

**EMPLOYEE HANDBOOK
ILLINI WEST HIGH SCHOOL
DISTRICT #307**

JUNE 27, 2012

Board Policy is indicated by italics.

Revisions will be made according to
Collective Bargaining Agreements &
Teacher Evaluation Plan

**ILLINI WEST HIGH SCHOOL DISTRICT
STAFF HANDBOOK
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ILLINI WEST HIGH SCHOOL DISTRICT #307

STAFF HANDBOOK

General Personnel

The Illini West High School District #307 Staff Handbook contains policies and procedures in place at the time of publication. Since the publication of this handbook, some items may have become inaccurate or incorrect due to changes in Board Policy or administrative procedures. This handbook does not contain all the policies and procedures of the Illini West High School District as adopted by the Board of Education. The complete Board Policy may be viewed at the High School or District Office. In case of any conflict, current Board policies and procedures shall govern.

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services and the Superintendent or designee shall ensure that the signed forms are retained.

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 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, Personnel Records, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the regional superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

All District employees working with students shall participate in a meeting that specifically addresses and reviews the reporting requirements of the Abused and Neglected Child Reporting Act.

*Each individual School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in the Act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the requirements of the Act concerning the reporting of child abuse. **Bd Policy 5:90***

Accidents

All accidents must be immediately reported to the high school office. (The high school office must forward copies to the District Office.) Details of the accident and the signature of the person in charge when the accident occurred must be supplied using the Accident Report Form available in the office or on the District web site.

Activities

Activities that do not occur between 8:00 AM and 10:00 PM Monday through Saturday should be cleared with the Superintendent. No activities are scheduled on Sundays without the consent of the Superintendent. All student activities must be under direct supervision of a faculty member.

All activities must be on the master calendar located on the district web site and high school assistant principal's office for the school's liability insurance to be in effect.

Activity Vans

IWHS District has leased yellow school buses and white activity buses to provide transportation for our students. Groups of 14 passengers or less will use one of the IWHS white activity buses (subject to availability). The sponsor/coach of the group will be required to drive the vehicle for the event. Before a staff member drives an activity bus, a copy of his/her driver's license must be filed with the District Office for insurance purposes. (District insurance covers authorized drivers when operating one of the school activity buses.) Non-school persons are not at this time permitted to drive the student activity buses.

Arranging transportation for sporting events will be the responsibility of the Assistant Principal. All other events should be handled as follows:

1. Complete a Field Trip/Transportation Request form as posted on the District web site. The Transportation Director will then determine which transportation option is appropriate for the situation and complete the "Office Use Only" portion of the form.
2. **Transportation Request Forms** should be submitted to the Transportation Director (Joey Dion) for approval and processing. They will then be sent to the District Office for Mrs. Schilson's approval. A copy of the approved Request will be returned to the staff person submitting the request. Cynthia will schedule a bus and driver (if the sponsor is not driving). If the activity is assigned an activity bus, the sponsor/coach will be notified by the Transportation Director, indicating which activity bus to use for the trip.
3. **Shuttle Request Forms** should be submitted to the transportation director for approval and processing. Shuttle requests need to be submitted a week in advance. They will then be sent to the District Office for Superintendent's approval. Upon approval a bus and driver will be scheduled. (if the sponsor is not driving).
4. **Weekly Transportation List** -- Cynthia Smith (District Secretary) is responsible for lining up drivers for routes/trips/shuttles. Cynthia will send out an e-mail at the beginning of each week listing the trips scheduled for the week, along with which bus will be used, who the driver is, and the departure time for the trip. Please review this list and let Cynthia know of any missing trips, changes that need to be made, or trips that have been cancelled for any reason.
5. **Keys** -- All of the keys for the buses are in my (Joey Dion) office. Please be sure to obtain any key(s) you need during regular school hours. Please make sure to sign the key out when you obtain it and then check off that you have returned the key upon doing so.
6. **Transportation Paperwork** -- A School Bus Drivers Pre-Trip Inspection Form (must be completed immediately prior to each trip), Bus Trip Sheet, and a list of all passengers who ride the bus to and from must be turned in to the Transportation Director upon completion of each trip. The paperwork needs to be turned into the Transportation Director within 48 hours.
7. **Fueling of Buses and FS Fuel Credit Cards:** At the conclusion of each trip, before parking the bus, it is the responsibility of the bus driver to fuel the bus. Sufficient time for fueling the vehicle to replace the

fuel used for your trip should be planned in your schedule. This is not optional. Fuel credit cards are in my office. Again, be sure to obtain a credit card (if you will need one) during regular school hours. Fuel should be purchased at the FS Station located west of Carthage on Highway 136. Please mark the activity bus number on the receipt. The card and receipt, along with the keys to the vehicle, should be turned in to the Transportation Director as soon as possible after returning from the trip.

8. **District credit card:** If the trip will require more than a tank of fuel, a Visa credit card should be obtained from the District Office for additional fuel purchases. A District credit card should be used if you are going on a long trip and will need to purchase fuel outside the Carthage area. You will need to pick a card up at the District Office during regular business hours. This card and receipt(s), indicating mileage at the time of fueling, should be returned to the District Office as soon as possible after returning from the trip.
9. **Passenger List** – It is essential that a passenger list be given to the bus driver at the start of each trip. (Coaches may use a team roster, indicating which participants are riding.) It should also be noted who is on the bus for the return trip. This list must be turned in by the bus driver with the Trip Record.
10. **Parking of buses:** Please back in the bus at the conclusion of your trip. This allows for us to gain access to the battery if needed.
11. **Bus Problems** – If you encounter mechanical problems or other issues where you need assistance, please call Steve Wood on his work cell at (217.617.7827). If you are unable to reach Steve please call my school cell phone (217.617.7824). If you are unable to reach me during school hours, call Cynthia at 217.357.9607.

Admission of Staff to School Activities

Two athletic passes may be issued to each staff member: one pass for the employee and one for a guest. This pass must be presented at all athletic events if the employee or guest expects free admission to the activity. Without a pass, an individual must pay to be admitted to the contest.

Board of Education Meeting Procedures

The public is always welcome at a Board of Education meeting. The Board conducts its regular monthly meeting on the fourth Wednesday of the month. A schedule of meetings is posted on the District website and at the District Office. It is important that as a guest at a meeting, one observes correct protocols. There is a time within the meeting for public comments – the Board may be addressed at that time.

If a staff member of a sponsored group needs to present information or a request for Board action, the correct protocol for placement on the Board agenda must be followed. To accomplish this, the staff member must let the principal of his/her building know of the request 10 days prior to the Board meeting. A written proposal must be submitted to the Superintendent for consideration no later than 7 days prior to the Board meeting. Reports will not be handed out at Board meetings, but must be included in the packet prepared for the Board.

It is beneficial if requests requiring board action are placed on the agenda two months prior to when the action is needed. In that manner the Board can consider the information at the first meeting, ask questions, garner additional information, consider and then act on the request at the next regularly scheduled meeting.

Break-In or Theft

Any break-ins or theft will be reported to the principal upon discovery. A written report must immediately be filed with the principal. The report should include a list of any items that are missing or damaged.

Building Visitors

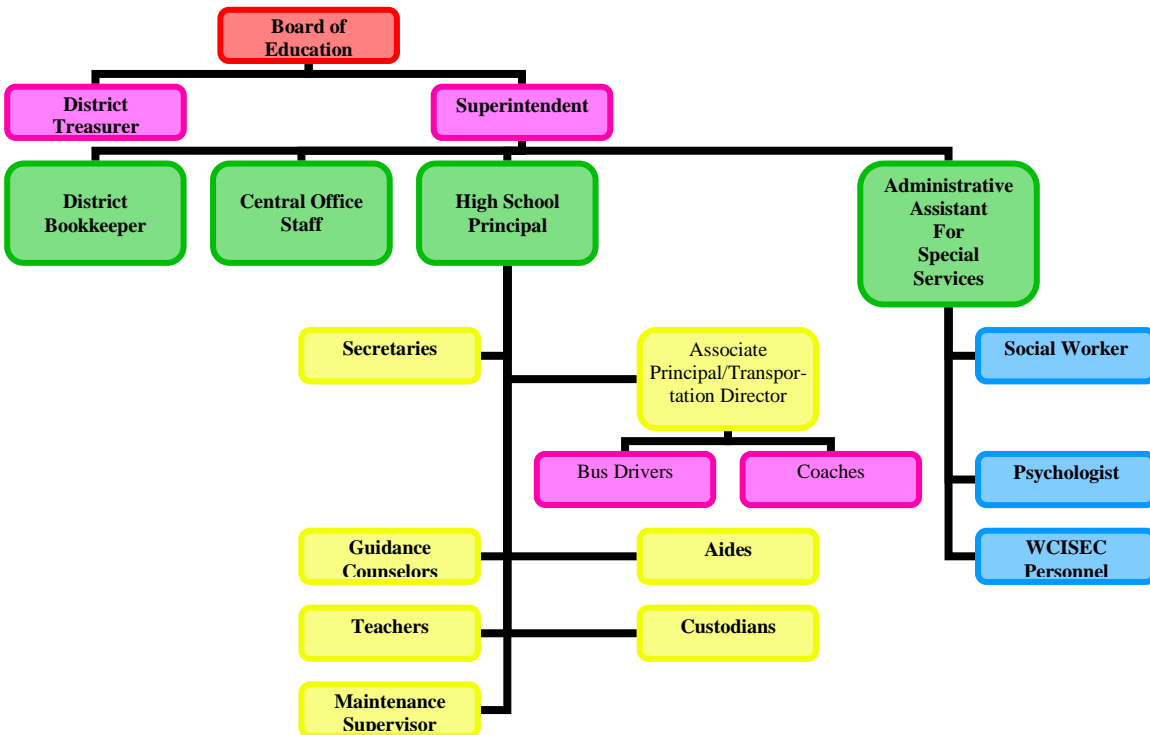
All visitors are required to enter through the main doors by the circle drive. All visitors must report to the office before going elsewhere in the building. They will be issued a Visitor’s Pass which must be displayed prominently while in the building. If a visitor is encountered in the building who does not have a Visitor’s Pass, please escort the individual to the main office or contact the main office to alert them of the individual’s presence.

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

*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. When this is not possible, the division of responsibility must be clear. **Bd Policy 3:30***

Organizational Chart of Illini West High School District:



Communicable and Chronic Infectious Disease

The Superintendent shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District’s Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee’s conditions of employment and necessary accommodations. The

Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

*An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination. **Bd Policy 5:40***

The following procedures will be implemented when a District employee has a communicable and/or chronic infectious disease. A copy of the procedures will be given the employee.

Evaluation of the Employee's Condition

- 1. The employee who has or is suspected of having a communicable and chronic infectious disease is encouraged to inform the Superintendent immediately.*
- 2. The Superintendent will inform the Communicable and Chronic Infectious Disease Review Team within 3 days.*
- 3. The Communicable and Chronic Infectious Disease Review Team will meet within 3 days to:
 - a. Meet with the employee or a member of the employee's family to review the status of the employee's health, and*
 - b. Evaluate the employee and submit a written report with recommendations to the Superintendent.**
- 4. The School Board will receive a report, both written and verbal, of the Communicable and Chronic Infectious Disease Review Team's evaluation from the Superintendent.*
- 5. The employee or a member of the employee's family will receive a report, both written and verbal, of the Communicable and Chronic Infectious Disease Review Team's evaluation from the Superintendent.*
- 6. The employee may be required to submit to a physical examination, given by a physician chosen and paid for by the District.*

Monitoring Employee's Condition

The employee's health condition will be reviewed on a schedule determined by the Communicable and Chronic Infectious Disease Review Team. The Team's employee status report will be given to the Superintendent.

Each status report will indicate an employment recommendation for the employee, such as:

- 1. Continued employment at the same position, with possible accommodations,*
- 2. Continued employment but transfer to another position, with possible accommodations,*
- 3. Temporary exclusion from the work place, or*
- 4. Dismissal.*

Employee Dismissal

The dismissal of an employee on contractual continued service shall be in accordance with 105 ILCS 5/24-12.

The dismissal of an employee not on contractual continued service shall be in accordance with the law or policy applicable to his or her position.

Confidentiality

*The employee's medical condition and records shall be held in strictest confidence and shared only with members of the Communicable and Chronic Infectious Disease Review Team, the employee's direct supervisor, and someone who would need to know in the event of an emergency. Medical records will not become part of the employee's personnel file. **Bd. Policy 5:40-AP***

Communicating a Concern

During the year, an employee, student or parent may have a concern involving a school situation. The following procedure should be followed with regard to concerns:

1. Try to resolve the concern by discussing it first with the individual(s) directly involved in the situation.
2. Take the concern to the building principal.
3. Take the concern to the superintendent.
4. If by Step 3 the concern has not been resolved, the concern should be written out for the Superintendent and submitted for Board consideration. It should be given to the Superintendent at least one week in advance of the next board meeting. The Superintendent will send each Board member a copy of the request and place the matter on the Board agenda.

Conduct Standards

Professional and ethical behavior is expected of all District staff members. The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action. The listed standards are not a complete list of expectations and, depending on the factual context, an employee may be disciplined for conduct that is not specifically listed. The conduct standards apply to all District employees to the extent they do not conflict with an applicable collective bargaining agreement; in the event of a conflict, the provision is severable and the applicable bargaining agreement will control.

All school employees shall:

1. *Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.*
2. *Exemplify honesty and integrity. Violations of this standard include but are not limited to falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual or information submitted in connection with job duties or during the course of an official inquiry/investigation.*
3. *Maintain a professional relationship with all students, both in and outside the school. Violations of this standard include but are not limited to: (a) committing any act of child abuse or cruelty to children; (b) engaging in harassing behavior; (c) soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student; and (d) furnishing tobacco, alcohol, or illegal/unauthorized substance to any student or allowing a student under his or her supervision to consume alcohol or an illegal/unauthorized substance.*
4. *Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and violence, and free from bias and discrimination. Violations of this standard include but are not limited to: (a) using alcohol or illegal or unauthorized substances when on school property or at school-sponsored events, or whenever engaged in job responsibilities; (b) failing to report suspected cases of child abuse or neglect, or of gender harassment; and (c) tolerating student-on-student bullying or harassment.*
5. *Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include but are not limited to: (a) misusing public or school-related funds; (b) failing to account for funds collected from students or parents/guardians; (c) submitting fraudulent requests for reimbursement of expenses or for pay; (d) commingling District or school funds with personal funds or checking accounts; and (e) using school property without the approval of the supervising school official.*
6. *Maintain integrity with students, colleagues, parents/guardians, community members, and businesses concerning business dealings and when accepting gifts and favors. Violations of this standard include but are not limited to soliciting students or parents/guardians to purchase supplies*

or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.

7. *Respect the confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements. Violations of this standard include but are not limited to: (a) disclosing confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless disclosure is required or permitted by law; and (b) disclosing confidential information restricted by State or federal law.*
8. *Demonstrate conduct that follows generally recognized professional standards. Unethical conduct is any conduct that impairs the employee's ability to function professionally in his or her employment position or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.*
9. *Comply with all State and federal laws and rules regulating public schools, and Board policies, including but not limited to: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Sexual Harassment), 5:30 (Hiring Process and Criteria), 5:50 (Drug- and Alcohol-Free Workplace), 5:60 (Expenses), 5:90 (Abused and Neglected Child Reporting), 5:120 (Ethics), 5:130 (Responsibilities Concerning Internal Information), 5:140 (Solicitations By or From Staff), 5:170 (Copyright), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:230 (Maintaining Student Discipline), 5:280 (Duties and Qualifications), 5:290 (Employment Termination and Suspensions), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:340 (Student Records), and 8:30 (Visitors to and Conduct on School Property).*

Conviction of any employment disqualifying criminal offense listed in Section 10-21.9 of The Illinois School Code will result in dismissal.

*Before disciplinary action is taken, the supervisor will conduct a fair and objective investigation to determine whether the employee violated a standard or other work rule and the extent that any violation impacts educational or operational activities, effectiveness, or efficiency. Discipline must be appropriate and reasonably related to the seriousness of the misconduct and the employee's record. Any applicable provision in a contract, bargaining agreement, or State law will control the disciplinary process. **Bd Policy 5:120-AP2***

Consolidated Omnibus Budget Reconciliation Act (COBRA)

In the event that your employment terminates, whether voluntary or involuntary, you will be offered, in accordance with COBRA the opportunity to continue on the District provided health insurance coverage at your own expense, depending on the qualified beneficiaries and the qualifying event (circumstances under which you left the District). This coverage may be offered for 18 months (and in some cases up to 36 months) if you retire, resign or are discharged for any reason other than gross misconduct. You will receive COBRA information by mail from the District third party administrator within 60 days of your termination date.

Copy Machines

Please make every effort to use the copy machines during your prep time or after school. When everyone shows up first thing in the morning wanting to make copies, it becomes stressful. Only office staff is permitted to add toner to copy machines. Teachers and staff members are to follow the steps on the copy machines to fix problem areas. Please remove jams GENTLY and contact the office immediately if there is a problem with the machine you are not able to solve. Only students who are office workers or teacher aides are allowed to use the copy machines. Personal copies are not to be made on school copy machines.

Copyright

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, 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 in order to properly perform his or her duties. **Bd Policy 5:170**

These guidelines help staff members determine if they may use non-original work freely or whether permission is needed to use or copy it. Whenever a staff member is uncertain, has questions, or needs permission from a copyright-owner to use or copy a work, he or she should contact the Superintendent or designated copyright compliance officer. The Appendix (set forth at the end of this section) contains use resources available online.

1. Is the work copyright protected? A "no" means you may use the work freely; a "yes" or uncertain answer means you should proceed with the second query.
 - a. No, if it is in the public domain.
 - b. No, if it is a U.S. Government publication.
 - c. No, if it is an idea or method described in copyrighted work.
 - d. The presence of a copyright notice is not determinative.
 - e. Yes, almost all other works.
2. Do you want to exercise one of the copyright owner's exclusive rights? A "yes" or uncertain answer means you should proceed with the third query.
 - a. Yes, if you plan to copy the work.
 - b. Yes, if you plan to use the work as the basis for a new work.
 - c. Yes, if you plan to electronically distribute or publish copies.
 - d. Yes, if you plan to perform music or drama, recite prose or poetry, or if you plan to play a video and/or audio digital or tape recording or a CD-ROM or DVD.
 - e. Yes, if the plan is to publicly display the work.
3. Does your planned use of the work require the copyright owner's permission? A "no" means you may use the work, provided that any copies contain the copyright notice as it appears in the original work; a "yes" or uncertain answer means you should contact the Superintendent or designated copyright compliance officer.
 - a. No, if your planned use of printed work is within the "fair use" exception as defined in 17 U.S.C. §107.
 - b. No, if your planned use of the work is within the "library's special rules" exception as defined in 17 U.S.C. §108.
 - A library may make a single copy containing the copyright notice for the purpose of archiving lost, stolen, damaged, or deteriorating works.

- *A library may make a single copy containing the copyright notice for a student or staff member at no more than the actual cost of photocopying, provided that the library finds that the copyrighted work cannot be obtained elsewhere at a fair price.*
- c. *No, if your planned use of the work is within the “educational performances and displays” exception as defined in 17 U.S.C. §110.
Performances by teachers or students are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.*
- d. *No, if you plan to use it in an overhead or opaque projector for instructional purposes.*
- e. *No, if you plan to copy and use music for academic purposes, other than performance.*
- f. *Yes, notwithstanding the above, if you plan to create anthologies, compilations, or collective works.*
- g. *Yes, notwithstanding the above, if copies will be “consumed” during the course. “Consumable” works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.*
- h. *Yes, notwithstanding the above, if you plan to substitute copies for the purchase of the work; likewise, if you yearly copy the same item.*
- i. *You must receive permission from the Superintendent or designated copyright compliance officer before showing the off-air recording of television programs, video rentals, or videos purchased for home use. You must follow any applicable license agreements.*
- j. *You must receive permission from the Superintendent or designated copyright compliance officer before using any non-District owned software and/or CD-ROM or DVD products in District owned equipment. No one may install or download any program on District owned equipment without the Superintendent or designee’s permission.*
- k. *You must follow licensing agreements applicable to District owned software and CD-ROM or DVD products.*
 - *Licensing agreements with the manufacturer and vendor shall be followed.*
 - *Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment, and to avoid the use of single copy software or CD-ROM products across a network with multiple users unless the applicable license agreement permits.*
 - *A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the District shall make a back-up program in accordance with the terms of the applicable licensing agreement or 17 U.S.C. §117.*

Appendix: Copyright Resource List

U.S. Copyright Office

<http://www.copyright.gov>

Copyright Act, as amended, Title 17 of the United States Code

www.copyright.gov/title17/92chap1.html

Copyright Term and the Public Domain in the United States

http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm

Cornell University Copyright Information Center

Circular 21: Reproductions of Copyrighted Works by Educators and Librarians

<http://www.copyright.gov/circs/circ21.pdf>

U.S. Copyright Office

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals - Published in House Report 94-1476
http://www.copyright.cornell.edu/policy/Multiple_Copies_for_Classroom_Use.htm
Cornell University Copyright Information Center

Cornell Copyright Policies, Guidance, and Policy Interpretations
www.copyright.cornell.edu/policy/index.htm
Cornell University Copyright Information Center

CONFU Conference on Fair Use.
www.utsystem.edu/OGC/INTELLECTUALPROPERTY/confu.htm
University of Texas

TEACH ACT (Technology, Education, and Copyright Harmonization Act)
<http://www.utsystem.edu/OGC/IntellectualProperty/teachact.htm>
University of Texas

TEACH ACT - Amended Section 110(2) Comparison Chart, Sections 110(1)-(2)
www.unc.edu/~unclng/TEACH.htm
The University of North Carolina at Chapel Hill

WIPO (World Intellectual Property Organization)
<http://www.wipo.org>

MPAA (Motion Picture Association of America)
<http://www.mpa.org>

iCopyright.com (Automated copyright licensing system for digital content)
www.icopyright.com

Permissions Group (Negotiation of rights and fees for the use of copyrighted material in and for all media)
www.permissionsgroup.com

SIIA (Software & Information Industry Association)
www.spa.org

CCC Copyright Clearance Center (Copyright permission for publications worldwide)
www.copyright.com

ASCAP (American Society of Composers, Authors and Publishers)
www.ascap.com

BMI (Broadcast Music Inc.)
www.bmi.com

SESAC, Inc. (A performing rights organization)
www.sesac.com

The Harry Fox Agency, Inc. (Licensing agency for U.S. music publishers)
www.harryfox.com

The Authors Registry (Maintains an extensive directory of authors)
www.authorsregistry.org

Copyright & Fair Use (Stanford University Libraries)
<http://fairuse.stanford.edu/>

Copyright Society of the USA
www.csusa.org

The Copyright (Copyright Registration and Information Resource)
www.benedict.com

Crash Course in Copyright
University of Texas

www.utsystem.edu/ogc/IntellectualProperty/cprtindx.htm

Kohn on Music Licensing

www.kohnmusic.com

National Writers Union

www.nwu.org/nwu

Poets & Writers, Inc.

www.pw.org

Project Gutenberg (Internet's oldest producer of FREE electronic books (eBooks or eTexts))

www.promo.net/pg

WATCH: Writers and Their Copyright Holders

<http://tyler.hrc.utexas.edu/>

World Intellectual Property Organization

www.wipo.int/portal/index.html.en

Bd. Policy 5:170-API

Seeking Permission to Copy or Use Copyrighted Works

The following resources are a partial list of where to begin searching for permission to copy or use copyrighted work. Whenever it is unclear who the owner is, or if the owner is a legal entity of some kind (a business or organization), be sure that the person granting permission is authorized to do so. Once it is known whom to ask, initiate contact by writing a letter, calling, or emailing. Seek written permission that clearly describes its scope. (See Board Policy 5:170E – Exhibit – Request to Reprint Material). Document the receipt of an oral permission and send the owner a confirming letter. A copyright protects materials regardless of whether the owner cares about protection or not. Thus, if required permission cannot be obtained, the work may not be used.

1. For information regarding how to find copyright owners, contact: University of Texas, Austin's Harry Ransom Humanities Research Center, Phone: 512/471-8944, Fax: 512/471-9646, Email: webmail@hrc.utexas.edu, www.utexas.edu.
2. For a part of a book or a journal article, contact: Copyright Clearance Center, "CCC" Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone: 978/750-8400, Fax: 978/646-8600 Email: info@copyright.com, www.copyright.com.
3. For images, contact: The Film Foundation, 7920 Sunset Boulevard, 6th Floor, Los Angeles, CA 90046, Phone: 303/436-5060, Fax: 323/436-5061, Email: www.film-foundation.org; American Society of Media Photographers, 150 North Second Street, Philadelphia, PA 19106, Phone: 215/451-2767, Fax: 215/451-0880, Email: www.asmp.org.
4. If the author owns the copyright in a contribution to a periodical, magazine, or newspaper, permission may be obtained through The National Writers Union, Chicago Local 12, PO Box 2537, Chicago, IL 60690, Phone: 773/426-9382, Email: info@nwu-chicago.org, www.nwu.org; and the Society of Children's Book Writers and Illustrators, 8271 Beverly Blvd., Los Angeles, CA 90048, Phone: 323/782-1010, Fax: 323/782-1892, Email: scbwi@scbwi.org, www.scbwi.org.
5. For a musical work, contact: American Society of Composers, Authors and Publishers, (ASCAP) One Lincoln Plaza, New York, NY 10023, Phone: 212/621-6000, Email: www.ascap.com; Broadcast Music Incorporated, (BMI), 320 West 57th Street, New York, NY 10019-3790, Phone: 212/586-2000, Email: www.bmi.com/home/licensing; or SESAC, 55 Music Square East, Nashville, TN 37203, Phone: 615/320-0055, Fax: 615/329-9627, Email: www.sesac.com.
6. To record and distribute a musical composition recorded by someone else, or synchronize music with visual images, contact: The Harry Fox Agency, Inc., National Music Publishers Association, 711 Third

Avenue, 8th Floor, New York, NY 10017, Phone: 212/370-5330, Fax: 646/487-6779, Email: www.harryfox.com, www.nmpa.org.

7. *Play Rights*

Samuel French, Inc.
45 West 25th Street
New York, NY 10010-2751
Phone: 212/206-8990
Fax: 212/206-1429
www.samuel french.com

Baker's Plays
PO Box 699222
Quincy, MA 02269-9222
Phone: 617/745-0805
Fax: 617/745-9891
www.bakersplays.com

Anchorage Press (Plays for young people)
617 Baxter Avenue
Louisville, KY 40204-1105
Phone/Fax: 502/583-2288
www.applays@bellsouth.net
www.applays.com

Dramatists Play Service, Inc.
440 Park Avenue South
New York, NY 10016
Phone: 212/683-8960
Fax: 212/213-1539
postmaster@www.dramatists.com
www.dramatists.com

8. *For news archives, check the World Wide Web. Many of the largest news organizations have placed archives of their back issues online.*

9. *Movies*

The Motion Picture Licensing Corporation, 5455 Centinela Avenue, Los Angeles, CA 90045, Phone: 800/462-8855, Fax: 310/822-4440, Email: info@mplc.com, www.mplc.com, grants public performance rights. If the author and the publisher are known, contact them directly. If the publisher is unknown contact: The Literary Marketplace, www.literarymarketplace.com (for books) or Ulrich's International Periodicals, www.ulrichsweb.com (for journals), both published by the R. R. Bowker Company, www.bowker.com.

10. *Changed Owner*

The apparent copyright owner may not be the real copyright owner. The U.S. Copyright Office of Internet Resources, (www.loc.gov/copyright), provides online searching of its registration records and performs professional searches for a fee.

11. *Software -- Contact the software's manufacturer at the address given on the licensing agreement.*

Bd. Policy 5:170-AP2

Counselors

The guidance counselors are available to meet with students who are having emotional, psychological or any other type of problem that interferes with school success. They welcome referrals from staff.

Daily Bulletin

A daily bulletin will be posted each morning on the District web site (www.illiniwest.org). Announcements for the bulletin must be given to the office secretary by 3:30 PM the day before. The activity sponsor must sign an announcement before it will be included in the daily announcements. The bulletin will be read daily over the PA system. It is the responsibility of all staff to make sure students are able to hear the announcements being read. No other announcements will be made during the day unless it is absolutely necessary. Classes should not be interrupted for any unnecessary announcements.

Dress Standards

All employees represent Illini West High School District #307 through their appearance, behavior and work. Research reveals that the clothing worn by staff members affects the work, attitude, and discipline of students. Employees dress for four main effects:

1. Respect
2. Credibility
3. Acceptance
4. Authority

“The effective staff member uses these four traits as assets in relating to students, peers, administrators, parents, and the community. If you have these four traits, you have a much greater chance of influencing young people to learn than someone who lacks these traits. Clothing does not make a person, but it can be a contributing factor in unmaking a person. Whether we want to admit, our appearance affects how we are perceived and received in definite ways. Clothing has nothing to do with students liking a staff member. But, clothing definitely has an effect on students’ respect for a staff member, and respect is what a staff member must have if learning is to take place.” Harry Wong – “How to Dress for Success”

Men:

Acceptable Clothing

- Casual shirts with collar, including golf shirts
- Dress (band collared) shirts
- Cotton twill pants
- Dress, deck or casual shoes

Unacceptable clothing

- T-shirts
- Tank tops
- Sweatshirts
- Blue Jeans (acceptable for IA classes)
- Denim articles
- Shorts (acceptable for PE classes)
- Overalls
- Athletic shoes (acceptable for PE classes)
- Flip flops or beach style clothing
- Sleeveless shirts

Women:

Acceptable Clothing

- Dress & casual blouses, including dress T-shirts
- Dress slacks
- Dresses (knee length or longer)
- Skirts (knee length or longer)
- Golf style shirts
- Cotton twill pants
- Capri slacks
- Dress or casual shoes, deck shoes or dress sandals

Unacceptable clothing

- Tank tops or athletic tops
- Sleeveless tops
- See-through or low-cut blouses or sweaters
- Tops that expose undergarments
- Blue jeans
- Denim articles (casual)
- Shorts (acceptable for PE classes)
- Spandex or lycra pants
- Overalls
- Athletic shoes (acceptable for PE classes)
- Flip flops or beach style clothing

On Fridays or the last day of the week the staff will be allowed jeans and T-shirts. The jeans are to be appropriate for school (not frayed, etc.). The T-shirts are to be representing Illini West or of school colors. Staff are expected to follow professional dress standards when representing the school on field trips or other off-campus school functions unless given permission by the Administration.

Drug- and Alcohol-Free Workplace

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

- 1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District, and*
- 2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.*

For purposes of this policy a controlled substance means a substance 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 5 calendar days after such a conviction.*

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

- 1. Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;*
- 2. Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;*
- 3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;*
- 4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;*
- 5. Establish a drug-free awareness program to inform employees about:*
 - a. The dangers of drug abuse in the workplace,*
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and*
 - c. The penalties that the District may impose upon employees for violations of this policy.*

District Action Upon Violation of Policy

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

The School Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

*Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction. **Bd Policy 5:50***

E-Mail

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

E-mail messages should be limited to District-related and education-related purposes. Messages carried over the District's e-mail system are the property of the District. The administration reserves the right to intercept and review, as needed, any message carried on e-mail systems under the control of the District.

Inappropriate content in e-mail messages will not be tolerated by the District and may lead to disciplinary actions up to and including termination. Some areas of the organization are subject to having all their e-mail traffic monitored. This is to ensure that our legal obligations are met. Employees should not send, reply, or forward "chain letters" or other unsolicited e-mail messages that are received from outside sources. Any e-mail of this nature should be deleted.

Email Retention

Email, including attachments, which are sent or received by the District or District employees may be, depending on their content, subject to disclosure under the Freedom of Information Act and/or discovery in litigation as evidence in support of a claim. Employees must use the same standards of judgment, propriety, and ethics with email as they do with other forms of school business-related communications.

Accordingly, employees have the same responsibilities for email messages as they do for any other communication and must distinguish between record and non-record messages. This allows for the proper storage or disposal of email. However, no District record, no matter its form, may be destroyed if it is subject to a litigation hold. See administrative procedure 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules. For guidance on Board member use and retention of email, see 2:140-E, Guidance for Board Member Communications, Including Email Use.

Non-Record Messages

Email messages are "non-record messages" if they do not evidence the District's organization, function, policies, procedures, or activities; or contain informational data appropriate for preservation. These are generally informal or preliminary drafts, notes, recommendations, or memoranda that do not contain official action. Examples include:

- 1. Personal correspondence not received or created in the course of District or school business, such as, "What's for dinner?" or "I'll be glad to drive to the meeting."*
- 2. Notices concerning meetings or workshops, dates, discussion topics, and material to prepare for or to be discussed during a meeting.*
- 3. Publications or promotional material from vendors and similar materials that are available to anyone.*
- 4. Correspondence containing recommendations or opinions that are preliminary to a decision.*
- 5. Informal correspondence to parents/guardians concerning school activities or an individual student's progress or assignments provided the messages do not contain notice of final or official action.*
- 6. Draft material.*

If the email is a "non-record message," the employee should delete it as soon as its purpose is fulfilled unless the email is subject to a litigation hold. The goal is to control excessive accumulation of material.

Official Record Messages

Email messages are "official record messages" if they are evidence of the District's organization, function, policies, procedures, or activities or contain informational data appropriate for preservation. Examples include:

- 1. Policy documents or contract related documents.*

2. Correspondence, e.g., letters, memos, emails from individuals, companies, or organizations requesting information about the District or school policies or practices and the responses to these requests.
3. Project reports.
4. Correspondence dealing with significant aspects of District administration or a school executive office, including messages containing information concerning policies, programs, fiscal and personnel matters, and contracts.

Official record messages should routinely be transferred to the records maintenance location identified by the Records Custodian or Head of Information Technology (IT). Before transferring the message, the employee should identify it as belonging in one of the categories of records established by the Record Custodian or Head of IT. Once transferred, it becomes the official copy and the original electronic version may be deleted according to the District's approved record preservation and retention schedule. **Bd Policy 5:130-AP**

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status order of protection status, or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and 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 for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated 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, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Kim Schilson, Superintendent

Name

641 Buchanan

Address

Carthage, IL 62321

217.357.9607

Telephone

Complaint Managers:

Brad Gooding, Principal

Name

600 Miller Street

Address

Carthage, IL 62321

217.357.2136

Telephone

Joey Dion, Assistant Principal

Name

600 Miller Street

Address

Carthage, IL 62321

217.357.2136

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

*The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination. **Bd Policy 5:10***

Ethics

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

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

- 1. Superintendent;*
- 2. Building Principal;*
- 3. Head of any department;*
- 4. Any employee responsible for negotiating contracts, including collective bargaining agreement, 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.*

*See also the “Conduct Standards” section. **Bd Policy 5:120***

Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board members:

- 1. No employee shall intentionally perform any “political activity” during any “compensated time,” as those terms are defined herein.*
- 2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.*
- 3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member’s or employee’s duties,*

(b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.

- 4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.*

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

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with any Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

- 1. Opportunities, benefits, and services that are available on the same conditions as for the general public.*
- 2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.*
- 3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.*
- 4. Educational materials and missions.*
- 5. Travel expenses for a meeting to discuss business.*
- 6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.*
- 7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.*
- 8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.*
- 9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.*

10. *Intra-governmental and inter-governmental gifts.* “*Intra-governmental gift*” means any gift given to a Board member or employee from another Board member or employee, and “*inter-governmental gift*” means any gift given to a Board member or employee by an officer or employee of another governmental entity.
11. *Bequests, inheritances, and other transfers at death.*
12. *Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.*

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Enforcement

The Board President and Director shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Director or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Director or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board’s disposition or refer the complainant to Board policy 2:260, Uniform Grievance Procedure. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State’s Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

“Political activity” means:

1. *Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.*
2. *Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.*
3. *Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.*
4. *Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.*
5. *Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.*
6. *Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.*
7. *Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.*
8. *Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.*
9. *Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.*

10. *Preparing or reviewing responses to candidate questionnaires.*
11. *Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.*
12. *Campaigning for any elective office or for or against any referendum question.*
13. *Managing or working on a campaign for elective office or for or against any referendum question.*
14. *Serving as a delegate, alternate, or proxy to a political party convention.*
15. *Participating in any recount or challenge to the outcome of any election.*

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

"Prohibited source" means any person or entity who:

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

*"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee. **Bd. Policy 2:105***

Expenses

The School Board shall reimburse employees for expenses necessary for the performance of their duties, provided the expenses have been approved by the Superintendent or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

*Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher. Expense vouchers shall be presented to the School Board in its regular bill process. **Bd Policy 5:60***

Registration Fees

When possible, registration fees will be paid by the District in advance.

Transportation Costs

The least expensive transportation shall be used. Employees will be reimbursed for:

1. *Air travel at the coach or single class commercial airline rate. Copies of airline tickets must be attached to the expense voucher.*
2. *Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets will be attached to the expense voucher to substantiate amounts.*
3. *Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for personal automobile use in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.*
4. *Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher.*

5. *Taxis, airport limousines, or other local transportation costs.*

Hotel/Motel Charges

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Other expenses incurred by employees will be reimbursed when specifically related to School District business. The expense voucher or hotel bill must explain the types of expenses incurred.

Employees shall pay personal expenses that are charged to hotel room bills at check-out. If this is not possible, deductions for the charges should be made on the expense voucher.

Meal Charges

Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area. Tips shall be included with the meal charges. Expense vouchers must explain the meal charges incurred.

Personal Charges

*All personal travel costs must be excluded from the expense voucher. **Bd. Policy 5:60-AP***

Forms to Use

- For prepayment of fees use "Professional Conference/School Related Activity Prepayment of Fees Request"
- For reimbursement of professional conference expenses use "Professional Conference Reimbursement Request"
- For reimbursement of non-professional conference expenses use "Expense Voucher"

Extra-Curricular

All extra-curricular positions are approved by the Board. Extra-curricular positions will be based upon the number of participants in each activity or sport. It should be understood that the Board will make a final determination on extra-curricular offerings after receiving all relevant information from the principal and athletic director. The Board of Education shall review and appoint on an annual basis the coaches and sponsors of all extra-curricular activities.

Should a sport or an activity not have enough participants to function as a team or activity, then that sport or activity shall be canceled for the rest of the school year, and the coach or assistant shall receive 25% of his/her contracted stipend. This determination shall be made within 10 days of the start of each season, or for an activity within 10 days of the start of the school year.

Grant Programs

Illini West High School District participates in grant programs which may provide stipends, reimbursements or equipment to teachers and staff, with prior approval of the Superintendent. All grant activity, including stipends, is determined by the terms of the grant. Grants are exclusive from any bargaining agreement. All materials received through grant programs become property of the school district.

Health/Life Insurance

Each full-time employee will have \$10,000 in life insurance provided.

Each full-time support staff employee who works 30 hours per week or more may apply for health coverage with the district group health insurance plan at the time of their initial employment, or during open enrollment periods. The district will contribute toward an individual monthly policy premium as per collective bargaining agreements.

As long as federal and state rules and regulations permit, a cafeteria plan will be maintained by the employer that will allow employees that participate in the group health insurance to shelter their premiums from federal and state income tax. There will be no charges to the employee for the cafeteria plan.

A cafeteria flex plan will also be offered by the employer to employees that wish to participate and shelter child care expenses, medical expenses and dental expenses by payroll deductions. The cost of participation will be paid by payroll deduction.

Hiring Process and Criteria

*All personnel decisions are made by the School Board, but only on the recommendation of the Superintendent. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the School Board's approval. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21-23a of The School Code. **Bd Policy 5:30***

Immigration Investigation

All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day. If an individual is unable to provide the required documents to complete the Form I-9 within the 3-day period, the individual must present a receipt for the application of the documents within 3 days of the hire and present the required documents within 90 days of the hire.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of 3 years after the date of hire or one year after individual employment is terminated, whichever is later.

Criminal History Records Check

The following individuals are responsible for the actions listed:

Applicant - *Each applicant for employment in any position (except bus driver) must provide a written authorization for a fingerprint-based criminal history records check at the time he or she submits the application.*

Applicant for Bus Driver - *Each applicant for a bus driver position must complete the application required by the Secretary of State for a school bus driver permit (obtained from the District) and submit it to the District along with the necessary fingerprint submission as required by the Department of State Police to conduct a fingerprint-based criminal history records check. The Superintendent or designee will conduct a pre-employment interview with prospective school bus driver candidates, distribute school bus driver applications and medical forms, and submit the applicant's fingerprint cards to the Department of State Police. The Superintendent or designee will certify in writing to the Secretary of State that all pre-employment conditions have been successfully completed, including the successful completion of a criminal history records check as required by State law. The applicant must present the certification to the Secretary of State at the time of submitting the school bus driver permit application. **Bd Policy 5:30-AP2***

Instructional Materials and Computer Programs Developed Within the Scope of Employment

Definitions

The definitions used in this procedure are in accordance with State and federal law. In the event of a change, these procedures shall be deemed to be modified to the extent required by the change.

Works made for hire - *Instructional materials and computer programs (including written, electronic, digital, audio, visual materials and tapes, films, and works of art) when an employee creates them:*

- 1. Within the employee's scope of employment,*
- 2. In whole or in part during hours of District employment (not including lunch periods or other similar free periods),*
- 3. Under the District's supervision or control,*

4. *As a direct result of the employee's duties with the District, and/or*
5. *Using District resources or facilities.*

Proceeds - *Profits derived from the sale of instructional materials after deducting the expenses of developing and marketing these materials.*

Computer program - *A series of coded instructions or statements in a form acceptable to a computer, which causes the computer to process data in order to achieve a certain result.*

Computer - *An internally programmed, general purpose digital device capable of automatically accepting and processing data and supplying the results of the operation.*

Instructional Material Prepared Within the Scope of Employment

All instructional materials developed by an employee within the scope of District employment are works made for hire and belong to the District. The District is entitled to all proceeds from the sale of works made for hire other than computer programs.

An employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

Computer Programs Prepared Within the Scope of Employment

All computer programs developed by an employee within the scope of District employment are works made for hire and belong to the District.

An employee who develops a computer program is entitled to a share of the proceeds from its sale as agreed to by the District. Neither the employee nor the District may receive more than 90% of the proceeds. An employee's representative may conduct the negotiation; the School Board must approve all agreements.

The employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of District employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

*The District shall compute proceeds. The proceeds of a computer program developed by more than one employee shall be equitably distributed among such employees, in proportion to their participation in the program's development. **Bd. Policy 5:170-AP3***

Internal Information Responsibilities

*District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information. **Bd Policy 5:130***

Internet Usage Policy

The District's Internet usage policy is available on the District web site. Each staff person must sign the Internet Usage Form which acknowledges receipt of the policy and agrees to follow the policy. Failure to do so will cause the staff person's access to the network and Internet to be blocked.

Investigations – Hiring Process

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (when available) is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

*The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21-23a of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents. **Bd Policy 5:30***

Job Classifications

*The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions. **Bd Policy 5:35***

Fair Labor Standards Act Exemptions

FLSA Exemption Category	Staff Positions
Non-covered persons	Independent contractors Volunteers Trainees (e.g., student teachers) who: (1) receive academic credit for their work experience, (2) do not displace regular employees, (3) work under close supervision, and (4) are not entitled to a job at the end of their training
Executive employees	Superintendent Associate/Assistant Superintendents Directors Supervisors Other department managers
Administrative employees	Building Principals Assistant Principals Data systems analysts or computer programmers involved in obtaining solutions to complex business problems Other certificated administrative staff
Professional employees	Teachers Counselors Registered nurses Media coordinators Other non-supervising certificated staff
Non-exempt employees	Secretaries Receptionists Bookkeepers

FLSA Exemption Category	Staff Positions
	Cafeteria workers Crossing guards Before/after school program workers Bus drivers/transportation workers Computer lab managers Custodians Maintenance workers Pre-school workers Teacher aides, paraprofessionals, and assistants

Job Descriptions

*The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict. **Bd Policy 5:30.***

Jury Duty

The District shall not reduce the salary of an employee for any time of service on a jury except that the District shall make a deduction from an employee’s salary for any amount received for such service excepting reimbursement for the employee’s expenses made by the court.

Keys

Keys are checked out through the office. Each staff person is responsible for any key they have checked out. All keys will be collected at the end of the school year and reissued at the beginning of the next school year unless the staff person signs off acknowledging responsibility for keys during summer months. Keys should never be given to students. Duplicate keys should not be made.

Mailboxes, Voice Mail and Electronic Mail (Email)

Staff is to check their mailbox, voice mail and electronic mail (email) before school each morning, at lunch time, preparation time and after school. Students should not be sent to retrieve mail or place anything in a mailbox. General distribution items needing to be placed in other teachers’ mailboxes should be approved by the Principal before distribution. Each mailbox should be cleared out weekly.

Master Calendar

A master calendar for all school activities is located in the high school assistant principal’s office and on the District web site. Staff desiring to use school facilities need to check the calendar as to availability. A calendar event form must be completed and submitted to the assistant principal to reserve a time and place. The form must then be approved by the Principal and Athletic Director before inclusion on the calendar. Only office personnel can add events to the calendar. Cancellation of activities should be reported to the office as soon as possible.

Mileage

Each employee required to travel in his or her own vehicle at the direction of the District shall be reimbursed at the IRS allowed rate as established at the beginning of each month. Travel expenses will be reimbursed based on the month the expense was incurred. A Travel Expense Voucher must be completed and submitted to the Principal for approval.

Nursing Mothers Workplace Accommodations

The School District accommodates mothers who choose to continue breastfeeding after returning to work. An employee who is a nursing mother may take reasonable unpaid breaks each day to express breast milk or breastfeed her infant. The employee's supervisor shall help the employee arrange a break schedule accommodating the nursing mother while minimizing disruption. The break time must, if possible, run concurrently with any break time already provided to the employee.

Each Building Principal or chief administrator in another District building shall identify a private room or space where, if a request is made, an employee may express milk or breastfeed her infant. The private space should: (1) be in close proximity to the work area and be other than a toilet stall, and (2) include an electrical outlet for the use of an electric breast pump.

*Supervisors should consider ways to accommodate an employee's needs with minimal disruption of the school environment. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave. **Bd Policy 5:10-AP***

Orientation Program

*The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. **Bd Policy 5:30***

Outside Employment and Conflict of Interest

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

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

*Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties. **Bd Policy 5:120***

Overnight Trip Expenses

On extra-curricular trips approved by the Board, the District will pay for:

- Bus driver and sponsor(s) motel rooms – but must stay at the same motel.
- Bus driver and sponsor(s) meals
- Registration fees for sponsor(s).

These are the only expenses the District will pay (beyond the usual costs of transportation).

Payday/Paychecks

Payday shall be the 15th and 30th of each month. When these dates fall on a weekend or a holiday, the payday will be the last working day for the District business office prior to the weekend or holiday.

Per IRS rules and regulations for Section 409-A Election, employees will be given the option each year of choosing to spread their compensation over a 12-month period . If this election is made, it is irrevocable and cannot be changed after a work period begins. Compensation will be paid ratably over 12 months (24 pays) starting with the beginning of the school year or if a full-time non-certified employee at the beginning of the fiscal year. If an employee does not make the Section 409-A Election, the amount of each paycheck will be determined by the annual amount (including approved stipends) divided by the number of pay periods in the

anticipated work period. Extra pay, bus trips, or docked pay will be made from time sheets once the information is turned in and processed.

All employees will receive their pay through direct deposit into a checking or savings account of their choice. Contact should be made with the District Bookkeeper to change the designated direct deposit account. Direct deposit paycheck stubs will be available in the high school office (or mailed to home addresses when school is not in session) on the day the direct deposit is made.

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes Facebook, LinkedIn, MySpace, Twitter, and YouTube.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones such as BlackBerry®, android®, iPhone®, and other devices, such as iPads® and iPods®.

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, Ethics and Conduct at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, Workplace Harassment Prohibited; 5:120, Ethics and Conduct; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials through the District employee’s personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees’ personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages,

including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, Ethics and Conduct.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board. **BD Policy 5:125**

Personnel Records

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

An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. No one else may have access to an employee's personnel files and personal information except for: (1) a supervisor or management employee who has an employment or business-related reason to inspect the record, or (2) anyone who has the employee's written consent.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested 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 or designee. **Bd Policy 5:150**

Applicant Records

Records for a successful employment applicant are maintained with the individual's employment records. Records for an unsuccessful employment applicant are maintained for no less than 5 years from the application date. Applicant records include the following if received by the District:

- Employment application forms
- Transcripts
- Previous work experience
- References
- Such other relevant information as the District desires of applicants for screening purposes

Personnel Records

Personnel records for all employees include:

- Pre-employment records, including verification of past employment

Dates of employment

Valid certificate and/or evidence of required credentials for services being performed

Records maintained pursuant to Internal Revenue Service regulations

Criminal background investigation history and report

Form I-9 required by the Immigration and Naturalization Service under the Immigration Reform and Control Act

Payroll information and deductions, including all records required to be kept by 5:35-AP2, Employee

Records Required by the Fair Labor Standards Act (29 C.F.R. §§516.2 and 516.3)

Records maintained for the Illinois Teachers' Retirement System or the Illinois Municipal Retirement System

Credit release information

Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)

Salary schedule data

Relevant health and medical records, including the verification of freedom from tuberculosis required by The Illinois School Code (105 ILCS 5/24-5)

Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action except as provided in 820 ILCS 40/10

Supervisory evaluations

Promotions

Awards received

Disciplinary actions

Letter of resignation or retirement

Notice of discharge

Any additional information the District deems to be relevant

In addition to the above, personnel records for all professional personnel include:

Valid certificate for services being performed

Copies of official transcripts required by The Illinois School Code (105 ILCS 5/24-23)

Transcripts of graduate work completed

Verification of past teaching experience, if any

Record of in-service work completed

Employment records shall be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning activities occurring on the District's premises or during the employee's working hours that: (1) interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, (2) constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or (3) could, by the employee's actions, cause the District financial liability.

Records identifying an employee as the subject of an investigation by the Department of Children and Family Services shall not be kept if such investigation resulted in an unfounded report as specified in the Abused and Neglected Child Reporting Act.

Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Personnel Record Review Act, 820 ILCS 40/0.01 et seq., and any relevant provisions in an applicable collective bargaining agreement. According to the Review Act, an employee is granted access to his or her personnel records at least 2 times in a calendar year at reasonable intervals. Unless otherwise indicated in an

applicable bargaining agreement, access to the employee's personnel records shall be according to the following guidelines:

- 1. The employee must submit a written inspection request to the Superintendent or the Superintendent's designee.*
- 2. The Superintendent or designee will provide the employee the opportunity for inspection within 7 working days after the request. If such deadline cannot reasonably be met, the District will have an additional 7 days to comply.*
- 3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.*
- 4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.*
- 5. Neither an employee nor his or her designated representative will have access to records which are treated as exceptions in the Illinois Personnel Record Review Act discussed below.*
- 6. The employee may copy material maintained in his or her personnel record. Payment for record copying shall be based on the District's actual costs of duplication.*
- 7. The employee may not remove any part of his or her personnel records from his or her file or may not remove any part of his or her personnel records from the District's administrative office.*
- 8. Should the employee demonstrate his or her inability to inspect his or her personnel records in person, the District will mail a copy of (a) specific record(s) upon written request.*
- 9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.*
- 10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the employer and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement shall be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.*

Requests by Third Parties

Before the District divulges disciplinary reports, letters of reprimand, or records of other disciplinary action to a third party, to a party who is a part of the employer's organization, or to a party who is a part of a labor organization representing the employee, the District will provide the employee with a written notice. The written notice to the employee will be mailed to the employee's last known address and will be mailed on or before the day the information is divulged to any of the aforementioned parties.

No such written notice will be required if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

When the District receives a written request for personnel records from a third party, the District shall review the requested records and, before releasing the records to the third party to inspect and copy such records, the District shall delete disciplinary reports, letters of reprimand or other records of disciplinary action which are more than 4 years old, unless the release is ordered to a party in a legal action or arbitration.

Restriction on Employee Access

Section 10 of the Illinois Personnel Record Review Act provides that the right of the employee or the employee's designated representative to inspect his or her personnel records does not extend to:

- 1. Letters of reference for that employee.*
- 2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.*
- 3. Materials relating to the employer's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.*
- 4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.*
- 5. Records relevant to any other pending claim between the District and employee which may be discovered in a judicial proceeding.*
- 6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records. **Bd Policy 5:150AP***

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the School Board.

*Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The School Board will pay the expenses of any such examination. **Bd Policy 5:30***

Public Information Process

The Principal is the public relations officer of the school. Contacts with the media should be routed through the Principal. If a member of the media contacts a staff person about a school related issue, the principal should be informed.

Public Suggestions and Complaints

The School Board is interested in receiving complaints and suggestions from members of the community. Any individual may make a suggestion or express a complaint at any District or School office. All suggestions and/or complaints will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each complaint or suggestion shall be considered on its merit.

*An individual who is not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board. **Bd Policy 8:110***

Purchase Orders

To purchase needed supplies and equipment, staff must electronically submit to the high school principal or assistant principal a completed copy of the Purchase Order. All purchase orders must then be approved by the Principal or Assistant Principal and Superintendent. The Superintendent's Office will place the order once approval is given. When the order is received, any invoices received should be turned in to the Superintendent's Office immediately for payment.

Recognition for Service

*The School Board will periodically recognize those District employees who contribute significantly to the educational programs and welfare of the students. **Bd Policy 5:110***

Religious Holidays

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship.

*Employees may use earned vacation time, or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee. **Bd Policy 5:70***

Residence of Employees

Where an employee resides will have no bearing on their duties and responsibilities.

RTI Team

The purpose of RTI is to identify students who may need help for school success. All faculty and staff are encouraged to advise the Core Team about any concern they have for a student. The steps involved in the RTI Program include identification, assessment, intervention, referral, and follow up. The 2012-13 Core Team includes: Ryan Bliss, Carol Brooks, Connie Flesner, Denise Harrell, Greg Hoener, Shelli Jennings, Debbie Murphy, Shari Shupe and Judy Stevenson.

School Visitation Leave

Eligible employees

These administrative procedures apply to both professional staff and educational service personnel. An employee is eligible for a school visitation leave if he or she has worked for the District at least 6 consecutive months immediately before the request and works at least one-half of the full-time equivalent position. Periods when school is not in session will not count as a break in consecutive service.

School Conference and Activity Leave

An employee is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Employees must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick and disability leave.

Request

An employee must request a school conference and activity leave in writing at least 7 days in advance; in an emergency situation, 24 hours notice is required. The employee must consult with the employer to schedule the leave so as to minimize disruption. A leave request may be denied if granting the leave would result in more than 5% of the work force, or work force shift, taking leave at the same time.

Compensation

A school visitation leave is unpaid. The District will attempt, however, to give the employee the opportunity to make-up the time taken for such a leave. The employee taking a visitation leave will not lose any benefits.

Verification

*An employee returning from a school visitation leave must provide the Building Principal with verification of the visitation from the school administrator of the school visited. Failure to provide this verification within 2 working days of the visitation will subject the employee to the standard disciplinary procedures for unexcused absences from work. **Bd Policy 5:250-AP***

Sexual Harassment

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

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal 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. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint: Enforcement

A violation of this policy 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, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure).

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

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Kim Schilson

Name

641 Buchanan

Address

Carthage, IL 62321

217.357.9607

Telephone

Complaint Managers:

Brad Gooding, Principal

Name

600 Miller Street

Address

Carthage, IL 62321

217.357.2136

Telephone

Joey Dion, Assistant Principal

Name

600 Miller Street

Address

Carthage, IL 62321

217.357.2136

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

Bd Policy 5:20

Sick Leave Bank

A. Purpose of the Bank

The intent of this Voluntary Sick Leave Bank is to provide extended sick leave benefits to those staff members who personally incur a period of extended illness, injury or hospitalization. Short term illnesses are not subject to the use of the following Voluntary Sick Leave Bank provisions.

B. Eligibility and Membership

All full-time employees and administrators of District #307 are eligible for the Voluntary Sick Leave Bank.

C. Operation of the Bank

Each eligible employee may donate sick days to another approved employee a maximum of 12 sick days or the number of remaining sick days in a school year. Sick Leave Bank days cannot be used for Service Credit and are forfeited at Retirement.

D. Governing Committee

Two teachers, selected by the Association (on a yearly basis with names to be given to the building principal) on staggering terms not to exceed two years; a non-certified employee chosen by the non-certified employees; and two administrators appointed by the Board of Education, shall act as the governing Committee in all matters that concern policies of use of the Volunteer Sick Leave Bank.

E. How to Use the Bank

A full time employee will be eligible for Volunteer Sick Leave benefits after using up all personally accumulated sick leave and making written application to the committee. An employee or designated representative of the employee shall contact the governing committee, in writing, five (5) days prior to the need. If the committee approves the request, district employees will be notified of a need and asked if they wish to donate sick leave days. The donation of sick days is completely voluntary and

confidential. At no time will any employee be pressured into donating sick days. The decision of the committee is final, and as this is employee conducted, is not grievable.

An employee desiring to donate days fills out a donation form indicating the number of sick leave days being donated to the requesting employee. If more than one employee donates sick leave days, a lottery is used to determine order of use. Any sick leave days not used by the requesting employee are returned to the donating employee.

Solicitations By or From Staff

*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 Superintendent. **Bd Policy 5:140***

An employee shall not permit any commercial advertisements to be read or distributed, give a list of names of students to any commercial advertiser, and collect any contributions of money from students unless it directly pertains to necessary school work. Special exceptions may be made with authorization of the Superintendent or Board of Education.

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plan(s) so that student learning objectives meet or exceed goals established by the District and State.

At least once every 2 years, the in-service training of certificated school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

At least every 2 years, the Superintendent or designee shall arrange an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

*All staff members are encouraged to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automatic external defibrillator, in accordance with a nationally recognized certifying organization. The staff development program may include training and services of experts in life-saving techniques to instruct teachers and other school personnel. **Bd Policy 5:100***

All District-sponsored staff development programs, including in-services, shall be approved by the Superintendent. Staff development opportunities exist through the following:

- A. *Planned in-service programs, courses, seminars, and workshops are offered within the District. Every staff member is encouraged to suggest topics, formats, and speakers for in-service meetings. Suggestions should be given to the Superintendent or any member of the advisory committee if one exists.*
- B. *Visits to other classrooms and schools, as well as attendance at conferences, workshops, and other meetings may be requested.*

With the Superintendent's approval, staff members may be released with full pay to:

- *Attend professional conventions and meetings, visit exemplary programs, as well as participate in other professional growth activities. At the time of approval, the Superintendent will indicate which expenses, if any, will be reimbursed by the District. After participation, a written report must be submitted to the Superintendent summarizing the activity's highlights.*
 - *Serve as speakers, consultants, or resource persons outside the District. The staff member accepting such assignments may not accept any fee or honorarium other than a reasonable fee for preparation done outside of the working day. The employee or the institution receiving the services is responsible for travel, lodging, meal expenses, and for substitute costs if any are incurred.*
 - *Attend training and staff development programs sponsored by an Educational Service Center (105 ILCS 5/2-3.62), the Illinois State Board of Education, a Regional Office of Education, the Illinois Association of School Boards, or any other professionally-sponsored education program. At the time of approval, the Superintendent will indicate which expenses, if any, will be reimbursed by the District. After participation, a written report must be submitted to the Superintendent summarizing the activity's highlights.*
- C. *Leaves of absence for advanced training and internships are governed by Board policy and/or collective bargaining agreements, if any.*
- D. *The topics to be covered on days declared as Teacher Institutes (TI) must be approved by the Regional Superintendent of Schools governing the schools of that region. The request for approval should be submitted to the Regional Superintendent at least 30 days prior to the event.*
- E. *Many opportunities for on-going professional development opportunities exist. Staff members are encouraged to discuss their plans for identifying and optimizing these opportunities with their supervisors. **Bd. Policy 5:100-AP***

Staff Reduction Notices

Certified staff who will not be re-employed will be notified at least 45 days before the end of the school year. Non-certified staff who will not be re-employed will be notified at least 30 days before the employee is removed or dismissed.

Stipend Payment Procedures

District Employees – Hired Prior to Start of School Year

Any stipend to which the employee is entitled and has been hired for prior to July 1st will be paid over 12 months starting with the September payroll, subject to the provisions of the employee's Section 409-A Election (see "Payday/Paychecks" section).

Head Coaches – Out of District

A head coach who is not employed by Illini West High School District in a staff position other than coaching will receive their stipend after the athletic season for the sport they are coaching is over pending inventory information being turned in to the Athletic Director's Office. The Athletic Director will authorize payment by contacting the Superintendent's Office.

Assistant Coaches – Out of District

An assistant coach who is not employed by Illini West High School District in a staff position other than coaching will receive their stipend on the first pay day following the end of the athletic season for the sport they are coaching.

Student Activity Accounts

Each sponsor is responsible for all money handled.

All funds are deposited into the Student Activity Fund by completing a Deposit Form (posted on District Web Site) and turning the funds and form in to the high school office. Money should not be kept in the

classroom. Students should not be counting any money unless approved by the administration. Students should not bring deposits to the office – rather they should be delivered by a staff member. A safe is available in the high school office to store funds overnight if not ready for deposit. All monies collected must be turned in to the Activity Account and may not be used for any purchases. Teachers/Sponsors or organization student officers should be the only people filling out a deposit slip. Any money that is to be deposited needs to be turned into the high school office by 2:00 PM each day. No funds may be kept to use as petty cash or to pay invoices.

Advance approval of all fundraisers must be received from the School Board. A Fundraising Request Form (posted on the District Web site) must be completed and turned in to the principal 10 days prior to the next School Board meeting for inclusion on the agenda. A copy of the approved Fundraiser Request Form will be given to the sponsor following Board approval.

Expenditure of funds is initiated by submitting a completed Payment Order (posted on the District Web site) to the principal for approval. Each payment order must be signed by the sponsor, a student member of the organization and an administrator. The payment order must also be accompanied by an invoice or receipt indicating the purpose of the expenditure and to whom payment should be made. Checks will typically be written once per week – usually on Tuesdays.

Sponsors will receive monthly statements indicating the receipt and disbursement of their account funds.

Succession Plan

*If the Superintendent, Building Principal, or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall be as stated below. If the first person on the succession list is unavailable, the second person shall be the responsible person and so on in order through the list. The designated individual shall communicate with the School Board President in cases of importance and/or emergency. **Bd Policy 3:70 AP***

Superintendent

Building Principal
Assistant Principal
Full Time Guidance Counselor

Building Principal

Superintendent
Assistant Principal
Full Time Guidance Counselor

Suspension Without Pay

*No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Certificated employees may be suspended without pay in accordance with Board policy 5:240, Professional Personnel - Suspension. Non-certificated employees may be suspended without pay in accordance with Board policy 5:290, Educational Support Personnel - Employment Termination and Suspensions. **Bd Policy 5:35***

Technology Repair

Any computer/technology problems should be reported by e-mail to the building administrator. If the internet or e-mail is not accessible, the problem should be reported by either a handwritten note or phone call to the office explaining the problem.

Telephones/ Cell Phones

There is a telephone in every classroom. Its primary purpose is to facilitate communication between the office and classrooms. **THE PHONES ARE TO BE USED BY STAFF ONLY.** Staff members and teachers are to check their voicemail before school, during preparation time, during lunch and after school. The capacity to make phone calls out of the building will be turned on at the end of every school day. Phones may be used to call 911 at any time. All long distance calls must be made from the administrative offices. Staff members and teachers may use personal cell phones during duty free times (before school, preparation time, lunch time, break time, after school).

Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may consider beginning dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application.

*Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity. **Bd Policy 5:180***

Tobacco Regulations

The Illini West School District #307 Board of Education has adopted a no smoking policy in accordance with State guidelines. No tobacco products are permitted on school property at any time by anyone.

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

- 1. Title II of the Americans with Disabilities Act;*
- 2. Title IX of the Education Amendments of 1972;*
- 3. Section 504 of the Rehabilitation Act of 1973;*
- 4. Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.;*
- 5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;*
- 6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;*

7. *Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);*
8. *Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;*
9. *Curriculum, instructional materials, and/or programs;*
10. *Victims' Economic Security and Safety Act, 820 ILCS 180;*
11. *Illinois Equal Pay Act of 2003, 820 ILCS 112;*
12. *Provision of services to homeless students;*
13. *Illinois Whistleblower Act, 740 ILCS 174/1 et seq.*
14. *Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)*

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

1. *Filing a Complaint*

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

2. *Investigation*

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 30 school business days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Kim Schilson

Name

641 Buchanan

Address

Carthage, IL 62321

217.357.9607

Telephone

Complaint Managers:

Brad Gooding

Name

600 Miller Street

Address

Carthage, IL 62321

217.357.2136

Telephone

Joey Dion

Name

600 Miller Street

Address

Carthage, IL 62321

217.357.2136

Telephone

Bd Policy 2:260

Guidelines for Investigating Complaints and Allegations of Misconduct

As a general rule, all complaints should be investigated, even when the complainant requests that nothing be done or is anonymous.

Step 1: Before the Investigation

- A. According to policy 2:260, Uniform Grievance Procedure, the Superintendent appoints at least two Complaint Managers, one of each gender. The District Complaint Manager investigates: (1) complaints filed under policy 2:260, Uniform Grievance Procedure, and (2) allegations of employee misconduct.
- B. The appropriate Building Principal or designee investigates all allegations of student misconduct.
- C. Anyone with a complaint or making an allegation of misconduct should be referred to the Complaint Manager or Building Principal without delay.
- D. A Complaint Manager or Building Principal (hereafter referred to as “investigator”) will investigate all complaints or allegations of misconduct, except that, depending on the circumstances, the Superintendent may appoint a special investigator. An investigator should not have any involvement with the complainant or the alleged wrongdoer. The Superintendent will ensure that investigators have sufficient authority and resources, including access to the Board Attorney.
- E. The investigator should provide a fair opportunity for both sides to be heard.
- F. The investigator should begin by carefully reading the complaint. Next the investigator should review applicable School Board policies, administrative procedures and manuals, laws, regulations, and collective bargaining agreements.
- G. The investigator should develop a plan, including:
 - Witness list
 - Order of interviews
 - Questions for witnesses
 - Physical evidence needed, e.g., records, documents, reports, photos, and letters
- H. The investigator should make logistical arrangements, e.g., determine interview location and the need for photographs and/or a video or audio recording.

Step 2: The Investigation

- A. Typically, interview the complainant first, next the subject of the investigation, and, finally, all witnesses. The following applies to all interviews:
 - If possible, statements should be written, dated, and signed by the person being interviewed.
 - Ask open-ended questions and do not suggest answers to questions.
 - Record important details, essentially who, did what, to whom, when and how done and, if appropriate, why?
 - Be objective and nonjudgmental; do not prejudge an alleged wrongdoer’s guilt. Never show outrage or dismay.
 - Ask for the names of any other witnesses.
 - Deal with emotional outbursts and anger by patiently explaining that details are needed for an accurate investigation.
 - If a witness cannot be interviewed, record the reason.
- B. While confidentiality should be maintained, do not make promises of confidentiality or anonymity. Only the Superintendent may promise confidentiality or anonymity.
- C. Keep the Superintendent informed, but do not discuss the investigation with Board members in order to avoid the appearance of prejudice or unfairness.
- D. Obtain copies of all necessary papers. Originals are not needed, but record how to get them.
- E. Collect physical evidence and photographs. Keep a record of when, and where, or from whom physical evidence was gathered.
- F. Document everything about the interview, including the person’s demeanor, gestures, accuracy of memory, and overall credibility.

G. *During the investigation, keep the investigation file separate from personnel or student record files. In a subsequent hearing, the opposing side may be able to view the investigation file.*

Step 3: Following the Investigation

- A. *Report to the Superintendent or designee the investigation results, that is, the matters investigated, facts, conclusions, and recommendations. Prepare a written report if requested.*
- *Answer who, what, when, where, why, and how.*
 - *Factual findings are based on whether an incident's occurrence is more likely than not. Identify as many factual findings as possible to support a conclusion. In a "he said, she said" scenario, a decision can be based on the credibility of the parties and witnesses. Include in the report any findings that are inconclusive.*
 - *Make a determination regarding credibility of specific evidence, that is, how believable is it and why. Credible evidence is capable of belief by a reasonable person.*
- B. *Be prepared to testify as to the fairness of the investigation, the authenticity of the evidence, and the contents of the investigation report. **Bd Policy 2:260-AP***

Uniform Orders

Requests for Board approval of orders for athletic or other uniforms must be accompanied by a drawing and/or photograph of the proposed uniform, along with the signature of the head coach/sponsor of the sport/organization signifying their approval of the uniform design and color scheme.

Workmen's Compensation

Workman's Compensation is a system of benefits provided by law by the district at no cost to the employee to most workers who have job-related injuries or illnesses. Benefits are paid for injuries that are caused, in whole or in part, by an employee's work. This may include the aggravation of a pre-existing condition, injuries brought on by the repetitive use of a part of the body, heart attacks, or any other physical problem caused by work. Benefits are paid regardless of fault.

If you suffer from a work-related injury or illness, you should take the following steps:

1. Get medical assistance. By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. The employee may choose two physicians, surgeons, or hospitals. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits.
2. Notify your employer. You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness. **Illini West High School District employees should report any accidental injury or illness immediately or as soon as practicable to the District Office at 217/357-9607.**
3. Learn your rights. Your employer is required by law to report accidents that result in more than three lost work days to the Industrial Commission. Once the accident is reported, you should receive a handbook that explains the law, benefits, and procedures. If you need a handbook, please call the Illinois Worker's Compensation Commission or go to the web site. If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you. It is against the law for an employer to harass, discharge, refuse to rehire or in any way discriminate against an employee for exercising his or her rights under the Workers' Compensation or Occupational Disease Acts. If you file a fraudulent claim, you may be penalized under the law.

4. Keep within the time limits. Generally, claims must be filed within three years of the injury or disablement from an occupational disease, or within two years of the last workers' compensation payment, whichever is later. Claims for pneumoconiosis, radiological exposure, asbestosis, or similar diseases have special requirements. Injured workers have the right to reopen their case within 30 months after an award is made if the disability increases, but cases that are resolved by a lump-sum settlement contract approved by the Commission cannot be reopened. Only settlements approved by the Commission are binding.

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office:

Web site: www.state.il.us/agency/iic Toll Free: 866-352-3033
TDD (Deaf) 312-814-2959 Chicago 312-814-611 Peoria 309-671-3019
Springfield 217-785-7087 Collinsville 618-346-3450 Rockford 815-987-7292

Illini West High School District's workers' compensation claims are handled by:

Company: Wells Fargo Insurance
Address: 2107 South Neil Street
Champaign, IL 61820
Phone: 309-454-6900
Policy number: WCB1002099
Employer FEIN: 22-3949095

Professional Personnel

The Board of Education for Illini West High School District #307 and the Illini West High School Education Association have entered into a contract that establishes certain specified terms and conditions of employment for most Professional Personnel in the School District. As to the Professional Personnel covered by the IWHSEA contract, the IWHSEA contract shall govern in case of any conflict between the contract and the following provisions of the Staff Handbook.

Assemblies

Teachers with a class at the time of an assembly should follow these procedures:

1. Notice of an assembly will be communicated to the teachers and staff via a meeting, e-mail or announcement over the intercom.
2. Continue teaching class until notice of dismissal to the assembly is given.
3. Instruct students as to the nature of the assembly program.
4. Outline expectations of behavior during the assembly.
5. Proceed to the assembly with the class, once notice is given. (Students should not be allowed to go to their lockers, get drinks, go to the restroom, etc. on the way to the assembly.)
6. Attend the assembly with the class.

Teachers who do not have a class should help monitor the hallway and then join the students and staff in the assembly.

Authority

Teachers shall be under the immediate direction of the principals and subject to the general supervision of the superintendent. They shall cooperate with the supervisor at all times.

Classroom Supervision

Whenever it becomes necessary for a teacher to leave a room with pupils in it, arrangements must be made for a qualified adult to be present during the absence of the teacher. A classroom must be locked any time the teacher is not in it. Students should never be left unsupervised in a classroom. Do not leave any money, purses, or other valuables in any areas that are not secured. It is the responsibility of each teacher to take care of the articles, furniture and equipment in the classroom and shall report to the principal any damage done to school property. The desks and seats should be checked for damage and markings daily. Classrooms should be maintained in an orderly fashion. All doors and windows should be locked and computers shut down at the end of the day.

Course Syllabi

A course syllabus for each class should be submitted to the principal by September 1. Included in the syllabus should be:

- Goals and objectives for the course.
- Expectations for the course.
- How the grade for the course will be determined.

Discipline

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

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

*Teachers shall not use disciplinary methods 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. **Bd Policy 5:230***

The purpose of discipline is to create an environment in which learning can take place. The way a well-managed classroom looks can vary greatly from teacher to teacher and situation to situation. However, in all cases the ultimate test is whether or not the learning environment is conducive to student success.

No discipline program can be successful without including the following:

- Students know and understand the rules.
- Consequences for breaking the rules are defined.
- The severity of the consequence matches the severity of the infraction.
- Consequences are enforced in a uniform manner.
- Students are treated with respect and dignity.

The following are some suggestions that may help in developing a successful disciplinary program.

- Allow the students to help develop the classroom rules and the consequences for failing to obey them.
- Although it is hard to do at times, do not take things personally. A great majority of the time students are not acting out against the teacher but rather a system in which they feel lost.
- Teach from bell to bell. Discipline problems rarely happen while class is being held.
- Make sure that students are not left unattended.
- Give students a fresh start after they have served the consequences of their actions.
- Follow the rules and consequences in the handbook.
- Remember, the goal is to create an environment in which students can learn, not to make them automatons.

Student Rights and Responsibilities

As stated by the U.S. Supreme Court, "a student's rights do not stop at the school house doors." In general terms, students at Illini West High School should be accorded the following rights when discipline is being imposed (the applicability of these listed rights will depend on the severity of the conduct involved and/or discipline imposed):

1. To know what the rules and regulations are.
2. To know what they are being accused of.
3. To present his/her point of view and/or exculpatory evidence.
4. To appeal a decision about the charges to a higher level.
5. To request a hearing on charges when the suspension or expulsion from school may be imposed and notice of any such formal hearing in front of the Board of Education or a Hearing Officer.

6. To have counsel at any formal hearing in front of the Board of Education or a Hearing Officer.
7. To have the charges or penalties removed from the record if the evidence demonstrated his/her innocence or non-involvement.

Furthermore, when student discipline is considered or imposed solely within the context of a student's participation in extra-curricular activities, the student's rights will be limited as provided by applicable Board and District Administration policy.

Along with the aforementioned rights, students also have the following responsibilities:

1. To become informed of, and adhere to, reasonable rules and regulations established by the Board of Education and implemented by administrators and teachers.
2. To respect the rights and individuality of others.
3. To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written communications.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety
5. To be punctual and present.
6. To perform academically to the best of their ability.
7. To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

Discipline Procedures

The primary responsibility for classroom management is the teacher's. At the same time, one of the main duties of the principal is to maintain a learning environment conducive to student success. The principal is here to help teachers with their classroom management. Teachers may issue their own discipline consequences or may turn the discipline over to the office for handling.

If a teacher chooses to issue his/her own discipline consequences:

- The teacher should assign disciplinary action of before/after school or lunch detentions. The detention should not exceed sixty minutes before or after school. Students and parents should receive 24 hour notice of the detention. The notice should include the reason for the detention, and the date, time and place the detention is to be served.
- If misbehavior occurs while serving the detention, the punishment should be doubled.
- Failure to serve a detention should result in a doubling of the detention. Failure to serve two consecutively will result in a one day Out of School Suspension.

If a teacher chooses to have the office deal with the situation and issue discipline consequences:

- The teacher should complete a Student Discipline Report and submit it to the office by the end of the day.
- The principal will then discuss the problem with the student, assign the discipline consequences, and take such further action as dictated by the Student Handbook.

If a student must be removed from the classroom due to behavior, call the office to let the principal know to expect the student. If a student refuses to leave the classroom, call the principal, who will come and deal with the student.

Disciplinary reports for tardies of individual students are the responsibility of the office. The principal will assign discipline in accordance with the Student Handbook.

Dues Deduction

Any teacher may, by written request, cause dues to a professional organization to be deducted from his or her salary. (This shall be limited to two organizations.)

Evaluation of Teachers

The purpose of teacher evaluation in Illini West High School District #317 is to improve the quality of instruction. In seeking this goal, the observation and evaluation of teacher performance is intended to identify the teacher's strengths and weaknesses, and to follow through on the steps designed to improve the teacher's performance.

Each non-tenured staff member shall be evaluated no less than twice annually. As a part of the evaluation process the non-tenured staff member shall be observed in his/her classroom for a minimum of one period (or, when more appropriate, not less than thirty (30) minutes) during each school year.

Each tenured teacher will be evaluated at least once during a two year period. As a part of the evaluation process the tenured staff member shall be observed in his/her classroom for a minimum of one period (or, when more appropriate, not less than thirty (30) minutes) during the school year in which they are being evaluated.

The building principal or a qualified administrator will do all evaluations and observations.

The evaluation process shall be composed of the following steps:

- Step 1 The principal and staff member shall meet to prepare for the first observation. This will include a discussion of those items that the principal will be observing.
- Step 2 Classroom observations will be done throughout the evaluation period until the summative evaluation is completed. The teacher will be allowed to give input into the date and time of one of the observations.
- Step 3 The principal and staff member will meet after each observation to discuss the evaluative classroom visits.
- Step 4 A final summative evaluation report conference is to be conducted at the end of each evaluation period. The summative evaluation report must be completed by March 1 for non-tenured teachers and May 1 for tenured teachers. A copy of the summative evaluation report shall be placed in that staff member's personnel file and that staff member shall be provided with a copy of the evaluation report.
- Step 5 In the event that a staff member should receive an unsatisfactory rating in the summative evaluation report, a plan of remediation will be designed to correct the areas identified as unsatisfactory. Such remediation plan will meet the requirements as set forth in the Illini West Evaluation Plan.
- Step 6 Upon completion of the remediation plan the teacher will either be returned to the regular evaluation schedule or dismissed in accordance with the Illinois School Code.

The evaluation process will follow the Illini West High School District Teacher Evaluation Plan established in cooperation between the School District and the teachers' representatives.

Extension of a Teacher's Contract Year

Teachers required by the Board to work beyond the regular school year (see school calendar) will have their salary increased by five percent (5%) for every ten (10) days worked.

Field Trip Procedure

A field trip is a school project involving a class accompanied by the teacher who engages in an educational study that takes place off the school premises. This may or may not mean that students will be missing other teacher's classes. All field trips should be scheduled and approved by the principal at least one month prior to the date the trip will be taken. No field trips will be taken during the months of December and May.

- If a school bus is to be used:
 - Complete the appropriate portions of the Field Trip/Transportation Request form (posted on the District Web site).
 - Arrange details with the assistant principal.
 - Submit the completed field trip/ transportation request form to the assistant principal. One copy will be returned to the sponsor's mailbox upon approval.

- Teacher/sponsor and Chaperone Responsibilities
 - Monitor students at all time.
 - Follow policies of the district. (Including tobacco policies.)
 - Follow the direction of the leader of the field trip.
 - One chaperone for every 10-25 students is required.
 - Overnight field trips: a chaperone for both sexes must accompany the students if students of both sexes are on the trip.

- Parent Permission Forms:
 - Prepare a Parent Permission Form (posted on the District web site) and send home with students.
 - Permission Forms should be returned to the teacher/sponsor. Make sure the forms are completely and accurately filled out. Each student must have a completed Permission Form in order to attend the field trip.
 - Completed Permission Forms should be retained in the sponsor's records.

- Students not attending the field trip:
 - Make provision for students who are not going on the field trip.
 - These students are not excused from school.

- Substitutes:
 - A "Request to Attend School Related Activity" form (posted on District web site) should be completed for each staff person whose classes/position must be covered by a substitute.

- Notification to teachers:
 - A list of students attending the field trip should be placed in the teachers' mailboxes at least one week in advance.
 - Place a reminder of the trip and a list of students attending in the bulletin at least one day prior to the trip.
 - Give the high school office a copy of the list.

- Student responsibilities:
 - It is the student's responsibility to make plans with each teacher for make-up work prior to the trip.
 - General school rules and policies are in effect throughout the trip.
 - The specific rules set up by the teacher/sponsor for the trip are to be observed.
 - Violations may result in disciplinary action.
 - All students represent Illini West High School.

- Changes:
 - Any changes in plans should be reported to the principal ASAP.
 - Changes involving the bus and/or substitute teachers should be reported to the principal.
 - If any of the students listed as participating in a field trip are absent from the activity, the teacher must notify the office ASAP.

Grades and Grade Recordkeeping

The Board of Education has adopted the following grading scale that all teachers are required to use:

A +	100	C+	81-79	F	59 and Below
A	99-94	C	78-76		
A-	93-91	C-	75-73		
B+	90-88	D+	72-70		
B	87-85	D	69-67		
B-	84-82	D-	66-60		

All teachers are required to record grades as per current practice in the building. All grades for all classes need to be updated by each Thursday or the next to last day of the week. Grades should be based on a substantial variety of sources such as homework, tests, projects, in-class assignments, participation in activities, etc.

Homework assignments should be posted on the teacher’s web page on the school website. Teachers should keep up-to-date records of all grades utilizing the electronic gradebook.

Leaves of Absence

Bereavement Leave

- In case of the death of an employee’s immediate family member, a teacher will be permitted to take up to three (3) bereavement days, per incident, without loss of pay. A Bereavement Leave Request Form (see Forms on the District Web Site) should be completed.
- Immediate family shall be defined as the spouse, parents, children, legal guardians, grandparents, brothers, sisters or grandchildren of the teacher or the teacher’s spouse.

Personal Leave

- Each full time certified teacher shall be granted two (2) days of personal leave each year for the transaction of any personal business of the teacher which cannot be transacted on a non-school day. A Personal Leave Request (see Forms on the District Web Site) must be completed and turned in to the principal at least 48 hours in advance of the absence. Approval of the principal and superintendent for the leave is required.
- No personal leave shall be granted on an institute day, parent-conference day, all-school test day, in-service day or other such non-attendance days.
- No more than three teachers may be absent from the school due to personal day use on any one day. Administrative discretion may be applied to exceed the limit of three per day and/or use of one of the named restrictive days.
- Personal leave days will be granted on a first come/first serve basis.
- Unused personal days may be transferred into each teacher’s sick leave day accumulation at the maximum of two days per year, or the teacher may choose to have the remaining unused personal days purchased by the District for \$75 per unused day, or the teacher may roll one personal day over to the next school year and start the year with 3 personal days. This choice must be made by June 1st of each school term, otherwise the personal leave days will automatically be classified as sick leave days.

Professional Conference Leave

- Certified teachers may be granted two paid days per school year for the purpose of attending professional training or educational conferences. These days may accumulate to four days.
- A Conference Request Form (see Forms on the District Web Site) must be completed and turned in to the principal for approval (indicating attending a Professional Conference). Each request shall be considered on a case-by case basis and granted or denied at the discretion of the principal based on the best interests of the program.
- No more than one professional conference leave day may be used for leave related to an extra duty assignment.
- Eligible expenditures include room, meals, travel, fees and costs of any materials required for such approved training or conferences.
 - A Conference/School Related Pre-Payment Form (see Forms on the District Web Site) should be completed when submitting his/her Conference Request Form if the teacher desires the District to pay the registration fee directly. Teachers will provide evidence of attendance at the pre-paid conference. If the teacher does not attend, that teacher must reimburse the District unless lack of attendance is excused by Superintendent due to emergency or illness. Such administrative decisions are not grievable and are not deemed to establish precedent.
 - A Conference Reimbursement Form (see Forms on the District Web Site) should be completed following the conference to receive reimbursement of appropriate costs.
- A Professional Development Report (see Forms on the District Web Site) must be completed and turned in with the Conference Reimbursement Form.

School Related Activity Leave

- From time to time a teacher will be requested by the Superintendent to attend a conference, training or meeting which will not count toward that teacher's Professional Conference Leave. A Conference Request Form (see Forms on the District Web Site) should be completed (indicating attending a School Related Activity).
- A Conference/School Related Pre-Payment Form (see Forms on the District Web Site) should be completed when submitting his/her Conference Request Form if the teacher desires the District to pay the registration fee directly.
- A Travel Expense Voucher (see Forms on the District Web Site) should be completed to receive reimbursement for appropriate costs related to attending the school related activity.

Sick Leave

- Sick leave shall be used for personal illness or illness in the teacher's immediate family or household. Immediate family is defined as spouse, parents, children, legal guardians, grandparents, brothers, sisters, or grandchildren of the teacher or the teacher's spouse.
- Sick leave shall be granted as follows:
 - Each full-time teacher covered by the Association's Contract shall be granted twelve (12) sick days per year which may accumulate to three hundred and fifty (350) days.
 - Each teacher working a full school year but less than a full school day shall received twelve (12) sick days per year equivalent to the teacher's assigned work day. Such days shall accumulate from year-to-year based on the teacher's equivalent assignment. (For example, a teacher employed 50 percent of the regular work day could accumulate 350 one-half days of sick leave.)
 - Each tenured teacher working part time for a full school year may add sick days earned to their accumulation of sick days at the prorated level.
- Advance Notice or Unexpected Sick Leave -- When a teacher or staff member uses any sick leave, either Advanced Notice or Unexpected, they must complete a Sick Leave form and mark the appropriate box and electronically submit to the high school principal.
- Unexpected sick leave – For absences that come up before or after school hours, the teacher should call Brad Gooding (217/617-7823) to secure a substitute for the day. It is preferred that the call be made by 10:00 PM the evening before if at all possible. If the call is made in the morning, it should be placed as soon after 6:00 AM as possible.

- Sick leave shall be taken in at least one-half day segments.
- When calling to use a sick leave day, the following information must be provided at that time:
 - Reason for absence.
 - Location of lesson plans.
 - Location of seating charts.
 - Any special instructions.

Unpaid Leave of Absence

Leave of absence may be granted without pay to teachers within the District who desire to return to employment in a similar capacity upon termination of said leave. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave. In no case shall the leave of absence without pay exceed the remainder of that school year. Dates of departure and expected return must be mutually acceptable between the teacher and Superintendent/Board of Education and determined prior to initiating the request. Leaves of absence without pay may be granted according to the following conditions:

- A. Leaves of absence shall require Board approval.
- B. Leaves may be granted for (1) advanced study leading to a degree at an approved university; (2) extended child care; (3) military; and (4) other reasons acceptable to the Board.
- C. Teachers on such leave may continue insurance benefits if they reimburse the District for any pro-rata costs of premiums for which they apply.
- D. Such leave shall not be credited towards advancement on the salary schedule unless the employee works more than ninety (90) days in the school year.
- E. The grant or denial of such leave shall not constitute a precedent for future leave requests and the decision is not grievable.

Teachers missing 0-150 minutes of instructional time will be charged one-half day absence, and 150-300 minutes will be charged a full day of absence.

Sabbatical Leave

Sabbatical leave may be granted in accordance with The School Code.

School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic or Sexual Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

*The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 *et seq.*).*

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the School Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

Bd Policy 5:250

Leaving the Building (Teachers)

Excluding lunch, teachers are not to leave the building without notifying the office. It is important that the office staff is aware of your whereabouts in the event of an emergency. Any teacher taking his/her class outside for an activity must inform the office. A teacher may have their cell phone turned on during activities outside the building in case the office needs to contact them.

Lesson Plans

Planning is the key to successful teaching. Each faculty member is provided a plan book and is expected to plan for his/her classes. Written plans must be available in case of the need for a substitute or at the request of the building administrator. Lesson plans need to provide the state standards that they are addressing. Lesson plans need to be placed on the teacher's web page on the school website on a weekly basis. Teacher web pages will be checked by the high school principal every Monday or first day of the new week to see that lesson plans are properly updated.

Lunch – Duty Free

Each full-time teacher shall be entitled to a duty free lunch period of not less than 30 minutes.

Overload

Teachers who have Board approval to teach beyond their normal work load of seven (7) periods will be compensated at 1/8 of their teaching salary.

Part-Time Teacher Salary Credit

Part-time teachers contracted for a full school year who teach less than a full school day shall be granted credit toward salary schedule advancement based upon credit earned through TRS reporting. Part-time teachers will be placed on the Salary Schedule, the same as full-time teachers, at a pro-rated amount based on the number of classes taught.

Personnel File

Each certified employee shall have the right, upon having first given two (2) work days notice, to review his or her personnel file. Each certified employee shall have the right to include a written comment with regard to any item contained in said file

Progress Reports

During the fifth (5th) week of each quarter, progress reports will be available for all students. These will include current grades in all classes. The principal will inform staff of due dates for those reports.

Required Attendance

Teachers are required to attend the following unless prior arrangements have been made with the principal:

- All faculty meetings
- Institutes/SIP days
- Parent/Teacher Conferences

It is recommended that teachers attend the following:

- Student activities
- Graduation

Report Cards

Report cards will be issued at the end of each of the four quarters of instruction, approximately every nine weeks. The principal will inform the staff when grades must be completed in Power School for the grading period.

Representation Rights

When any teacher is required to appear before the District Board concerning any matter which could adversely affect his or her employment, the teacher shall be entitled to have a representative of the Teachers Association present.

Resignations

*Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the School Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the School Board. **Bd Policy 5:210***

Retirement Enhancement Plan

The Retiring Teaching Salary Enhancement Program is for the purpose of recognizing the service of those teachers who have been employed by the School District for twenty (20) or more years and is made available in exchange for an irrevocable notice of resignation and retirement. The terms of the Retiring Teacher Salary Enhancement Program are as follows:

Qualifications

In order to be eligible for the District's Retiring Teacher Salary Enhancement Program, a teacher must meet the following qualifications:

1. As of the date of retirement the teacher must have been employed by the Illini West High School District, Carthage CUSD #338 and/or LaHarpe CUSD #335 as a certified staff member for not less than 20 years.
2. As of the date of retirement the retiring teacher must not be participating in any retirement program which requires a payment or contribution by the District or that would otherwise give rise to any penalty payment by the District, such as the Early Retirement Option (ERO) provided under Section 16-133.2 of TRS or any similar TRS provisions or programs.
3. Teachers electing to participate in the one year program shall, by no later than the first day of January of the year prior to retirement, submit to the Board of Education an irrevocable written letter of resignation and retirement advising the Board of the teacher's retirement at the end of the next school term.

Teachers electing to participate in the two year program shall, by no later than the first day of January two years preceding the year of retirement, submit to the Board of Education an irrevocable

written letter of resignation and retirement advising the Board of the teacher's retirement at the end of the school term two years out.

Teachers electing to participate in the three year program shall, by no later than the first day of January three years preceding the year of retirement, submit to the Board of Education an irrevocable written letter of resignation and retirement advising the Board of the teacher's retirement at the end of the school term three years out.

Salary Enhancements

The salary enhancement provided under the terms of this program shall be as follows:

1. Teachers qualifying and applying for this salary enhancement program shall have their prior year TRS creditable earnings increased in their final year(s) of employment by six percent (6%). Where applicable to multiple years, the 6% increase shall be compounded to result in 106% of the previous year's 106%.
2. For each applicable year the Board shall make the salary enhancement will be paid equally in each of the retiring teacher's regular paychecks.
3. This retirement incentive can only be used during the length of the 2011, 2012, 2013 contract, and cannot obligate school district funds beyond the contract termination date.

If a teacher submits an irrevocable notice of retirement, the teacher shall be removed from the Salary Schedules. The Salary Enhancement shall be paid as a salary increase during the school year(s) when the salary enhancement is received. The calculations of the salary increase pursuant to the salary enhancement shall be based upon the TRS creditable earnings for the school year immediately preceding the school year when the teacher will first receive this salary enhancement. In no case shall an increase in a teacher's TRS creditable earnings during a school year when the teacher receives this salary enhancement exceed six percent (6%) of the creditable earnings for the previous school year or otherwise involve a penalty to the school district.

If after submitting the irrevocable notice of retirement, a teacher resigns from, or is dismissed from, any extra-duty activities, the salary enhancement amount will be recalculated and adjusted accordingly.

Salary Schedule Movement

Horizontal movement on the salary schedule shall be based upon completion of graduate courses taken as part of a graduate program leading to the next higher degree or completion of graduate courses that pertain to the teacher's area of instruction within the classroom. Such courses shall be in a field of secondary education or secondary administration. Teachers are responsible to notify the District Bookkeeper of all courses completed and provide official transcripts verifying grades and credits. These must be submitted by September 1.

Seniority Lists

The District shall prepare, maintain and post the seniority list as per *Illinois School Code* (105 ILCS 5/24-12).

Seniority Tie Breakers

In the event District seniority is equal between employees, the following procedures are to be utilized in the order as presented as a tie breaker:

- A. Previous public school teaching experience credit inside and outside the District which is allowed for credit on the salary schedule.
- B. Education beyond the Bachelor's degree which is allowed as credit on the salary schedule.

C. Any further ties shall be determined by drawing lots.

Student Policies

Attendance

Teachers are responsible for maintaining complete, accurate and up-to-date attendance records through PowerSchool software. Attendance is to be reported through PowerSchool at the beginning of each class period. Students are never permitted to input or edit attendance information in PowerSchool. After entering attendance on PowerSchool, teachers must always immediately exit (not just minimize) PS so that others may not access or edit PS information. The office will call the parents of students who are absent no later than 10:00 AM each morning, so it is very important that the hourly information is correct. Teachers should never accept parent notes from students regarding absences. Students should be directed to submit these notes to the office before school, during passing time or lunch, or after school.

Class Work Make-Up Policy

Students will be given one day per day of absence to make up assignments missed as a result of an excused absence.

If a student has advance knowledge of an assignment and/or a test prior to the absence they will be required to have the assignment completed or take the test on the day they return to school.

It is the responsibility of the student to contact the teacher for assignments missed while absent. This should be done outside regular class time.

If the assignments are to be made up during class time, that teacher will be responsible for the supervision of the student and assignment.

Eligibility for Extra-Curricular Activities

Illini West High School enforces a “No Pass, No Play” policy. Eligibility will be determined using the student’s current grades exported from Power School each Friday at 7:30 AM. Teachers are required to keep their grades updated on Power School. Teachers whose grades are not updated for the week will notify the Principal and state the reason in writing. Ineligibilities begin on Monday and run through the following Sunday. Questions regarding athletic eligibility should be referred to the Athletic Director or Principal.

It is strongly recommended by the Principal that teachers do the following:

- When a student receives their first D or F for a particular quarter, the teacher should send a note to the student’s parent(s).
- During subsequent weeks when the student continues to receive a D or F, phone contact should be made with the student’s parent(s).

Excusing Students from the Building

Under no circumstances is a teacher permitted to excuse a student to leave school. Teachers are not to send a student on an errand that will take him/her off school property without administrative and parental approval.

Hall Passes

Staff members must sign the student’s passes on p. 175 and p. 176 in their handbook for students:

1. Using the restroom
2. Going to the office when ill.

Students should not be issued passes to use the office phone or go to another teacher’s classroom (unless that teacher has issued the pass). Passes issued by one faculty member should be honored by other faculty members if it is convenient to do so. Normally, faculty members should make personal contact with another teacher if they need to see a student assigned to another’s class.

Passes from the following should be honored:

1. The Guidance Counselors
2. The Office

Hallway Postings

All materials displayed by students in the hallways must have prior approval of the Principal.

Lost or Damaged Books or Property

It is the responsibility of students to properly maintain books or other property issued by the school. If the books or property are damaged the students must make restitution. Check with the high school office for a list of suggested damage fees.

Lunch Counts

Teachers are expected to take an accurate lunch count during 1st hour each day. This count is to be entered into Power School directly following the announcements each day. If Power School is not available, the count is to be written down on paper and delivered to the office.

Semester Exams

Semester exams will be required in all courses at the end of the first and second semester. Semester exams will count as 10% of the final semester grade. A copy of all proposed semester finals must be turned in to the Principal one week prior to the examination.

Special Education Referrals

If a teacher feels a student needs special education services, contact should be made with the special education coordinator. The coordinator will make the referral.

Study Halls/Labs

Study halls assigned to students are part of their schedule. The rules for attendance and tardiness are the same for study hall as they are for all other classes. For students and teachers assigned a study hall in their schedule, study hall will be 8th hour, or the last hour of the day. Students and teachers are expected to follow the rules and guidelines set forth by the administration. Failure to do so will result in appropriate disciplinary measures for the party (ies) involved. Teachers with "Labs" during 8th hour will not have students directly assigned to them. However, they are expected on a weekly basis to request students come to their rooms from study halls for more one on-one assistance. Students being requested by lab teachers have deficiencies in certain curriculum areas and can benefit from the one on-one assistance. Students being requested by lab teachers do not have the choice of attending or not attending lab. They are expected to be there. Students will not be allowed to go to a teacher for extra help unless they have a note from that teacher.

Tardy

When the bell rings for the beginning of any class period, all students should be ready to participate in that day's lesson. If a student is tardy, he/she must present a pass from either the office or from another teacher. If a student does not have a pass, he/she should be marked tardy. All students that are tardy for the beginning of school and class must report to the office for a pass. It is extremely important that the entire staff be consistent in the enforcement of this policy.

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. The Superintendent or designee shall be responsible for screening potential student teachers and for their orientation, assignment, and training program.

*Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. **Bd Policy 5:260***

Student Transportation

No person under the age of 21 years shall transport passengers in connection with the operation of the school. The operation of the school includes, but is not limited to field trips and extracurricular activities.

Substitute Teacher Plans

All teachers must have a substitute folder in their room at all times. This folder should include:

1. Procedures for taking attendance, tardies, etc.
2. Class rosters
3. Seating charts
4. List of students who can help with classroom procedures
5. Classroom rules and expectations
6. Class schedules
7. Any special instructions
8. Reference to the room's Crisis Manual information
9. Other duties

Lesson plans will be available for the substitute. It is the expectation that the learning process will continue in the absence of the regular teacher. The substitute will be asked to fill out a Substitute Report form for the teacher.

Substitute Pay

Teachers requested to substitute for another teacher during his or her planning period shall be paid \$20 per class period. Teachers shall receive payment for all substitutions within thirty days. Teachers will not be allowed to cover for one another without compensation.

Suspension

Suspension Without Pay

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- * *Insubordination, including any failure to follow an oral or written directive from a supervisor;*
- * *Violation of Board policy or Administrative Procedure;*
- * *Conduct that disrupts or may disrupt the educational program or process;*
- * *Conduct that violates any State or federal law that relates to the employee's duties; and*
- * *Other sufficient causes.*

At the request of the professional employee within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence.

Suspension With Pay

The School Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the professional employee to present the allegations and give the professional employee an opportunity to refute the charges. The professional employee will be told the dates and times the suspension will begin and end. No suspension with pay shall exceed 30 school or working days in length.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Bd Policy 5:240

Suspension Without Pay

Actor	Action
<i>School Board or designee</i>	<p><i>Provide the professional employee with a written pre-suspension notification that includes:</i></p> <ol style="list-style-type: none"> <i>1. The reason(s) for the proposed suspension;</i> <i>2. The date(s) and duration of the proposed suspension;</i> <i>3. How the employee may request a hearing; and</i> <i>4. The employee’s rights to be represented, present witnesses on his/her behalf, and cross-examine any witness who testifies against him/her.</i>
<i>Professional Employee</i>	<p><i>If a hearing is desired, request within 5 calendar days of receipt of the pre-suspension notification, a hearing before the School Board.</i></p>
<i>School Board or designee</i>	<p><i>If a hearing is requested:</i></p> <ol style="list-style-type: none"> <i>1. Promptly schedule a hearing and give the employee written notification of its date, time, and place at least 5 calendar days before the hearing. This notification shall set forth the procedure to be followed at the hearing as stated below.</i> <ol style="list-style-type: none"> <i>a. The hearing shall be in closed session.</i> <i>b. The professional employee may be represented by a person of the employee’s choice.</i> <i>c. The school officials and the employee may make short opening statements.</i> <i>d. The school officials shall present their evidence in oral or written form.</i> <i>e. After the school officials conclude their evidentiary presentation, the employee may present evidence to refute the charges orally or in writing.</i> <i>f. Each party shall be afforded an opportunity to cross-examine all witnesses who testify and to examine all written evidence presented.</i> <i>g. The Board may receive all relevant oral and written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in making a determination.</i> <i>h. The school officials and the employee may make closing statements at the conclusion of the hearing.</i> <i>i. The hearing may be recorded stenographically or by tape at the direction of either party at its own expense. If either party makes a recording, the other party shall be offered an opportunity to purchase a copy of the transcript or to</i>

<i>Actor</i>	<i>Action</i>
	<p><i>reproduce the tape.</i></p> <p>2. <i>Appoint a hearing officer, if desired.</i></p>
<i>School Board or Hearing Officer, and Professional Employee</i>	<p><i>Participate in hearing.</i></p> <p><i>The hearing officer, if one was used, shall prepare a written summary of the evidence for the School Board.</i></p>
<i>School Board</i>	<p><i>Decide whether to suspend the professional employee. If a hearing officer was used, the School Board may uphold, modify, or reverse the hearing officer's recommendation. If the teacher is not suspended, his or her personnel record shall be expunged of any notices or material relating to the suspension.</i></p>

Suspension With Pay

<i>Actor</i>	<i>Action</i>
<i>Superintendent or designee</i>	<p>1. <i>Inform the professional employee of a proposed suspension with pay by written or oral notice, which shall specify the reasons for the suspension. If the notice is oral, give written notice as soon as reasonable.</i></p> <p>2. <i>Meet with the employee before the proposed suspension to discuss the reasons for the suspension. If the Superintendent or designee cannot, for reasonable cause, meet with the employee before the suspension, the Superintendent or designee shall attempt such a meeting after the suspension begins.</i></p> <p>3. <i>Give the professional employee written confirmation of the suspension as soon as reasonably possible. Bd Policy 5:240-AP</i></p>

Teacher Work Day

Teachers will be expected to report to work no later than 20 minutes prior (8:00 a.m.) to preparation/instructional time established by the Administration and will leave no sooner than 20 minutes after (3:35 p.m.) preparation/instructional time established by the Administration.

Teachers should adhere to the work day hours on days that school is in session. If a teacher needs to leave the building at any point during those hours, it is incumbent that the Principal be notified.

Teachers are to be in their classrooms and prepared for their lesson by the tardy bell. Teachers are not to leave their students unsupervised, unless it is an emergency situation that requires immediate attention. In such case, the office should be notified ASAP regarding the situation.

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. *Each teacher must:*
 - a. *Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.*

- b. *Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.*
 - c. *Notify the Superintendent of any change in the teacher's transcript.*
2. *All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by State and federal law.*

The Superintendent or designee shall:

- 1. *Monitor compliance with State and federal law requirements that teachers be appropriately certified and highly qualified for their assignments;*
- 2. *Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and*
- 3. *Ensure parents/guardians of students in schools receiving Title I money are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified. **Bd Policy 5:190***

Teaching Assignments

The administration recognizes that a good educational environment includes teachers who are working within their area of expertise. Whenever possible, teachers will not be required to teach outside their major field of preparation. Teachers will, at no time, be required to teach a majority of their classes outside of their field of preparation. The primary consideration in assignments shall be in meeting the philosophy and objectives adopted by the board.

Every effort will be made to minimize the number of preparations each teacher will have.

Teachers shall be given notice of tentative assignments prior to thirty (30) days of the beginning of each school year if such assignment constitutes a change in assignment from the preceding year. Such notice does not constitute a guarantee of such position and does not restrict the authority of the District to make assignments consistent with its determination of the needs of the District. A teacher subject to such assignment change shall be permitted a conference with the Superintendent to discuss the change. If the teacher remains dissatisfied after the conference, the teacher shall be permitted to resign without penalty.

In the event a teacher desires to transfer to another teaching position, such teacher may present written notice of such request to the Superintendent. The Superintendent shall consider such requests in making staffing recommendations. However, such staffing decisions shall be the sole discretion of the District. In the event the teacher requests reason or reasons for the grant or denial of such request, the teacher shall be given reason for such denial. This decision shall be final and not subject to grievance. When requested, the Superintendent's response shall be in writing.

Additional responsibilities and remunerations as coaches or sponsors of activities shall not be considered as part of a teacher's contractual services, but shall be subject to annual review and appointment by the Board of Education.

Teaching Certificates

Each teacher is to present his/her teaching certificate as registered in the Regional Office of Education before the first salary payment in September.

Terms and Conditions of Employment and Dismissal

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Duty-Free Lunch

Teachers employed for at least 4 hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

School Year and Day

Teachers shall work according to the school calendar adopted by the School Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days.

Teachers are required to work the school day adopted by the School Board. The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act.

Salary

Teachers shall be paid according to the salary schedule adopted by the School Board, but in no case less than the minimum salary provided by The Illinois School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis, subject to the provisions of the employee's Section 409-A Election (see "Payday/Paychecks" section of this Staff Handbook).

Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The District's teacher evaluation system will be conducted under the plan filed with the Illinois State Board of Education.

*On an annual basis, the Superintendent will provide the School Board with a written report which outlines the results of the District's teacher evaluation system. **Bd Policy 5:200***

Textbook Replacement

Textbooks will be purchased by the school district as the budget allows. Textbooks should be requisitioned and ordered in the spring of the ending school year for the arrival at the beginning of the new school year.

A textbook replacement schedule has been established as follows:

2011	Science
2012	Ind. Tech/Business
2013	Math
2014	Health/Dr. Ed
2015	Special Ed

This list could be subject to change should an unforeseen need arise in a particular subject area.

Teacher Retirement System - TRS

The Board will pay a maximum of 10.3753% toward TRS Benefits for all covered employees. Extra-curricular stipends will be considered as TRS salary and will be paid at the 10.3753% rate.

Use of School Property

Teachers are directly responsible for all school property under their supervision and indirectly responsible for all school property.

Web Pages

The district provides web pages for teachers to use. Teachers are expected to keep their web pages up-to-date on a weekly basis. Teacher web pages will be checked by the high school principal every Monday or first day of the new week to see that lesson plans are properly updated. For assistance with your web page, contact the high school office.

Weekly Grade Updates

Access is available to parents to check their student's grades, attendance, lunch account status, etc. through PowerSchool. In order to insure that this information is current, teachers are required to update their grades by the end of the day on Thursday or next to last attendance day of each week to provide the most current information available for parents and to assist with accurate eligibility requirements. Teachers whose grades are not updated for the week will notify the Principal and state the reason in writing.

Educational Support Personnel

The Board of Education for Illini West High School District #307 and the Service Employees International Union Local 73 have entered into a contract that establishes certain specified terms and conditions of employment for most Educational Support Personnel in the School District. As to the Educational Support Personnel covered by the SEIU contract, the SEIU contract shall govern in case of any conflict between the contract and the following provisions of the Staff Handbook.

Breaks/Meal Break

Each employee working eight (8) hours per day shall receive a fifteen (15) minute break period in the first one half of the shift and a fifteen (15) minute break period in the second one half of the shift to be scheduled with the approval of the immediate supervisor. Each employee working at least five (5) and less than eight (8) hours per day shall receive a fifteen (15) minute break period to be scheduled with the approval of the immediate supervisor.

Each employee required to work seven (7) hours or more shall receive a one half (1/2) hour meal break. Breaks shall be scheduled at times which are least disruptive to the work environment, as determined by the immediate supervisor. If an employee chooses to leave the building for their meal break, they will sign out and in at a place designated by the building principal.

Bus Driver Yearly Physical Exam

The District will pay the cost of an office call for the initial physical examination for all regular and substitute bus drivers. The District will not pay for anything beyond a regular examination.

Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

- 1. The average regular rate received by such employee during the last three years of employment; or*
- 2. The final regular rate received by such employee.*

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control. **Bd Policy 5:310**

Employees will receive an Agreement to Receive Compensatory Time-Off statement to execute and return to the District.

Compensable Time Defined for Non-Exempt Employees

Non-Exempt Employee - The term "non-exempt employee" refers to employees who are not exempt from the overtime provisions in the wage and hour laws. See administrative procedure 5:35-API, Fair Labor Standards Act Exemptions.

Hours Worked - Non-exempt employees must be compensated for all hours worked in a workweek. In general, hours worked include:

- All the time an employee must be on duty;
- All the time an employee must be on the employer's premises;
- All the time an employee must be at any other prescribed place of work; and
- Any additional time the employee is allowed, i.e., "suffered or permitted" to work.

Suffered or Permitted to Work - If an employer knows or has reason to know that a non-exempt employee starts work early or continues to work late, it is considered work time. 29 C.F.R. §785.11.

This includes knowing or having reason to know that an employee works at home, e.g., as when a Building Principal's secretary calls for substitutes early in the morning. 29 C.F.R. §785.12.

If an employee works additional straight time, at the regular rate of pay, or overtime hours without authorization, that employee must still be compensated but may be disciplined for violating Board policy.

Volunteering to Perform Regular Work - Non-exempt employees may not volunteer to perform their regular work duties off-the-clock and without compensation. 29 U.S.C. §203(e)(4)(A). An employee must be paid even if he or she offers to do the work on his or her "own time." Employees may not waive wage and hour law requirements.

Volunteering to Perform Services that Are Not the Same as Regular Work - Non-exempt employees may volunteer to perform services under these conditions: (1) the volunteer services are not the same as or similar to the employee's regular work duties, (2) the employee offers the services freely and without coercion, and (3) the employee provides the services without promise of compensation although a volunteer may be paid "expenses, reasonable benefits, or a nominal fee to perform such services." 29 U.S.C. §203(e)(4)(A), 29 C.F.R. §553.101 and 103. A fee is not nominal if it is a substitute for compensation or tied to productivity. 29 C.F.R. §553.106(e). While the specific circumstances in each case must be analyzed, the District will generally limit nominal pay to employees for volunteer services to no more than 20% of what the District would otherwise pay to hire an employee for the same services. Wage and Hour Opinion Letters FLSA2006-28 (8/7/06) and FLSA2005-51.

Examples of Hours Worked for Non-Exempt Employees

Meal periods, unless the employee is completely relieved of all duties and free to leave the duty post for at least 30 minutes. Teacher aides who must supervise students during their lunch are not considered relieved of duties. Employees who eat at their desk and answer phones or otherwise perform work are not considered relieved of duties.

Attendance at inservices, meetings, or lectures, unless: (1) attendance is outside the employee's regular working hours, (2) attendance is voluntary, (3) the activity is not related to the employee's job, and (4) the employee performs no productive work for the District.

Coffee breaks or rest periods of 20 minutes or less.

Work done at home if the supervisor knows or should have known that such work was done.

Work done before or after regular hours or on weekends.

On-call time if the employee is required to remain on the employer's premises or so close that he/she is unable to use the time effectively for his/her own purposes while on-call.

Transporting material to a worksite before the start of the workday.

Time spent preparing for work, e.g., bus drivers doing safety checks before the route or securing the bus after the route.

Clean-up work at the end of a shift.

Travel time during the workday from one job site to another, e.g., non-exempt school nurses traveling from one school to another.

Travel time during the regular working hours, even if it is the weekend.

*Attending a School Board meeting at night either to take minutes or perform some other required or assigned duty. **Bd Policy 5:35-AP3***

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

*This program shall comply with the requirements of the Code of Federal Regulations, Title 49 §382 et seq. The Superintendent or designee shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing. **Bd Policy 5:285***

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals and Teacher Aides

"Paraprofessionals" and "teacher aides" are noncertificated personnel with instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a "statement of approval" issued by the Illinois State Board of Education (ISBE).

A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval," issued by the ISBE, for this purpose.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they otherwise qualify for instructional duties under ISBE rules.

Noncertificated Personnel Working with Students Performing Non-Instructional Duties

Noncertificated personnel performing non-instructional duties may be used:

- 1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;*
- 2. As supervisors, chaperones, or sponsors for non-academic school activities; or*
- 3. For non-teaching duties not requiring instructional judgment or student evaluation.*

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. The coach for an extracurricular athletic activity sponsored or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances. Regardless of whether the athletic activity is governed by an association, the

Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

*All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, Hiring Process and Criteria and Board policy 5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers. **Bd Policy 5:280***

Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-certificated employees at-will but shall maintain a record of positions or employees who are not at-will and the reason for the exception.

Compensation

The School Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

*The Superintendent is authorized to make assignments and transfers of educational support personnel. **Bd Policy 5:270***

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any reason, subject to State and federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced.

The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shall show the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the third business day following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Bd Policy 5:290

Evaluations

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

- 1. Each employee shall be evaluated annually, preferably before the annual salary review.*
- 2. The direct supervisor shall provide input.*
- 3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.*
- 4. The employee shall receive a copy of the annual evaluation.*
- 5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement. **Bd Policy 5:320***

Full-Time Employment

Educational support personnel shall be considered full-time for benefits and seniority purposes if the employee works at least the school term and at least six (6) hours per day.

Holidays

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will be paid for, but will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Presidents' Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Christmas Eve Day
	New Year's Eve Day

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Illinois Municipal Retirement Fund - IMRF

Support staff employees are required to participate in the Illinois Municipal Retirement Fund if they are in an IMRF qualified position. An IMRF qualified position is one that will equal or exceed the employer's annual hourly standard of 600 hours a year. Illinois Municipal Retirement Fund provides retirement benefits, disability benefits, and death benefits. Members of IMRF contribute 4 ½ (4.5%) percent of their salary to IMRF, of which these contributions are tax deferred from federal and state income taxes. The employer also contributes to IMRF for pension costs, survivors' pension, disability benefits, and death benefits. Federal law requires that all support staff employees must participate and contribute to Social Security/Medicare.

Leaves of Absence and Procedures

Bereavement Leave

In the case of the death of an employee's and/or an employee's spouse's immediate family member, such employee will be permitted to take up to three (3) bereavement days, per incident, without loss of pay. For the purpose of this section, immediate family shall be defined as the spouse, parents, children, legal guardians, grandparents, brothers, sisters, aunts, uncles, cousins, or grandchildren of the employee or the employee's spouse. The three days taken as bereavement leave shall not be deducted from the employee's accumulated sick leave. Additional days may be granted with the approval of the superintendent.

Sick Leave

Sick leave shall accrue at the rate of 10 days per year to a total of 245 which may be used to apply toward retirement. Persons who work on a 12-month contract shall accumulate sick leave at the rate of 12 days per year. Sick leave shall be available to all persons who work at least 600 hours per year. All employees may use one day of sick leave as a personal day per year.

Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the employee's and/or employee's spouse's immediate family or household. For the purpose of this section, immediate family shall be defined as the spouse, parents, children, legal guardians, grandparents, brothers, sisters or grandchildren of the employee or the employee's spouse.

Vacations

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16		1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee’s average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Personal Leave

Each full-time and part-time employee contracted to work for a full school term (9 months) but less than 12 months, and who is not eligible to receive vacation leave under this agreement, shall receive 1 non-cumulative personal leave day per year.

Any unused personal day may be transferred into each employee’s sick leave day accumulation at the maximum rate of one (1) day per year or may carry over to the next year’s personal days to the total accumulation of two (2) days per year.

Statement of Accumulated Leave

A statement of accumulated leave is part of the employee’s paycheck stub and will remain so during the duration of the contract.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, Leaves of Absence:

1. *Leaves for Service in the Military and General Assembly*
2. *School Visitation Leave*
3. *Leaves for Victims of Domestic or Sexual Violence **Bd Policy 5:330***

Overtime

*The School Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without the Superintendent’s approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, Compensatory Time-Off. **Bd Policy 5:35***

Schedules

Individual work hours shall be set at least one week in advance. However, nothing shall restrict the ability of the administration to vary work hours and schedules when warranted through change of conditions, emergencies or other reasons.

At the sole discretion of the Superintendent, an employee may be granted permission to vary starting and quitting time of an individual shift.

Time Sheets

Time sheets are required of all support staff employees and should be completed and turned in as indicated on the time sheet. All absences for sick leave, personal leave, and lost time should be listed on the time sheets. Employees may suffer loss of pay for the following reasons:

1. Absences from work which are not considered sick leave.
2. Absences from work which have not been pre-approved as personal leave.
3. Arriving late to work or leaving early according to the assigned work day.

Work Week and Compensation

*The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek. **Bd Policy 5:35***