

**2017-2018**

**Licensed Staff Handbook**

**North Mac Community Unit School District #34**

**525 N. Third Street**

**Girard, IL 62640**

**TABLE OF CONTENTS**

**Introduction**.....5

**Employment**

Americans with Disabilities Act (ADA).....5

Drug-and Alcohol-Free Workplace .....5

Equal Employment Opportunity and Minority Recruitment .....6

Harassment of Students Prohibited.....7

Workplace Harassment Prohibited .....8

Personnel Records.....9

Personnel File Procedures.....9

Resignations.....10

Changing Address/Phone .....10

Emergency Contact.....10

Outside Employment and Conflict of Interest .....11

**Salary Program and Benefits**

Direct Deposit.....11

Family and Medical Leave Act (FMLA).....11

Medical Insurance.....12

Life Insurance .....12

Dental Insurance .....12

Consolidated Omnibus Budget Reconciliation Act (COBRA).....12

Medicare .....12

Section 125 Benefits .....12

Supplemental Benefits .....13

State Unemployment Insurance .....13

Workplace Injuries.....13

Worker’s Compensation .....13

Retirement Savings Benefit .....13

Teachers’ Retirement System – TRS.....14

Teachers’ Health Insurance Program – THIS .....14

Jury Duty.....14

Extra Duty or Stipend Pay .....14

Wage Assignments and Deductions .....15

**Professional Ethics, Responsibilities and Expectations**

Abused and Neglected Child Reporting .....15

Ethics.....15

Ethics and Gift Ban Act .....16

Grading and Promotion.....17

Search and Seizure.....17

Solicitations By or From Staff .....18

Student and Family Privacy Rights.....18

Building Security .....19

Emergency and Crisis Plans.....	19
Business Appropriate/Casual Dress Policy.....	19
Drills .....	20
Licensed Staff Work Hours .....	20
Physical Exams or Screenings .....	20
Preparation Time.....	20
Prescription and Over the Counter Drug Use .....	20
Professionalism.....	21
Renewal of Teaching License.....	21
Selling or Marketing Students’ Personal Information Prohibited.....	21
Smoking and Tobacco Use .....	22
Standards of Conduct/Professional Ethics .....	22
Staff Workroom .....	23
Student Supervision .....	23

**Learning Environment**

Care of Rooms .....	24
Instructional Material.....	24
Lesson Plans.....	24
Maintaining Student Discipline .....	25
Posters/Bulletin Board Materials .....	25
Standards and Grading.....	25
Student Attendance .....	25
Student Behavior and Discipline .....	26
Substitute Folders.....	27
Teaching about Controversial Issues .....	27
Teaching about Religions .....	27
Use of Animals in Classroom .....	28
Video, Movie, Guest Speaker Approval.....	28

**Communication**

Accidents.....	28
Dealing with Difficult Parents .....	28
Dealing with Difficult Employees .....	28
Media Relations .....	29
Parent-Teacher Conferences/Communication .....	29
Public Relations .....	29
Reporting Threats, Damages, Theft or Vandalism .....	29
Visitors.....	29

**District Procedures**

Attendance/Tardiness.....	30
Calling in Sick.....	30
Depositing Money.....	30
District Credit Card Use.....	30

Field Trips/Reserving a Van .....31  
 Keys/Swipe Cards .....31  
 Late Arrival/Early Departure .....31  
 Leaving During the School Day .....31  
 Payment for Lost and Damaged Books and Equipment .....31  
 Purchase Orders .....31  
 Repairs and Maintenance in Classrooms and for Computers .....32  
 Requesting a Personal or Professional Day .....32  
 Teacher Mail, E-Mail, and Voicemail .....32  
 Use of District Property .....32

**Technology Guidelines**

Communication with Students .....32  
 District Website .....33  
 Telephone and Personal Technology Use .....33  
 Use of District Technology Equipment .....33  
 Use of Social Media and E-mail .....34  
 Internet Acceptable Use Policy .....35  
 Internet Use -Terms and Conditions .....35  
 Consequences of Policy Violation(s) .....38  
 Denial, Revocation, or Suspension of Internet Access .....38  
 Disclaimer .....38  
 Policy for Software Copyright Control .....38

## **Introduction**

The *Licensed Staff Handbook* is provided to help familiarize staff with the District's policies, programs and services. The district policy manual is available on the website. This handbook summarizes what employees need to know and is designed for quick reference. It also serves to help the District comply with state, federal and local requirements.

In this handbook, the term "District" refers to North Mac Community Unit School District # 34.

The *Licensed Staff Handbook* is provided for general information only and, as such, does not create any rights or benefits. This handbook is not a contract, nor is it an invitation to contract. The benefits and other terms and conditions of employees of the District are set forth in applicable policies of the Board of Education, administrative procedures, or in the collective bargaining agreement, if applicable to the employee. These policies, administrative procedures, and the collective bargaining agreement are available in the Unit Office. The policies and administrative procedures, some of which are mentioned in this handbook, are subject to change at any time. In the event that statements in this handbook differ from the Board policies and procedures or the collective bargaining agreement, the Board policies and administrative procedures or collective bargaining agreement govern.

All employees of the District are an integral and valued part of its continued success. The professionalism and desire to provide a quality educational experience for all students is the primary goal of all District staff.

## **EMPLOYMENT**

### **Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA's protection applies primarily, but not exclusively, to "disabled" individuals. An individual is "disabled" if he or she meets at least any one of the following tests:

- He or she has a physical or mental impairment that substantially limits one or more of his or her major life activities,
- He or she has a record of such an impairment, and
- He or she is regarded as having such impairment.

The ADA asserts that schools must provide reasonable accommodations to protect the rights of individuals with disabilities in all aspects of employment. Employment aspects may include the application process, hiring, wages, benefits and all other aspects of employment.

### **Drug- and Alcohol-Free Workplace (Board Policy 5:50)**

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District: (1) unlawful manufacture, dispensing, distribution, possession, use, or

being under the influence of a controlled substance, (2) distribution, consumption, use, possession, or being under the influence of alcohol, and (3) possession or use of medical cannabis.

For purposes of this policy a controlled substance is one that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall (1) abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and (2) notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) calendar days after such a conviction.

#### Tobacco Prohibition

All employees are prohibited from using tobacco products as outlined in policy 8:30. This includes both (1) when an employee is on school property, and (2) while an employee is performing work for the district at a school event regardless of the event's location. Tobacco is defined in section 10-20.5 of the School Code.

#### District Action upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

#### Equal Employment Opportunity and Minority Recruitment (Board Policy 5:10)

The District shall provide equal employment opportunities to all persons regardless of their race; color; religion; creed; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager as listed under policy 5:10. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

**Harassment of Students Prohibited (Board Policy 7:20)**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Sexual Harassment of Students Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that (1) denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or (2) has the purpose or effect of:

- a. Substantially interfering with a student's educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term "sexual violence" includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, Dean or Counselor for appropriate action.

*Nondiscrimination Coordinator:*

Name                    Jay Goble, Superintendent  
 Address                525 N. Third Street  
                               Girard, IL 62640  
 Telephone No.        217-627-2915

*Complaint Managers:*

Name	<u>Rob Horn, Principal</u>	<u>John Downs, Principal</u>
Address	<u>North Mac High School</u>	<u>North Mac Intermediate School</u>
	<u>Virden, IL 62690</u>	<u>Virden, IL 62690</u>
Telephone No.	<u>217-965-4127</u>	<u>217-627-2419</u>

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by policy 7:20 will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by policy 7:20 will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

**Workplace Harassment Prohibited (Board Policy 5:20)**

The District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in policy 5:10. Harassment of students, including, but not limited to, sexual harassment, is prohibited by policy 7:20.



Sexual Harassment Prohibited

District employees shall not make unwelcome sexual advances, request sexual favors or engage in other unwelcome verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law when: : (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment, education, or participation in District activities; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

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

Employees and students should report claims of sexual harassment to the Nondiscrimination Coordinator or any Complaint Manager or Building Principal. Employees and students may choose to report to a person of the same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

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

**Personnel Records (Board Policy 5:150)**

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. An employee's supervisor or other management employee, anyone who has the employee's written consent, anyone authorized by State or federal law, and any other authorities governed by Board policy 2:250 will be given access to personnel records.

### **Personnel File Procedures**

The District maintains a personnel file for each employee. The personnel file includes information relating to hiring, training, performance, salary increases and other status changes.

Personnel files are the property of the District. The information contained in the personnel file is generally treated by the District as “confidential” and as such, access to the personnel file is restricted. Generally, only administrators and other personnel who have legitimate business reasons to review information contained in personnel files will be granted access. Of course, personnel files are also subject to review by federal, State and local regulatory agencies.

Employees may review their own personnel files by making a written request to the Superintendent or his/her designee. The Superintendent or his/her designee will then contact the employee to arrange a mutually convenient review time.

Errors found in personnel documents should be brought to the attention of the Superintendent or his/her designee. An employee may submit a written statement to be placed in the personnel file if he/she disagrees with information contained in the file. All employees are permitted to have copies when a request is made in writing. It is important that the information contained in the personnel file is current and accurate. As such, employees must provide their Principal/Manager with up-to-date information regarding the following:

- Name, current home address and telephone number
- Emergency contact information
- Military status (if applicable)

### **Release of Credit Information**

The District will only confirm position and employment dates when asked for information about a District employee by an entity other than a prospective employer. An employee wanting employment and salary/wage information released must request so in writing, and an administrator or designee must sign the released materials.

### **Resignations (Board Policy 5:210)**

Tenured teachers may resign at any time with consent of the Board of Education or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

### **Changing Address/Phone Number**

Employees should contact the Unit Office directly regarding all changes that might affect their benefits, payroll withholding or personnel record, including change in beneficiary, birth of a dependent, and educational degrees. It is the employee’s responsibility to inform the Unit Office of any changes in the above information.

### **Emergency Contact**

At the beginning of each school year, employees should provide updates to their emergency contact information to the school office as directed by the principal/supervisor.

### **Outside Employment and Conflict of Interest**

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

## **SALARY PROGRAM AND BENEFITS**

### **Direct Deposit**

New employees of the District are required to enroll in direct deposit for the payment of their salary. Deposits can be made to any bank, savings institution, or credit union of the employee's choice. The district bookkeeper must be notified prior to changing banks so that payment can be made to the correct financial institution. Other employees of the District may enroll in direct deposit at any time throughout the year. Instead of receiving a check each payday, employees will receive a pay statement identifying earnings, deductions made from gross earnings, and net pay for the pay period.

### **Family and Medical Leave Act (FMLA) (Board Policy 5:185)**

The District will comply with all federal regulations governing Family Medical Leave (FMLA). An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year. Employees who have completed at least one year of service with the District and have worked at least 1,250 hours during the previous 12 month period are eligible for any one or more of the following reasons:

- The birth and first-year care of a son or daughter
- The adoption or foster placement of a son or daughter
- The serious health condition of an employee's spouse, child, or parent
- The employee's own serious health condition that makes the employee unable to perform the functions of his or her job
- The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules
- To care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness as provided by federal rules

FMLA leave runs concurrently with sick leave. FMLA leave request forms are available in the Unit Office. The District requires certification from an Illinois licensed physician stating why the

leave is needed. During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. The District requires fit for duty certification or an Illinois licensed physician's release for an employee to return to work.

### **Medical Insurance**

Currently, the Board makes available major medical health insurance for all personnel who are considered full time and personnel who are normally expected to work thirty (30) hours or more per week. In general, full-time employees are eligible for coverage on the first day of the following month after employment. Employees may choose to cover eligible dependents at their own expense through the same medical option under which they are covered. Eligible dependents include spouse and unmarried children up to age 26.

October 1 through November 1 is the open enrollment period for individuals who wish to begin or change coverage. Specific information on the plan offered each year and yearly premium amounts will be provided to employees when available.

### **Life Insurance**

The District provides all full-time employees with a \$15,000 term life insurance policy, at no cost, to help protect their family's financial future if the employee should die during the course of his/her employment with the District. The employee can name eligible dependents and can change dependents at any time by completing a form at the Unit Office. Optional Supplemental Life Insurance is also available to employees, including coverage for spouse and/or child, at the employee's expense.

### **Dental Insurance**

The District participates in a group plan for dental coverage. Employees are offered single or family coverage at their own expense. Premiums for coverage are deducted from the employee's paycheck. Open enrollment for dental is October 1 through November 1.

### **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

Upon employment termination with the District, an employee will be offered, in accordance with COBRA, the opportunity to continue on the District provided health insurance coverage at his/her own expense, depending on the qualified beneficiaries and the qualifying events (circumstances under which the employee left the District). This coverage may be offered for 18 months (and, in some cases, up to 36 months) if an employee retires, resigns or is discharged for any reason other than gross misconduct.

### **Medicare**

All licensed employees in the District hired after 1986 and those who were hired before 1986 that opted in, have a deduction of 1.45 percent of their salary for Medicare benefits.

### **Section 125 Benefits**

The District allows employees to participate in flexible spending accounts for health expenses and child-care expenses. A flexible spending account allows the employee to have pre-tax

dollars deducted for medical and child-care expenses throughout the year in these areas. Employees who wish to participate in these areas are encouraged to discuss the specifics with the bookkeeper.

Employees who wish to have their contributions for various insurances tax-sheltered must participate in the program for the insurance portion. If employees wish to discontinue various insurance coverages at any time other than during open enrollment, they must have a qualifying event in order to not face a penalty due to the coverage being tax-sheltered.

### **Supplemental Benefits**

The District allows payroll deduction for supplemental coverage through Aflac. Available coverage, at the employee's expense, includes disability coverage and coverage in the event of cancer in addition to various other supplemental policies.

### **State Unemployment Insurance**

The District contributes to the State Unemployment Insurance Fund. Employees make no contributions. The purpose of this insurance is to protect the employee from a total loss of wages when unemployed through no fault of his/her own and assuming he/she is available, able, and actively seeking other employment. Since the District pays the entire cost of this program, all aspects of this program are carefully monitored.

### **Workplace Injuries**

If an employee has an accident or becomes injured at work he/she must complete an accident form that is available in the school office and must notify the building principal. The Building Principal will report the nature of the accident and the employee involved to the District office.

### **Worker's Compensation**

This insurance protects an employee against economic loss caused by a work related accident or illness. The amount of benefit is determined by law on a case-by-case basis. The District pays the entire cost of this program, and coverage depends upon prompt reporting of accidents or illnesses and on filing claims. **All injuries sustained on the job, regardless of severity, must be immediately reported to the Building Principal and an accident form must be completed and filed at the Unit Office within four days. Failure to do so will result in loss of benefits.** It is the responsibility of the employee to keep the District informed of his/her status and progress when on Worker's Compensation leave. Fit-for-duty certification will be required before the employee returns to work.

### **Retirement Savings Benefit**

The District is committed to providing retirement savings options to employees that will provide additional retirement benefits by offering a 403(b) plan for eligible employees.

A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax and/or after-tax basis and have the contribution deposited into a 403(b) account that the employee sets up with a 403(b) vendor. Amounts deposited into a 403(b) account and any earnings on those contributions are generally not taxed until the employee makes a withdrawal from his or her 403(b) account following separation from service with the

District, unless contributions are made on an after-tax basis. Annual contributions to the 403(b) plan are limited per IRS regulations.

To enroll in the 403(b) plan, an employee must complete a salary reduction agreement (SRA) and the vendor's application to open an account. The SRA will only apply to amounts earned after enrolling in the plan. This contribution will continue unless it is modified or revoked in the future. Additional information on District policies and other 403(b) plan rules can be obtained with the enrollment materials.

The District has no liability for any employee's election to participate in the 403(b) plan, choice of 403(b) vendor(s), or expected tax consequences resulting from participating in the 403(b) plan. The District does not provide tax, legal, or investment advice and recommends that employees seek advice from professionals who specialize in these areas. In order to comply with IRS regulations, the District will use Third Party Administrators for all 403(b) plans.

### **Teachers' Retirement System - TRS**

The District participates in the Teachers' Retirement System of the State of Illinois (TRS). TRS is a cost-sharing defined benefit pension plan that was created by the Illinois legislature for the benefit of Illinois public school teachers. The Illinois Pension Code outlines the benefit provisions of TRS. TRS members include all active employees who are employed by a TRS-covered employer to provide services for which teacher licensure is required. The employee contribution of creditable earnings is made by the District under the terms of the collective bargaining agreement (current maximum 9.4 percent) and submitted to TRS by the District. The District also contributes .58 percent of each employee's earnings to TRS as the required employer contribution.

### **Teachers' Health Insurance Program – THIS**

The District participates in the Teachers' Health Insurance Program (THIS) through the Teachers' Retirement System of the State of Illinois. THIS is a cost-sharing health insurance program for retired Illinois public school teachers. The District contributes .88 percent of creditable earnings for active TRS members to the THIS program. Any additional required employee contribution is deducted from the gross salary of each employee and is submitted to the THIS program by the District. The District also contributes .72 percent of each employee's earnings to the THIS program as the required employer contribution.

### **Jury Duty**

Personnel selected to serve on a jury will receive their regular pay and will not be charged with personal leave, sick leave, or salary reduction. Employees who are subpoenaed to appear in a matter in which the employee is not a party may continue to receive their regular salary during that time at the discretion of the Superintendent. If the subpoena results from the employee's duty as a teacher in the District, the employee will continue to receive regular salary and will not be charged with leave.

### **Extra Duty or Stipend Pay**

Stipend or extra duty work assignments must be pre-approved by the building principal to be eligible for extra duty compensation consideration. It is the responsibility of the building

principal to verify all extra duty requests and stipend requests are accurate and all work has been satisfactorily completed before forwarding the request to the Superintendent for approval.

### **Wage Assignments and Deductions**

The District will comply with wage assignments and legally ordered deductions (e.g. child support payments), as required by law. The District will withhold deductions from paychecks as it is legally obligated.

## **PROFESSIONAL ETHICS, RESPONSIBILITIES AND EXPECTATIONS**

### **Abused and Neglected Child Reporting (Board Policy 5:90)**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately (1) report or cause a report to be made to the Illinois Department of Children and Family Services (1-800-252-2873), and (2) follow any additional directions from the Illinois Department of Children and Family Services. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirements of the Act. The law also mandates that teachers report cases of student abuse by other staff members.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately notify the Building Principal who will, in coordination with the employee, notify local law enforcement.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the building Principal, Superintendent, or designee who will investigate and take appropriate action.

### **Ethics (Board Policy 5:120)**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others. In addition, employees are to follow the *Code of Ethics for Illinois Educators*.

The following employees must file a “Statement of Economic Interests” as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreements, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

**Ethics and Gift Ban (Board Policy 2:105)**

The *Ethics and Gift Ban Act* applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

**Prohibited Political Activity**

No employee shall intentionally perform any prohibited *political activity* during any *compensated time*. No employee shall intentionally use any property or resources of the District in connection with any prohibited political activity. At no time shall any employee intentionally require any other employee to perform any prohibited political activity: (a) as part of that employee’s duties, (b) as a condition of employment, or (c) during any compensated time off, i.e., as holidays, vacation or personal time off. No employee shall be required at any time to participate in any prohibited political activity in consideration for that employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

A Board Member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

**Limitations on Receiving Gifts**

Except as permitted by policy 2:105, no employee, and no spouse of or immediate family member living with an employee, shall intentionally solicit or accept any gift from any prohibited source as those terms are described in policy 2:105. “Prohibited source” means any person or entity who:

1. Is seeking official action by: (a) a Board Member, or (b) an employee, or by the Board Member or another employee directing that employee;
2. Does business or seeks to do business with: (a) the Board Member, or (b) with an employee, or with the Board Member or another employee directing that employee;
3. Conducts activities regulated by: (a) the Board Member, or (b) by an employee or by the Board Member or another employee directing that employee; or
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board Member or employee.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board Member or employee.

Except as permitted by this policy, no Board Member or District employee, and no spouse of or immediate family member living with any Board Member or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any *gift* from any *prohibited source*, as defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.



Board policy 2:105 provides detailed descriptions of exceptions. Many generous parents and community members wish to recognize staff with nominal gifts, especially during the holiday season or during appreciation weeks. The Ethics and Gift Ban Act does allow exceptions for food or refreshments not exceeding \$75 per person in value on a single calendar day; provided the food or refreshments are consumed on the premises from which they were purchased or prepared or catered; and an item or items from a prohibited source during any calendar year having a cumulative total value of less than \$100. Food, refreshments, lodging, transportation, and other benefits resulting from outside

**Grading and Promotion (Board Policy 6:280)**

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments.. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher’s classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student’s final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

**Search and Seizure (Board Policy 7:140)**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers and District and building administration.

**School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left on school property by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment

for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of another school administrator or adult witness; and
3. By a licensed employee, or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### **Solicitations By or From Staff (Board Policy 5:140)**

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Principal/Superintendent.

#### **Student and Family Privacy Rights (Board Policy 7:15)**

##### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. All surveys must be approved by the Superintendent or Building Principal before distribution to students.

##### Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon, and within a reasonable time, of their request; and refuse to allow their child or

ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

#### Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### Building Security

Each district building has its own security system. Buildings with card scan systems for entry are locked at all times. Staff members have access to specific entrances with the card scan system. This system records who is entering the building and at what time of the day or night. **At no time should a door be propped open for re-entrance to the building.** Doors to classrooms are to be locked at all times. Organizational sponsors and coaches are responsible for locking all doors through which they or their athletes/students have entered.

#### Emergency and Crisis Plans

Emergency and crisis plans may not be removed from school property or shared or transmitted in any fashion to any entity or individual without the express, written consent from the Superintendent. Emergency plans must be secured in each classroom or work area.

#### Business Appropriate/Casual Dress Policy

An employee's appearance is a reflection of the District. For this reason, all employees are expected to practice good personal hygiene and dress appropriately for work each day. It will be up to the administrators to determine the appropriate dress code. As a role model for students, it is important to remember that dress that is not appropriate for students is not appropriate for staff.

Our intent is to provide a work environment that will promote greater productivity and job satisfaction. For specific guidelines on appropriate dress, please contact the building administrator.

If a Principal/Manager determines that an employee's dress is inappropriate for a professional environment, the concern will be pointed out to the employee, so that the employee can wear appropriate clothing in the future. In some cases, the employee may be asked to go home and change immediately to more appropriate attire. In this situation, the employee may not be paid for time away for work. The Principal/Manager will determine the appropriate dress code for the building.

### **Drills**

Emergency evacuation, intruder and tornado drills will be held as needed and as required by State law and Board policy. The evacuation route must be posted in each classroom on the interior side of the main classroom entrance door.

### **Licensed Staff Work Hours**

Licensed staff members are required to be present from 7:45 a.m. until 3:30 p.m. each day unless otherwise directed.

### **Physical Exams or Screenings**

No school official or staff member shall subject a student to an invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is otherwise authorized by Board policy.

### **Preparation Time**

The District recognizes the need for teachers to provide organized, well-prepared, differentiated, and engaging instruction in order to meet student needs. To that end, each teacher is provided with preparation time throughout the week to be used for curriculum planning and preparation, instructional improvement, assessment development, review of student progress, and parent/guardian communications and meetings. It is expected that preparation time is not looked at as "free time", but is used for District work to fulfill job description requirements.

### **Prescription and Over the Counter Drug Use**

If an employee is using a prescribed drug or an over the counter drug that may have the effect of diminishing his/her ability to perform job duties, the employee is required to immediately

disclose such use to the immediate supervisor when there is a potential for impairment on the job.

### **Professionalism**

In order to be treated as professionals, staff must:

- Dress in an appropriate manner
- Always be prepared
- Refrain from criticizing students, parents or peers
- Treat everyone with respect
- Maintain confidentiality of all school information (grades, attendance, conduct, discipline, etc.)
- Turn in all requested forms and information on time
- Provide instruction to all students matching the Illinois State Learning Standards
- Be open to new teaching methods, ideas and information

### **Renewal of Teaching License**

Illinois has moved to a licensure system effective July 2, 2013. Standard licenses are valid for five (5) years and Master licenses are valid for ten (10) years (National Board for Professional Teaching). License holders employed on either type of license must complete professional development to renew and register the license. Options for professional development which will support the renewal application are available on the website of the Illinois State Board of Education ([www.isbe.net](http://www.isbe.net)).

Teachers are responsible for documenting their professional development activities and for maintaining the required documentation for renewal of the teaching license. All teachers should become familiar with the requirements, the ELIS website, and the documentation that must be maintained. Teachers must, at all times, have a current and valid Illinois teaching license that qualifies the teacher for the duties for which the teacher is employed.

### **Selling or Marketing Students' Personal Information Prohibited (Policy 7:15)**

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.

3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

### **Smoking and Tobacco Use**

State law prohibits smoking and the use of tobacco products on all school property.

### **Standards of Conduct/Professional Ethics**

District employees must exercise good judgment in their dealings with the District and its constituents (students, parents and community members). The District is a large, highly visible business dependent on taxpayer investments in personnel, educational programs, buildings, transportation and other related items. The District draws attention from parents, school board members, administrators and others. The impression these people have of the District is largely determined by their impression of its employees. An employee's general conduct, manner, personal appearance and grooming reflect upon the District.

All staff must comply with the ethical code of District policy and State and federal law, which requires professional confidentiality to be carefully observed. Our students are entitled to complete privacy and anything concerning them shall be considered strictly confidential.

These standards of conduct are necessarily strict because they are intended for the benefit and protection of the District and its employees. No attempt to delineate guidelines for proper conduct can hope to cover every potential situation which may arise. Any questions concerning the standards of conduct should be referred to the Superintendent or his/her designee. Violations of the standards of conduct are grounds for disciplinary action, including dismissal.

Although this list is not all-inclusive, examples of misconduct that can result in disciplinary action include:

- Working while impaired or dysfunctional because of the use of alcohol, drugs or controlled substances including after-hour events on or off of District premises.
- Selling, purchasing, using or possessing illegal drugs on District premises or while on District business.
- Misappropriation of District property, including but not limited to cash, negotiable assets, credit cards, pagers, cell phones, computers (including hardware, software and licenses that apply) or other District property.

- Inappropriate use of the District’s intranet/internet sites.
- Insubordination.
- Carrying concealed weapons or explosives or violating criminal laws on school premises.
- Release of confidential District, student or employee information, public discussion of District relationships or activities, or communication of non-public inside information.
- Dishonesty, including but not limited to the falsification of any records.
- Abusive conduct toward others, including but not limited to fighting, threatening or blatantly disrespectful behavior.
- Willful violation of Equal Employment Opportunity policies, including but not limited to sexual, racial/ethnic harassment.
- Willful damage to District or employee property.
- Performance that does not meet the requirements of the position.
- Gambling on District premises or through District equipment.
- Willful violation of District or school policies or rules.
- Breach of trust.
- Inappropriate contact with students including contact through social networking sites and text-messaging.
- Excessive or unexcused absenteeism or tardiness.
- Immoral or indecent conduct.
- Conviction for a crime of dishonesty.
- Failure to report to work without notifying the District.
- Gross negligence or gross misconduct.
- Employment or behavior outside of the district that compromises or embarrasses the District or adversely affects employment status or professional standing.
- Additional incidents of misconduct or the recurrence of unsatisfactory performance of the same nature which occurs after the employee has received written warning.

**Staff Workroom**

A staff workroom/lounge is provided for all staff. All staff should keep the workroom neat and orderly. Conversations in the workroom should not be student or parent related. Please do not send students to the workroom/lounge to retrieve items.

**Student Supervision**

The *Illinois School Code* specifically designates pupil supervision and accounting as a duty of teachers. One of the primary responsibilities of every staff member is that of providing an environment and atmosphere that is conducive to learning. In order to do this, the cooperation of the entire staff is necessary. Each member of the staff shares in this responsibility which starts before school and continues any time students are present. As students are the responsibility of the teacher during the entire time they are in school, teachers are very vulnerable for tort liability, which is injury or wrong caused to one party by another party. The courts generally view the teacher in such situations more critically than ordinary persons. In almost all cases, the deciding factor for or against the teacher is centered on whether or not there was negligence. For the protection of the teacher, the following guidelines must be closely observed:

- Never leave students or a class unattended. Constant supervision is essential, and an adult must always be present with a class of students.
- Arrive to the classroom BEFORE students.
- Do not allow students to leave the class without permission and limit hall passes.
- Do not dismiss class early since the students are the teacher's responsibility until the class period ends.
- Make sure all equipment is in safe operating condition.
- Lock classroom doors at all times.
- Do not allow students to remain in the classroom unattended.

## **LEARNING ENVIRONMENT**

### **Care of Rooms**

Teachers should make certain that reasonable care is taken to ensure that the classroom is kept safe, attractive, and litter free during the day. Please clean up after classroom projects and activities that may produce spills, pieces of paper, or other small debris. For unexpected large spills and messes, contact the office.

### **Instructional Material**

A student's parent(s)/guardian(s) may inspect, upon request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, including textbooks, workbooks, audio-visual materials and electronic materials.

### **Lesson Plans**

Teachers are to have detailed lesson plans for all classroom activities. Lesson plans are valuable artifacts of instructional planning and alignment to learning standards and objectives. They also allow for a substitute to temporarily take over the classroom and provide effective instruction. It is understood that not all lessons require the same amount of preparation and that some lessons may not include all the listed steps. Teachers should have at least five (5) days of plans written down in the plan book and posted online at any given point in the academic year.

Effective Teacher Plans include, but are not limited to:

1. Objectives of the lesson aligned to Illinois State Learning Standards (<http://isbe.net/ils/Default.htm>)
2. Procedures and activities that will be used
3. Materials needed and location of materials
4. Page numbers of teacher manuals, student texts
5. Assignments that are specific but demonstrate flexibility to meet individual student needs
6. Special instructions or considerations for the lesson, if any
7. Method of evaluating student learning
8. Homework assignments



Lesson plans will be checked as the administrators perform informal and formal observations. Lesson plans will be turned in to the principal or posted on the school website as requested.

**Maintaining Student Discipline (Board Policy 5:230)**

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. When a student's behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods which may be damaging to students, such as ridicule, sarcasm or excessive temper displays. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel and others safe, or for self-defense or defense of property.

**Posters/Bulletin Board Materials**

Any materials that are hung on the school premises advertising upcoming school events, elections, or other activities must have the approval of the building administrator. Please be careful to use methods of hanging materials that do not damage walls or other surfaces. The use of bulletin boards is encouraged and expected. Hallway displays are also encouraged. If student work is posted, names should not be visible.

**Standards and Grading**

Illinois learning standards (<http://isbe.net/ils/Default.htm>) should guide lessons as well as be used to evaluate the effectiveness of lessons. Grade levels and subjects will utilize common assessments to collect accurate data to track student and school progress. Teachers should coordinate instruction with grade level or department teams to ensure students master the required Illinois Learning Standards.

**School work and projects in which grades are taken should be posted in Skyward no later than one (1) week of the assignment due date.** Parents are eager to track student progress on-line. Progress reports and report card information should be posted by the assigned due dates. Parents should be contacted as soon as possible if there is a concern with attendance, grades, homework, work completion, or behavior.

**Student Attendance**

Attendance should be taken at the start of the day for students in elementary and intermediate school. At the middle and high school, attendance should be taken at the start of each class period. All absences and tardies should be entered on the Skyward system. If a student reports late or if there is a mistake made when reporting an absence, make the correction and let the office know as soon as possible. The office is required to call parents on the basis of the teacher's attendance data. Please be accurate!

**Student Behavior and Discipline**

There are many views and approaches to school discipline.. It should be clear that the chief goal in regard to discipline in the District is the development of individuals who are self-sufficient, have healthy self-concepts and know what behavior is acceptable and appropriate in a variety of settings. Approaches to student discipline may vary from one student situation to another. Normally, these principles should be used as guidelines:

- Give clear and consistent directions.
- Be positive when correcting inappropriate behavior.
- Be reasonable.
- Be honest.
- Be fair.
- Be friendly.
- Praise positive qualities and actions.
- Be constructive.
- Maintain a sense of humor.
- Never strike a student.
- Do not impose personal feelings or prejudices on students.
- Maintain poise at all times.
- Listen to students.
- Look for good qualities in students.
- Be sincere.
- Set a good example.
- Never hold a student up to public ridicule.
- Let students know what is expected of them.
- Distribute and post written rules.
- Expect all students to follow the rules.
- Keep students on task the entire class period.

Teachers should give each student a copy of the classroom rules and review them with each class. In addition, class rules should be posted in every teacher's classroom. Students need to know what is expected and what the consequences of noncompliance may be.

The teacher is in charge of the classroom and should handle classroom discipline, including Level I discipline code infractions. Students who do not correct behavior in response to Level I interventions should be sent to the office. The teacher must complete a discipline referral form documenting the behavioral infraction to be sent with the student at the time of removal from class.

Students are expected to behave. No student has the right to take learning opportunities away from others. All students should participate attentively in classroom activities with no attempts to disrupt or disturb procedures.

Parent notification by phone call, e-mail or mail must be part of the disciplinary process for repeated or serious disciplinary infractions. When calling parents, the teacher should describe

the situation that is creating the problem and ask for parent input and support. If requests for parent support are unsuccessful, the teacher is encouraged to speak with the building principal regarding potential solutions.

### **Substitute Folders**

Each teacher is required to have a substitute folder. Each building principal has a list of required items. Substitute folders are to be kept in the office. These items include, but are not limited to:

- ❑ Current Class Lists
- ❑ Location of Daily Lesson Plans
- ❑ Student Handbook
- ❑ Daily Schedule
- ❑ Classroom Management Procedures and Plan
- ❑ Emergency Plan and Evacuation Route Location
- ❑ Building Map
- ❑ Attendance Procedures
- ❑ Up-to-Date Seating Chart
- ❑ Information on Student Medical Alerts
- ❑ Student Transportation/Dismissal Procedures
- ❑ Special Education Students and Schedules
- ❑ School/Class Rules (Consequences, Late Work Policy)
- ❑ Discipline Referral Forms and Special Instructions
- ❑ Dismissal Schedule
- ❑ Morning and Bus Duty Procedures
- ❑ Phone System Information

### **Teaching about Controversial Issues (Board Policy 6:80)**

All school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, must be:

- Age-appropriate and displaying proper decorum, considering the students' ages,
- Consistent with the curriculum and serve an educational purpose,
- Informative and presenting a balanced view,
- Respectful of the rights and opinions of everyone, and
- Not tolerant of profanity or slander.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

### **Teaching about Religions (Board Policy 6:70)**

The District may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups in its curriculum. The study of religions shall give neither preferential nor derogatory treatment to any single religious belief or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

**Use of Animals in Classroom (Board Policy 6:100)**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety of an animal are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

**Video, Movie, Guest Speaker Approval**

All movies, guest speakers or video clips of any significant length, as determined by the building principal, must be approved in writing by the building principal at least one week prior to the anticipated showing. All supplementary curriculum of this nature must be directly related to the current lesson being taught and the current unit being taught. In addition, the Illinois State Learning Standards that correlate with the material must be noted. Material must be age appropriate and justified by its content. **No supplementary material of this nature may be presented without such approval.**

## COMMUNICATIONS

**Accidents**

All accidents must be reported to the school office as soon as possible. The staff person who was in charge when the accident occurred must complete an accident report and submit it to the school office within 24 hours. **Document everything.**

**Dealing with Difficult Parents**

Conferences with difficult parents should be scheduled with the building principal, assistant principal, dean of students, or counselor present. If confronted by a demanding, irrational or irate parent, ask him/her to schedule a conference with the administration if the parent wishes to discuss the situation further. Always inform the building principal of any problems or anticipated problems that may occur and document anything said or done that is related to the situation.

**Dealing with Difficult Employees**

Employees should never confront another employee in an unprofessional, demeaning or confrontational manner in the presence of students, parents or other staff. If a conflict or

disagreement with another school employee takes place, the building principal should be informed in order to schedule an appropriate conference time and place.

### **Media Relations**

The media represent the public interest in reporting information concerning the District's schools. District employees should not answer, or attempt to answer, any questions concerning student, staff, or District affairs that are posed to them by any media representative. **Rather, all inquiries by the media MUST be directed to the Superintendent.**

### **Parent-Teacher Conferences/Communication**

Teachers are expected to regularly contact and communicate with parents. To be most effective, this contact should occur in person or via telephone. Ideally, each parent will have at least one personal contact with a teacher each year. Communication may also be made through individual student agenda comments or via email. Staff are encouraged to look for opportunities to communicate positive news to parents..

Teachers may request parents come to school at any time for a conference. In addition, the school provides one formal occasion for parent conferences. Parents have the right to request conferences as often as they wish and such requests should be handled promptly. Conference times may be assigned, teacher initiated, parent initiated or open conferences may be held.

### **Public Relations**

In order to maintain the integrity of the District each teacher has a responsibility for maintaining positive public relations. Derogatory remarks about the District, its employees or officials shall not be made. Parents and patrons will be extended every reasonable courtesy and made welcome at all times. Teachers shall initiate parent conferences when it is in the best interest of the student.

### **Reporting Threats, Damage, Theft or Vandalism**

Teachers should always report any threats, damage, theft or vandalism to the building principal immediately. Because of the nature of such reports, please keep any information confidential beyond administration to protect students or any other individuals that may be directly or indirectly involved.

### **Visitors**

All visitors must check in at the appropriate office immediately when entering a building. Staff and students should not open side or auxiliary doors for visitors. If a visitor to the building does not have a visitor's badge, send him/her to the office to sign in. Visitors who have checked in at the office will have a badge. Let the principal know immediately of any concerns about a visitor in the building. Safety and security is everyone's business.

## DISTRICT PROCEDURES

### Attendance/Tardiness

Teachers are a critical part of the educational system. Regular attendance is an integral part of each employee's job responsibilities. Building principals/supervisors will inform staff of absence reporting procedures. Absence reporting procedures and deadlines must be followed to allow adequate time to arrange substitutes..

Permanent attendance records are maintained and may be reviewed by Administration. Excessive absences and/or tardiness could result in disciplinary actions including termination of employment. The District may request a signed doctor's note after three consecutive days or five incidents of absence. Employees who are unable to produce a medical reason for excessive absenteeism may be subject to progressive discipline. Excessive absences will also be addressed in the employee's performance evaluation.

### Calling in Sick

If a teacher needs a substitute for a scheduled doctor or dental appointment, he/she should submit the Absence Request Form to his/her Principal as soon as he/she knows of the need for a substitute.

### Depositing Money

Each teacher is responsible for all school money he/she handles. All organization, class money, and field trip money must be deposited through the school office. Coaches and sponsors of any school activity are not allowed to use "cash" proceeds to purchase items or pay individuals for any service. A clearly documented and monitored procedure must be observed to account for all funds received and expended. Please check with the office secretary or bookkeeper as to the proper procedure for depositing money and submitting purchase orders and invoices. Each organization/class sponsor has the responsibility to monitor its activity account revenues and expenditures. **At no time may school money and/or fundraising money be kept in an employee's possession or room overnight.** Money must be deposited in the main office before leaving school at the end of the day.

### District Credit Card Use

Credit cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District. The Superintendent or designee must approve the use of a District credit card. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of card use privileges, and, if made by an employee, discipline up to and including discharge. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the card user or someone under the card user's supervision.

If credit card use is approved, the employee must sign out the District credit card using the required tracking forms. The employee must return the District credit card by the date indicated during sign out and submit the original, itemized receipt to document all purchases. **District credit cards may not be used for personal expenses at any time.**

**Field Trips/Reserving a Van**

All field trips must be educational in nature and approved by the building principal and Superintendent prior to making any arrangements. Field trips are privileges and not a right. Field trip packets are available in each building office. Each packet contains a checklist of procedures and a time frame for each task. Items included are bus slips, a letter notifying all special teachers and the cafeteria, the time, date, location and duration of the trip. A checklist for the day of the field trip is included as well which includes a roster of all persons attending the trip including students, teachers, chaperones, a first aid kit, and medical needs of students attending. Each teacher may have no more than one field trip per year unless special approval is granted.

Vans are available for smaller numbers of students or teachers for conferences, games, etc. The building principal and Superintendent must receive and approve the days and times in advance. The person driving the van must have completed the approved safety/rules course. During the course, rules and regulations are outlined. Summer usage is allowed, however, prior approval is required.

**Keys/Swipe Cards**

Keys/swipe cards are issued at the beginning of employment or the school year. It is the responsibility of the employee to make certain those keys/swipe cards are secured. Do not loan keys/swipe cards to a student. In case keys/swipe cards are lost, the loss must be reported to the office immediately. At the end of the school year, keys/swipe cards will be collected and inventoried as required by the building principal.

**Late Arrival/Early Departure**

If an employee is going to be late for work he/she should call the building principals soon as possible to provide the expected arrival time and make arrangements for student supervision. Any employee needing to leave before the end of the day must receive approval from the building principal in advance.

**Leaving During the School Day**

The Building Principal must preapprove the absence of any teacher from the building during his/her assigned school day. Teachers are required to sign out in the office when leaving the building during work duty hours. Lunch hour permission does not require preapproval or authorization, but does require signing out and back in upon return. Staff members are encouraged to schedule appointments before or after work hours.

**Payment for Lost and Damaged Books and Equipment**

If a student textbook or library book is lost or damaged, the student will be charged the actual cost of replacing or repairing the book. Fine notices must be sent to the office prior to the end of the quarter in which they are assessed. The same rule applies to other school equipment.

**Purchase Orders**

No purchases involving District funds are to be made without written approval of the Building Principal and the Superintendent, according to purchasing procedures which are in place and may be modified, as necessary. This approval is accomplished by filling out and submitting a

District purchase order form. These forms are available in the building offices. The billing address for all purchase orders should be North Mac CUSD # 34 Unit Office, 525 N. Third Street, Girard, IL. If the orders are approved, a copy will be given to the employee to order. Copies must be sent to the Unit Office with both signatures for payment.

**Repairs and Maintenance in Classroom and for Computers**

If a teacher discovers a needed repair or maintenance problem within the classroom, building, or computer, he/she should complete a work order and notify the building principals, as soon as possible.

**Requesting a Personal or Professional Day**

To request a Personal Day, the employee must complete and submit the proper form to the Building Principal for approval 48 hours in advance of the anticipated absence. To obtain a Professional Day, the employee must complete and submit the proper form to the building principal who will sign and forward to the Superintendent for approval no later than 10 days prior to the requested day of absence.

Personal and Professional leave day request forms are available in the school and unit offices

**Teacher Mail, E-Mail, and Voicemail**

Faculty mailboxes are available in each school. Incoming mail, inter-school mail and other communication will be placed in mailboxes throughout the day. Teachers should check their mailboxes, e-mail, and voice mail when they arrive in the morning, at lunch, and before they leave for the day. It is expected that teachers follow up with e-mail or phone messages promptly.

**Use of District Property**

Any school property used for personal reasons is prohibited without first gaining permission and approval from administration. Any request for using equipment or the building(s) for event outside of a contractual responsibility must be made in the office by completing either an Equipment Use Request Form or a Building Use Request Form.

## **TECHNOLOGY GUIDELINES**

**Communication with Students**

Employees have the responsibility to maintain professional employee-student relationships at all times. Employees may communicate with students only about school related matters and only through District-approved or District-hosted electronic accounts and applications. These generally include District e-mail addresses and the official District website within the “northmacschools.org” domain, but also may include external web sites approved by the District.

Employees may not communicate with students via text messaging, social media websites (not including school-sponsored websites or blogs) or private e-mail. If a student contacts an employee via a social media website, the employee should not respond online. The employee should speak to the student the next day and suggest other methods of communication approved by the District, such as the employee’s District e-mail. If the student continues to contact the



employee, the employee must share the information with his/her supervisor. Employees must not become “friends,” “followers” or “fans” of students online.

### **District Website**

The District website is intended to provide parents and the public with helpful information concerning our district. Each teacher should post information concerning classroom procedures and homework assignments. If teachers wish to post pictures of students or class projects, they should check the registration form in the office to determine if parents have given permission for the child’s picture to be posted on the internet. Under no circumstances should teachers identify students by both the first and last name.

### **Telephone and Personal Technology Use**

The District telephones are to be used for District business. Personal calls should be kept to a minimum, in order to keep telephone lines available for District business, and should be made during break time or other non-working hours. Personal long distance calls must be charged to a phone card or collect if personal in nature. Long distance calls which pertain to students are permitted. Staff may be charged for personal calls that are added to the district’s phone bill. All telephone usage is monitored.

Teacher may not use personal cell phones and any other electronic communication devices (i.e. iPads, tablets, etc.) during student contact time for personal communications. Any duty-free (lunch) use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

### **Use of District Technology Equipment**

The District has a substantial proprietary interest in its equipment and property, which includes, but is not limited to: furniture, equipment, cell phones, computer hardware, software, data and associated documents.

District equipment and property is provided and maintained to assist staff in completing their job duties. Equipment should be reserved for the conduct of the district business, and should be used for limited personal use. **Employees are required to utilize all District equipment and property in a safe and lawful manner.**

All District hardware is property of North Mac District #34, and all data composed, created or stored on the systems are and remain the property of the District. Employees do not have a privacy interest in District equipment and the documents/data produced on them. **The District reserves the right to review, audit, intercept, access, and disclose all documents/data created or stored on the District’s equipment.**

The confidentiality of any document/data should not be expected or assumed. Even when a document is erased, it is still possible to retrieve and read it. The use of passwords for security purposes does not guarantee confidentiality. Further, passwords should not be disclosed except on a need to know basis.

In no situation should a student be asked to use equipment intended for the staff, such as the copy machine or grade book programs. When using the copy machine, please respect and follow all Federal Copyright laws and do not make copies of unauthorized material.

### **Use of Social Media and E-mail**

The District recognizes that electronic communication may be a useful tool for employee/student/parent communication about educational matters. Although the rise of new media and communication tools creates new opportunities for communication and collaboration, it also creates new responsibilities for District employees. In order to assure that electronic communications made by employees are appropriate and consistent with the goals and policies of the District, and to protect the welfare of both employees and students, the District expects its employees to adhere to the following safeguards regarding electronic communication and the use of social media.

The following types of Internet websites covered by these guidelines, which are collectively referred to as “social media,” include, but are not limited to, the following:

- Multi-media and social networking websites, such as Facebook, LinkedIn, Yahoo! Groups, YouTube, Twitter, Tumblr, SnapChat, InstaGram etc.
- Blogs (both district blogs and external blogs)
- Wikis, such as Wikipedia and any other site where text can be posted

Forms of electronic communication covered under these guidelines include, but are not limited to, communication via telephone, text messaging, electronic mail, facsimile, instant messaging, and social media.

E-mail messages should be carefully composed and should not contain material, which would be inappropriate in a written letter or memorandum. Careless or inappropriate statements could ultimately be embarrassing and detrimental to the sender and to the District.

As with telephone access and voice mail, e-mail messages should be limited to District-related and education-related purposes. Messages carried over the District’s e-mail systems are the property of the District. The administration reserves the right to intercept and review, as needed, any message carried on email systems under the control of the District. Inappropriate content in e-mail messages will not be tolerated by the District and may lead to disciplinary actions up to and including termination.

If commenting on any aspect of the District’s business or any policy issue in which the District is involved, an employee must obtain prior approval of a school-level or district-level administrator. Employees should neither claim nor imply that they are speaking on the District’s behalf unless they have received such prior approval.

Some areas of the organization are subject to having all their e-mail traffic monitored. This is to ensure that our legal obligations are met. Employees should not send, reply, or forward “chain letters” or other unsolicited email messages that are received from outside sources. Any e-mail of

this nature should be deleted. Employees should also inform their Building Principal about this type of solicitation.

### **Internet Acceptable Use Policy**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

### **Terms and Conditions**

**Acceptable Use** - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.

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

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**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.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. 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.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as

defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and building principals shall monitor student Internet access.

**Consequences of Policy Violation(s)**

A violation of the provisions of this policy may result in revocation of the user’s internet access privileges and/or e-mail account, regardless of the success or failure of the attempt. In addition, disciplinary action and/or appropriate legal action may be taken. The school administration will make the initial determination of any policy violation. Violators will be accorded due process rights in the determination of possible violations and consequences.

**Denial, Revocation, or Suspension of Internet Access**

The school administrator, in accordance with District disciplinary procedures, may deny, revoke, or suspend any Internet access as deemed necessary.

**Disclaimer**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. It will not be responsible for any damages suffered by users. This includes loss of data resulting in delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. The District is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Policy for Software Copyright Control**

The installation, maintenance, duplication and use of computer software must be within strict accordance with the terms and conditions of copyright laws and software licenses. In general, a software license agreement must clearly state the scope of the agreement and all terms and conditions that apply. Typical items that should be covered are: Identification of the specific software (or software versions) to which it applies, the organizational scope, the number of allowed installations, and expiration dates.

Software on the District’s computers (including servers and workstations) must only be installed or maintained (including upgrading, downloading, duplication, and removal) by persons or departments that are explicitly authorized for this job. Individual users are not allowed to install or maintain software on the District’s computers or make copies of it for use elsewhere.

Violation of these policies and guidelines may lead to disciplinary action up to and including termination.