be used due to a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions; or for the care of a spouse, son, daughter, or parent of the employee who has a serious health condition. The employee is required to provide medical certification of the employee's serious health condition or of the serious health condition of the spouse, son, daughter, or parent of the employee.

**Bereavement Leave:** Up to 3 days if eligible based on the death of immediate family member defined as parent, step-parent, parent in-law, child/step-child, spouse, sibling, grandparent, grandchild, or domestic partner.

**Health Insurance:** 100% of basic HMO coverage for the full-time employee. A description of this coverage is found in the Summary Plan Description, a copy of which can be requested from your principal as described in the Summary Plan Description, this benefit can be upgraded if the employee assumes responsibility for paying 25% of the difference. Family members can also be added if the employee assumes responsibility for paying 25% of the difference. Part-time employees can request health insurance coverage. If the request is approved by the Director of Finance, NLCP will provide up to a maximum of 50% of the monthly health insurance premium. This benefit contains a co-pay and might include an annual deductible that will be the responsibility of the employee. Please see your principal for additional information on the costs associated with HMO and PPO coverage.

**Dental Insurance:** 100% basic coverage for the full-time employee. A description of this coverage is found in the Summary Plan Description, a copy of which can be requested from your principal as described in the Summary Plan Description, family members can be added if the employee assumes responsibility for paying 25% of the difference. Part-time employees can request dental insurance coverage. If the request is approved by the Director of Finance, NLCP will provide up to a maximum of 50% of the monthly dental insurance premium. Please see your principal for additional information on the costs associated with dental PPO coverage.

**Life Insurance:** 100% basic coverage for full-time and part-time employees on a \$25,000 policy. A description of this coverage is found in the Summary Plan Description, a copy of which can be requested from your principal.

**Pension:** As public employees covered by a public employee retirement system, certified teachers in Illinois Charter Schools are required to participate in the Public School Teachers Pension and Retirement Fund of Chicago and are not subject to the mandatory coverage of Social Security. All such NLCP staff will have 2% of their salary deducted to



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contribute to this pension and NLCP will contribute 7% of their salary to the total of 9% required pension contribution.

*Those full-time employees who are not part of the Pension system are eligible for the Retirement Annuity Plan described below.*

**Retirement Annuity:** NLCP makes available to full-time employees the opportunity to participate in the TIAA-CREF retirement account program. NLCP will match their contribution 1:1 up to 4% of their salary. A description of this coverage is found in the Summary Plan Description, a copy of which can be requested from the Business Manager as described in the Summary Plan Description.

## Employment Definitions and Criteria

**Full-time Employment:** In order to be defined as a full-time salaried employee eligible for the benefits listed above, an employee must work the regular work-day (7:30am – 3:45 pm) throughout the regular school year (August 1 – June 30).

**Part-time Employment:** A part-time employee is anyone who works less than a full-time schedule. A part-time employee who works half-time or more will be eligible for benefits as specified for part-time employees in the previous section. Half-time status for a classroom teacher is achieved by being assigned by the Principal to teach three periods per day for the duration of the school year. Half-time status for other staff is achieved by being assigned by a school administrator to work responsibilities that require a minimum of 20 hours of work per week for the duration of the school year.

**Temporary Employment:** A temporary employee may work either a full or part-time schedule but is hired for a specific project or for a finite period of time less than a school year and does not receive any benefits.

**Off-Site Employment:** Employees may not be co-employed in a way which interferes with primary duties and without written approval from the Principal.

**Certification and Licensure:** Hiring of new staff and continued employment is contingent upon initial and continuing compliance with state certification, competency testing, re-certification and professional development requirements.

**Background Checks:** All employees will be required to complete the Chicago Public Schools approved process for criminal background checks. As per Illinois State Law, employment is contingent upon clear results from a background investigation.

**Payroll:** Payroll checks are issued every other week through direct deposit. New teachers and student support services staff hired at the beginning of the school year will receive their annual salary in 26 payments between August 1 and July 31. Those new hires that start after August 1,

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will receive their annual salary on a pro-rated basis in accordance with the percentage of the school year worked. Returning teachers and student support services staff also will receive their annual salary in 26 payments that occur between August 1 and July 31. Administrators and support staff are on a twelve-month work and payroll cycle that commences on August 1.

### Salary

The Board, in its discretion and upon recommendation by the Principals shall set the annual salaries for all staff based upon overall performance, development and contribution to the school. Evaluation and compensation will be based on (1) individual performance of the criteria specified on the evaluation rubric for that staff's primary area of responsibility, (2) performance on set student growth goals or other metric set in collaboration with campus principal, and (3) availability of funds in our budget.

### Professional Development

NLCP is committed to supporting the professional development of each of its staff members. For this reason, each employee is to set annual professional goals for the academic year then construct an annual professional development plan under the direction of his or her supervisor. Once a professional development plan is approved, a staff member will be eligible to apply for funds to support the activities in their approved plan. The Board has approved a pool of funds under the control of the administrative team for the professional development of NLCP employees.

As a means of furthering professional growth and constantly refining performance, the Principal will regularly observe classrooms and engage in ongoing discussions with staff around professional goals and performance. These discussions will include at least one informal observation each year, and at least one informal and two formal observations each evaluation year, but will take place as appropriate and necessary as determined by the Principal throughout the year.

### Drug & Alcohol Policy

NLCP will not tolerate the use of recreational drugs or alcohol on its premises. Violation of any law governing the purchase, consumption, sale, or distribution of alcohol or control substances will neither be tolerated nor ignored by NLCP. NLCP cannot protect employees from arrest or prosecution resulting from violations of drug or alcohol laws. Moreover, whenever necessary, NLCP will cooperate with law enforcement authorities with regard to the unlawful use, possession, sale or dispensing of alcohol or controlled substances at NLCP. Violation of this policy will result in prompt action up to and including immediate dismissal. If NLCP reasonably suspects a staff member of illegal drug use or of coming to work under the influence of alcohol, it may ask him or her to comply with a drug or alcohol test. Such a request will not be made lightly, and accordingly, an employee's failure to comply may be negatively construed. Results of any tests will be shared with necessary staff only and kept confidential unless it is not feasible to maintain confidentiality because they form the basis of a disciplinary action.



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Date

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Employee Signature

Please submit a copy to your principal.



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### Acknowledgement

I acknowledge having received a copy of the North Lawndale College Preparatory Charter High School's Staff Handbook and I agree to read and become familiar with its contents. I understand that this Handbook is not an expressed or implied contract of employment and that it does not create any rights in the nature of an employment contract. Rather, this Handbook is an overview of personnel policies related to my employment. Nothing shall restrict my right to terminate my employment at any time and nothing shall restrict the right of NLCP to terminate my employment at any time. I also understand that all policies, rules, and regulations in the Handbook may be changed from time to time and without prior notice and I will be notified of such changes.

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

Please submit a copy to your principal.