

# **North Mac CUSD #34 Licensed Staff Handbook**

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

**525 N. Third Street**

**Girard, IL 62640**

# North Mac CUSD #34 Licensed Staff Handbook

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## 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 at <https://www.northmacschools.org/vnews/display.v/ART/5400cfed64ed9> . 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 collective bargaining agreements are available on the district website. The policies and administrative procedures, some of which are mentioned in this handbook, are subject to change at any time. If 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 agreements 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 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,

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- He or she has a record of such an impairment, and
- He or she is regarded as having such an impairment.

The ADA asserts that schools 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) distribution, consumption, possession, use, or being impaired by or under the influence of cannabis regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law* 105 ILCS 5/22-33. The district considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

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 the date of the conviction. 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.

### E-Cigarette, Tobacco, and Cannabis Prohibition

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All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies 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.

An employee who violates this policy may be subject to disciplinary action, including termination.

## 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 productions 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



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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 physical conduct, including 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 Prohibited

The district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by state and federal law.

## Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Reports under this policy will be considered a report under board policy 2:260 *Uniform Grievance Procedure*, and or board policy 2:265 *Title IX Grievance Procedure*. Please see board policy 7:20 for listed coordinators and complaint managers.

## Enforcement

Any district employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge.

## Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited.

## **Workplace Harassment Prohibited** (board policy 5:20)

The district expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in

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harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in board policy 5:10.

The district will take remedial and corrective action to address unlawful workplace harassment including sexual harassment.

## Sexual Harassment Prohibited

The district shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment of the basis of sex as defined and otherwise prohibited by state and federal law. The district provides annual sexual harassment prevention training in accordance with state law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. This includes, but is not limited to verbal, physical, or other conduct.

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the building principal, an administrator, the Nondiscrimination Coordinator, Title IX Coordinator, and/or a Complaint Manager.

## Investigation Process

Any district employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the district's duty to investigate and maintain a workplace

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environment that is productive, respectful, and free of unlawful discrimination, including harassment.

## Enforcement

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

## Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Employees who retaliate against others for reporting or complaining of violations of this policy or for participation in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

## **Personnel File Procedures** (Board policy 5:150)

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

Personnel files are the property of the district. The information contained in the personnel file is confidential, and access to the personnel file is restricted. Generally, only administrators and other personnel who have legitimate business reasons to review information will be granted access. Personnel files shall be maintained in the district administrative office, under the Superintendent's direct supervision.

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

Errors found in personnel documents should be brought to the district's attention. An employee may submit a written statement to be placed in the personnel file if he/she disagrees with information contained in the file. The employee is responsible for providing up to date information regarding the following:

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

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The district will follow state and federal laws when responding to inquiries by a prospective employer concerning a current or former employee's job performance including the Abused and Neglected Child Reporting Act and Faith's Law. When requests for information about an employee by an entity other than a prospective employer, the district will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent.

## Resignations (Board policy 5:210)

Teachers may resign at any time with the consent of the School Board. No teacher may resign during the school term in order to accept another teaching position without the consent of the board. A teacher may resign outside of a school term if the teacher provides a written notice to the secretary of the board at least 30 calendar days prior to the first student attendance day of the following school year. Teachers who resign with less than 30 days' notice prior to the first student attendance day of the following school term will be deemed to have resigned during the school term.

## Changing Address/Phone Number/Emergency Contact

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 to the above information. Employees are also responsible for providing emergency contact information annually.

## Outside Employment and Conflict of Interest

To acquire 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

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

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employee's choice. The district bookkeeper must be notified prior to changing banks so that payment can be made to the correct financial institution. 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. Pay days occur bi-monthly on the 11<sup>th</sup> and 25<sup>th</sup> days of each month. If those dates fall on a weekend, pay will be submitted on Friday before the weekend.

## Family and Medical Leave Act (FMLA) (board policy 5.185)

The district will comply with all federal regulations governing the Family Medical Leave Act (FMLA). An eligible employee may take FMLA leave for up to a combined total of 12 weeks, each 12-month period, beginning September 1<sup>st</sup> and ending August 31<sup>st</sup> of the next year. Employees who have completed at least one year of service with the district and have worked at least 1250 hours during the previous 12-month period are eligible for 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 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 runs concurrently with sick leave. FMLA request forms are in the Unit Office. The district requires certification from an Illinois licensed physician stating why the leave is needed. During FMLA, 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

The board makes available major medical health insurance for all personnel who are considered full-time and personnel who are normally expected to work 30 hours or more

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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 spouses and unmarried children up to the age of 26.

August 1<sup>st</sup> through August 31<sup>st</sup> are the open enrollment dates 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. Changes to plans can only be made during the open enrollment period or if a qualifying event occurs such as marriage, divorce, death, or new employment.

## 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 or child(ren) at the employee's expense.

## Dental Insurance

The district participates in a group plan for dental and vision insurance. Employees are offered single or family coverage at their own expense. Premiums for coverage are deducted from the employee's paycheck. Open enrollment begins September 1<sup>st</sup> of each year.

## 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.

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## 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 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 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 and notify the principal of their building. 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 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

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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 post-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 enrollment materials.

The district has no liability for any employee's election to participate in the 403(b) plan, choice of 403(b) vendors, 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. 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



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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 unit office for approval.

## Wage Assignments and Deductions

The district will comply with the 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.

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## 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 (1-800-25-ABUSE; 1-800-252-2873) and (2) follow any additional directions from the Illinois Department of Children and Family Services concerning filing a written report within 48 hours with the nearest DCFS field office. Any district employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at <https://report.cybertip.org> or [www.missingkids.org](http://www.missingkids.org). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

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. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

All district employees shall:

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1. Before beginning employment, sign the Acknowledgement of Mandated Reporter Status form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including sexual misconduct as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

## Ethics (Board policy 5:120)

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to: a. Transporting a student; b. Taking or possessing a photo or video of a student; and c. Meeting with a student or contacting a student outside the employee's professional role.

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4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.

5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:

- a. Violates expectations and guidelines for employee-student boundaries.
- b. Sexually harasses a student.
- c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
- d. Engages in grooming as defined in 720 ILCS 5/11-25.
- e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - i. A sexual or romantic invitation.
  - ii. Dating or soliciting a date.
  - iii. Engaging in sexualized or romantic dialog.
  - iv. Making sexually suggestive comments that are directed toward or with a student.
  - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
  - vi. A sexual, indecent, romantic, or erotic contact with the student.

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;

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4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), 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)

Board policy 2:105 outlines the details regarding the acceptance of gifts. Please see this policy for more information.

## 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, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) 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.

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## 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 Property and Equipment as well as Personal Effects

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 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 by 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 reasonable related to its objectives and not excessively intrusive considering 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

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authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school's disciplinary rule or policy. During an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination.

## 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 Act (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 School 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.

### 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 their request and within a reasonable time of their request.

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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.

## Survey 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.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. 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) exercise this option.

## Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual



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materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## 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 or window be propped open for re-entrance to a 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 of 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 attire that is not appropriate for students is not appropriate for staff.

If a principal/manager determines that an employee's attire is not appropriate for a professional environment, the concern will be addressed with the employee, so the employee can wear appropriate clothes 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 from 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.

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## Licensed Staff Work Hours

Licensed staff members are required to be present from 7:45 AM until 3:30 PM 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.

## 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. If a staff member must leave during their preparation time, they should report this to their principal or supervisor, and this should be kept to a minimum.

## Prescription and Over the Counter Drug Use

If an employee is using a prescribed drug or 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

To maintain professionalism:

- 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.)

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- 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
- Participate in professional development and focus on the topic(s) discussed

## Renewal of Teaching License

Standard teaching licenses are valid for five years, and Master licenses are valid for ten 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 support the renewal application are available through the district, the Regional Office of Education, Illinois State Board of Education, and other professional organizations throughout the state.

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.

Teachers who would like to attend a workshop provided during the school day and who need a substitute to attend, may complete a Professional Development Request Form for approval by the building principal.

## Smoking and Tobacco Use

State law prohibits smoking and the use of tobacco products, including e-cigarettes and vapes, 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 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.

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All staff members 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. Not 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 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, cell phones, computers (including hardware, software, and licenses that apply) or other district property.
- Inappropriate use of the district's technology
- Insubordination
- Carrying concealed weapons or explosives or violating criminal laws on school premises
- Release of confidential 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
- Gambling on district premises or through district equipment
- Willful violation of district or school policies or rules.

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- Inappropriate contact with students including through social media and text messages
- Excessive absenteeism or tardiness
- Immoral or indecent conduct
- Failure to report to work without notifying the district
- Gross negligence or gross misconduct

## Staff Workroom

A staff workroom or 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.

## Student Supervision

The *Illinois School Code* specifically designates pupil supervision and accounting as a duty of teachers. 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. When accidents occur, one deciding factor is 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 in the classroom before the 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
- Always lock classroom doors
- 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.

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## Copyright (Board Policy 5:170)

### Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the district shall be the owner of the copyright.

### Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the district's copyright compliance procedures and to obey the copyright laws. The district is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the district's procedures or is permissible under the law or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws to properly perform his or her duties.

## Instructional Materials

A student's parent(s)/guardian(s) may inspect, upon request, any instructional materials used as part of their child'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. Teachers should have at least five days of plans and posted online at any given point in the academic year.

Lesson plans may include:

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- Objectives aligned to the Illinois State Learning Standards
- Procedures and activities
- Materials needed
- Assignments
- Assessment of learning

## 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. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. 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 that 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.

There are many views and approaches to school discipline. 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

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- Praise positive qualities and actions
- Be constructive
- Maintain a sense of humor
- Never strike a student
- Do not impose personal feelings or prejudices on a student
- 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.

The teacher in charge of the classroom should handle classroom discipline, including Level 1 discipline code infractions. 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 without attempting to disrupt or disturb procedures.

Parent notification by phone call, email, or mail must be part of the disciplinary process for repeated or serious discipline 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.

## McKinney Vento

McKinney Vento is a federal law protecting the rights and interests of students who are considered homeless. Students are eligible for McKinney Vento services if they are in transitional housing, doubled up with a family member or friend, living in a camper, hotel, tent, or other structures that are temporary. Students may also be considered McKinney Vento if they are living in conditions without running water, electricity, or heat. If you



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suspect a student qualifies for these services, please report the student to your building principal or counselor or contact the McKinney Vento Liaison for the district.

## Posters/Bulletin Board Materials

Any materials that are hung on the school premises advertising upcoming school events, elections, should 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 and hallway displays is encouraged. If student work is posted, names should not be visible.

## Standards and Grading

Illinois Learning Standards should guide lessons as well as be used to evaluate the effectiveness of lessons. 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 week after the assignment due date. Parents are eager to track student progress online. 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 into the Skyward system. If a student reports late or if there is a mistake 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 attendance data.

## Substitute Information

Each teacher is required to provide information for substitutes. These items include, but are not limited to:

- Current Class Lists
- Location of lesson plans
- Student Handbook
- Daily Schedule

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- Classroom Management Plan and Procedures
- Building Map
- Attendance Procedures
- Seating Charts
- Information on student medical alerts
- Student transportation/dismissal procedures
- School/Class rules
- Discipline Referral information and special instructions
- Dismissal schedule
- Morning and bus duty procedures
- Phone directory and instructions

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

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose. ☐ Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander. Disruptive conduct is prohibited and may subject a student to discipline.

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 School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, 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.

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## Teaching about Political Issues

Teaching about political issues includes the study of politics and political parties without projection of personal political beliefs to students or other staff members. Political issues can and should be discussed with open communication and understanding of both sides of an issue. Students should not be made aware of staff political affiliations during the school day.

## Use of Animals in the Classroom

Animals may be brought into school facilities for education 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 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 or 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 dissection 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 advance. All supplementary curriculum of this nature must be directly related to the current lesson and unit being taught. In addition, material must be age appropriate and justified by its content. No supplementary material of this nature may be presented without such approval.

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## 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. Documentation is required.

### Chain of Command (Board Policy 3:30)

All personnel should refer matters requiring administrative action to the responsible administrator and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. Please contact your building administrator first on any issues that may arise.

### 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 wants to discuss the situation further. Always inform the building principal of any problems or anticipated problems that may occur and document any discussions 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.

### Documentation

Documentation is key in almost all situations. It is important to document conversations with parents, incidents that occur in the classroom, and conversations with students or staff regarding instructional needs or placement. Documentation should not give opinion or emotion but should only reflect the situation as it happened.

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## Media Relations

The media represents the public interest in reporting information concerning the district's schools. District employees should not answer, or attempt to answer any questions concerning students, staff, or district affairs that are posed to them by any media representative. All inquiries should be managed through the Unit Office.

## Parent Involvement (Board Policy 8:95)

To assure collaborative relationships between students' families and the district, and to enable parents/guardians to become active partners in their children's education, employees shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the district.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

## Parent-Teacher Conferences and 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 a year. 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 district 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.

## 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 involved.

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## Visitors (Board Policy 8:30)

The following definitions apply to this policy: School property -

District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at school events. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.

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7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the

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Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. Exclusive Bargaining Representative Agent Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

## Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law. The person also may be subject to being denied admission to school athletic or extracurricular events for up to one calendar year in accordance with the procedures below. Procedures to Deny Future Admission to Athletic or Extracurricular School Events Before any person may be denied admission to athletic or extracurricular school events, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

## 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 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



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consecutive days or five incidents of absence. Employees who are unable to produce a medical reason for excessive absenteeism will be subject to progressive discipline. Excessive absences will also be addressed in the employee's performance evaluation.

If a teacher needs a substitute for a scheduled doctor or dental appointment, he/she should submit the request through our absence management system as soon as he/she knows the need for a substitute.

If an employee is going to be late for work, please call the building principal as 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.

## Depositing Money

Each teacher is responsible for all school money he/she handles. All organizations, 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. The bookkeeper updates procedures for cash deposits annually. These procedures must be followed when handling cash, completing purchase orders, and paying 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 and bookkeeper will update procedures on credit card approval annually. These processes must be followed.

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 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.

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## Field Trips/Reserving a Van

All field trips must be educational in nature and approved by the building principal prior to making any arrangements. Field trips are privileges and not a right. Field trip packets are available in each school 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 one field trip per year unless special approval is granted for more than one.

Vans are available for smaller numbers of students or teachers attending conferences, games, etc. These must be reserved through the principal and transportation department. The person driving the van must have completed the approved safety/rules course. During the course, rules and regulations are outlined.

## 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.

## Payment for Lost and Damaged Books and Equipment

If a student's textbook or laptop is damaged or lost, the student will be charged with the actual cost of replacing or repairing the book. Please report loss of damaged materials to the office as soon as possible for fines to be assessed.

## Purchase Orders

No purchases involving district funds are to be made without written approval of the building principal according to purchasing procedures which are in place and may be modified as necessary. Purchase order forms are available in the building office or online.

## 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 principal as soon as possible.

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## Requesting a Personal or Professional Day

To request a personal day, the employee must complete and submit a personal day request through our absence management system 48 hours in advance of the anticipated absence. To obtain a professional day, the employee must complete the Request for Professional Development form online at least one week prior to attending the conference or workshop.

## Teacher Mail, E-mail, and Voicemail

Faculty mailboxes are available at each school. Incoming mail, inter-school mail, and other communication will be placed in mailboxes throughout the day. Teachers should check their mail, e-mail, and voicemail regularly. It is expected that teachers will follow up with email or phone messages promptly during work hours.

## Use of District Property

Any school property used for personal reasons is prohibited without first gaining permission and approval from administration.

## Technology Guidelines

### Access to Electronic Networks (Board Policy 6:235)

Electronic networks are a part of the district's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term electronic networks include all the district's technology resources, including, but not limited to:

1. The district's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the district's networks or to any District issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

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The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

## Curriculum and Appropriate Online Behavior

The use of the district's electronic networks shall: (1) be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The district's electronic network is part of the curriculum and is not a public forum for general use.

## Acceptable Use

All use of the district's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the district's electronic networks. General rules for behavior and communications apply when using electronic networks. The district's administrative procedure, Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3)

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harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purposes, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.

## Use of Artificial Intelligence (AI)-Enabled Tools

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the district shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, School District Philosophy, and 7:345, Use of Educational Technologies; Student Data Privacy and Security.

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the district's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

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## Authorization for Electronic Network Access

Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the district's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

## Confidentiality

All users of the district's computers accessing the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

## Violations

The failure of any user to follow the terms of the district's administrative procedure, Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## Communicating 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. Communication through all forms must be professional and appropriate.

## Telephone and Personal Technology Use

The district telephones are to be used for district business. Personal calls should be kept to a minimum. Personal cellphones should also be used at a minimum during student hours.

## 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 is provided and maintained to assist staff in completing their 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.

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All district hardware is property of the North Mac District #34, and all data composed, created or stored on the systems are and remain the property of district. Employees do not have a private 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 districts equipment.

## Use of Social Media

Social media can be a useful tool for communication. Professionalism is expected when using social media on behalf of North Mac CUSD #34. Please be mindful of your presence on social media and how it may be perceived by students, parents, and the community. Posts or comments made as a district employee that are inappropriate may result in disciplinary action.