

Alden-Hebron District #19

Certified Staff Manual



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**CERTIFIED STAFF MANUAL
ALDEN-HEBRON SCHOOLS**

INTRODUCTION

A dynamic and efficient staff, dedicated to providing the best educational service to the community, is the most essential element in the successful operation of the school system. The Board is desirous of securing and retaining such a staff, and is sincerely interested in each individual, as well as in the welfare of the group. The personnel policies of the Board attempt to reflect this concern, to the end that the children of the District may benefit by their contact with a superior school staff.

This manual is an attempt to provide continuity and consistency to Alden-Hebron District #19. It will acquaint you with certain general and local procedures which will be in operation this school year.

You are to familiarize yourself with its contents and offer suggestions for improvement in these procedures. The district’s policy manual, student-parent handbooks and Agreement between the Board and AHEA are important extensions of this manual.

MISSION STATEMENT

ALDEN SCHOOL DISTRICT #19, in partnership with our community, will educate and inspire our students to reach their individual potential enabling them to be responsible members of society.

BELIEFS

We believe that Alden-Hebron School District #19 should:

- Encourage students
- Encourage community interaction
- Encourage students to be productive, responsible members of society, while promoting individual potential.
- Create an atmosphere of mutual respect and cooperation.
- Strive to provide a safe learning environment.
- Encourage lifelong learning.

EDUCATIONAL PHILOSOPHY & OBJECTIVES- Policy 6:10

The District's educational program will seek to provide an opportunity for each student to develop to his/her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his/her potential.
7. Encourage students to become lifelong learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10.

EMPLOYEE CONDUCT STANDARDS- Policy 5:120AP2

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. In addition, each educator must comply with 5:120-E, *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education (23 Ill.Admin.Code Part 22). 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 and attend all in-service trainings on educator ethics, teacher-student conduct, and school, employee-student conduct for all personnel (105 ILCS 5/10-22.39). 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) using or possessing medical cannabis in a school bus or on school grounds; (c) unless specifically permitted by the Firearm Concealed Carry Act, carrying a firearm on or into any District controlled building, real property, or parking area, or any transportation vehicle paid for in whole or in part with public funds; (d) failing to report suspected cases of child abuse or neglect or of gender harassment; (e) knowingly failing to report hazing to supervising educational authorities or, in the event of death or great bodily harm, to law enforcement; and (f) tolerating student-on-student bullying, harassment, or teen dating violence.
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) co-mingling 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 and attend all in-service trainings on educator ethics, teacher-student conduct, and school

employee/student conduct for all personnel (105 ILCS 5/10-22.39). 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 School Board policies, including but not limited to: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:60 (Expenses), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 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 5/21-23a of the 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.

ABSENCES

If you find it necessary to be absent from work due to illness or for another reason unable to work, please **call** your building principal, either the afternoon or evening before no later than 10:00 P.M., or on the day of your absence between 5:30-6:00 A.M.

Administrators report directly to the superintendent. Upon return to work, you **must** complete an employee absentee record form for the office. Please do not misuse your sick leave days.

It is a part of the regular teacher's responsibility to have lesson outlines available for the substitute's use. Every employee should have a schedule of tasks and times which can be used to get the job done when absent. A substitute folder of important information should be kept in the office. This will greatly aid substitute teacher in carrying on during the regular teacher's absence.

ABUSED AND NEGLECTED CHILD REPORTING- Policy 5:90

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, or a student aged 18 through 21, an abused or neglected individual with a disability, shall: immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline

(800) 25-ABUSE or 217-524-2606, follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall promptly notify the Superintendent or Building Principal that a report has been made.

Any District employee who discovers child pornography on electric and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tip Line (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.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal.

AHERA MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act of 1986 requires each school to have an Inspection Report and Management Plan. Our plan, inspections and reports may be viewed in the District Office upon request during office hours.

APPLIANCES

For safety and energy purposes, no employee shall have electrical appliances, including but not limited to refrigerators, microwaves, coffee pots, etc. Employees may use district appliances in designated areas.

BOOK RENTALS

It is hoped that all book rental monies will be collected prior to the first day of school. Teachers should not accept money for book rentals or lunch/milk money from students. During the first week, the principal will announce a means of collection which will avoid the need for your involvement. The office assumes the responsibility for securing payment from parents.

Near the end of the school year, teachers should assess a fine for replacement for a lost book or damage beyond normal wear upon checking with the office. **Keeping an accurate account of textbooks and materials issued is necessary.** Monies collected should be turned into the office where a receipt will be issued to the student

CELL PHONE USAGE

Employees should limit their use of personal cell phones during school hours. This includes sending/receiving texts, emails, & phone calls or using the Internet. Staff should not be using their cell phones during class time or when supervising students in any capacity

CERTIFICATES AND TRANSCRIPTS

Each teacher is required to have a complete set of college transcripts, valid proof of certification (for new teachers), and a current receipt showing certificate registration at the regional office. These should be submitted to the district office during the first week of school. Any change in certificates or credits should be brought to the attention of the superintendent with official transcripts being filed with the District Office as soon as possible. Those moving on the schedule **must** have pre-approved classes form, movement on schedule form and valid proof of successful completion of the class plus transcript by the date stated in the teacher contract.

CERTIFICATION RENEWAL AND PROFESSIONAL DEVELOPMENT

The fulfillment of requirements and record keeping for continuing professional development as it applies to certificate renewals are a function and responsibility of the individual certified staff member and not that of the school district.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE- Policy 5:40

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.

CONFIDENTIALITY- Policy 5:130

District employees are responsible for maintaining:

1. The integrity and security of all internal information
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.

As district employees, we should be ever mindful where we are when we are talking about confidential information, to whom we are talking, and what information we are disclosing. Not only is this a matter of respect, but it is also very much a matter of law.

The private rights of the person (in particular our students) are to be protected. **This is an issue of paramount importance and it should apply to students, community members and fellow employees. District employees who violate confidentiality will be subject to disciplinary actions.**

COPYRIGHT- Policy 5:170

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

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.

COURT DUTY- Policy 5:80

The District will pay full salary during the time an employee is absent due to jury duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any schoolrelated matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least 5 days' prior notice of pending court duty to the District.

CRISIS AND EMERGENCY PLANS

In a crisis situation or emergency situation, planning and rehearsing are the keys to successful management. Therefore, building principals and supervisors will provide training to staff members assigned to their building or department on the specifics of crisis plans and emergency plans on a yearly basis. All employees are to be alerted to these plans and procedures and made to feel confident to carry out the plan. If, as a district employee, you are not certain as to the procedures regarding fire evacuation,

tornado coverage, intruder response, bomb threat, or any other crisis or emergency situation, you are to inform your direct supervisor and request information.

Crisis and Emergency Plans are reviewed on a regular basis with the administrative team. Any input from the staff is appreciated prior to these reviews.

CURRICULUM MATERIALS

The following practice will be followed relative to curriculum materials used in the Alden-Hebron Schools.

1. Teachers should not secure materials which require that a fee be collected from students without first securing an approval from the building principal.
2. Materials which exploit students through excessive advertising should not be used.
3. Orders for “on approval” material are not permitted. Teachers may request inspection copies of said material.
4. Books, materials, or supplies which you need should be put on a list for purchase next year.
5. Follow the Alden-Hebron Curriculum Guide/Illinois Common Core Standards for each student at the level you teach. Any portion you feel is lacking or outdated should be noted throughout the year and discussed with the Principal.

CUSTODIAL SERVICES

Any work outside routine cleaning/repair or emergency cleaning/repair needs to be requested through SchoolDude. Teachers can expect the custodians to: 1. Empty waste baskets, 2. clean chalkboard/whiteboards weekly, 3. Spot mop the floors or carpets as needed, 4. Clean the floors each night. Any cleaning discrepancy is to be reported in writing to the principal.

DRUG & ALCOHOL FREE WORKPLACE- POLICY 5:50

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;
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.
3. Possession or use of medical cannabis.

For the purposes of this policy, a controlled substance means a substance that is:

1. Not legally obtained
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 substances 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.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

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.

ELECTRONIC NETWORKS- Policy 6:235

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

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

Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

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

Acceptable Use

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

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

ETHICS- Policy 5:120

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members and others. Any employee who sexually harasses a student or otherwise violates employee conduct standards will be subject to discipline up to and including termination.

EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY RECRUITMENT- Policy 5:10

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; 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 abuse; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS130.

EVALUATIONS

Staff members will be evaluated on state approved tools where appropriate.

Supervisors shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Superintendent.

EXPENSES- Policy 5:60

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 Board in its regular bill process.

FAMILY AND MEDICAL LEAVE-Policy 5:185

An eligible employee may use unpaid family and medical leave (FMLA), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave up to a combined total of 12 weeks each 12month period, beginning September 1 and ending August 31 of the next year.

For more information regarding FMLA see Board policy 5:185 or the District Office.

FIELD TRIPS & TRAVEL- Policy 7:320

Student Educational Field Trips

The Board recognizes the educational value of field trips in that they stimulate student interest, inquiry and compliment understanding. The Board further recognizes and approves of these activities as a significant supplement to regular classroom instruction. An educational field trip shall be defined as a learning experience wherein students leave their school for a designated period of time under the supervision of school personnel for the purpose of extending and/or enriching the instructional experience. Educational field trips include, but are not limited to, visiting museums and zoos and going to theater productions, business/industry tours, cultural exhibits, and nature centers in conjunction with classroom instruction.

Supplementary Student Field Trips

Supplementary field trips are voluntary and provide opportunities for enrichment and/or social growth and development. Examples of supplementary field trips include, but are not limited to, amusement parks and/or recreational facilities.

Competition Travel

The Board recognizes that students will need to travel on a regular basis as part of their participation in interscholastic competitions and other similar events. These trips do not need additional approval.

Advanced Competition Travel

The Board recognizes that students may need to travel as a requirement to compete at an advanced level in academic, fine arts and/or athletic completion beyond the regularly scheduled season(s) due to their outstanding performance. Request for such travel shall be made in as far advance as possible if the student(s) will be participating in these events during regular school hours, if an overnight is needed, or if the student is seeking Board approved reimbursement for traveling expenses.

Types of Field Trips/Travel by Length

Day Trip/Travel

Begins and is completed during regular school hours.

Extended Day Trip/Travel

Begins and/or ends outside the regular school hours.

Overnight Trip/Travel

Requires overnight lodging away from the students' homes which does not exceed 48 hours.

Extended Overnight Trip/Travel

Overnight trips/travel that exceed 48 hours.

General Guidelines

The following is a list of general information which should be considered for any field trip or travel that involves students:

- There is a high educational or social/personal development value.
- The cost per student is not excessive.
- Minimal school time is missed.
- There are not equivalent opportunities that are closer and less expensive.
- Safety concerns have been addressed.
- There is a high degree of student and parent support for the field trip or travel.
- There is adequate time and methods to earn money for the trip when necessary.
- There is no pressure placed on non-participating students who are members of the group and a plan is in place for non-participating students.
- The sponsor and/or group has been reasonable in its previous travel requests and as success in previous travel.
- Sideline trips not included in the proposed itinerary or approval form may not be taken.

Cost of Field Trips/Travel

The cost of travel shall be kept as low as reasonable possible without compromising the safety of the students and chaperones involved. No student at any grade level shall be denied participation in a student educational field trip due to lack of funds. It is understood that the District shall provide its own transportation for approved Educational Field Trips but that the student may be requested to pay for admission and other related incidental for such trips.

The cost of participating in a Supplemental Field Trip will be the responsibility of the student(s). Approved fund-raising projects may be initiated to help defray the cost for educational, supplemental and advanced competition travel/trips. Requesting financial help from organizations such as the Booster Club, NOTES, and PTO is also encouraged whenever possible and appropriate to do so.

Students that advance in an approved, school-sponsored academic, fine arts, or athletic competition may receive travel reimbursement not to exceed the allotted amount set by the BOE at the time of its annual budget approval. Travel reimbursement can be applied to transportation, food, and/or lodging expenses. The activity sponsor shall make the reimbursement requests on behalf of the student(s) to the designated supervisor.

An APPROVED employee traveling as a coach, sponsor or supervisor of students traveling on district funds shall be reimbursed actual expenses to include meals, transportation, lodging, registration fees and other approved incidentals. All employees and travel must be budgeted and approved.

Parent or chaperones, including employees accompanying a field trips/travel in their parent role, are generally regarded as volunteers with no expectation for reimbursement of expenses unless this request has been pre-approved by the BOE.

Travel shall not be approved if unsafe conditions exist. If unsafe conditions arise after travel has been approved, travel shall be cancelled or changed accordingly. Should a trip be cancelled due to safety concerns, the school and/or district will not reimburse travelers for unrecoverable lost fees. Unsafe conditions include, but are not limited to, adverse weather conditions, outbreaks of serious, communicable diseases and actual or threatened violence or terrorism.

Approval of Field Trips/Travel

All student travel must be approved and recommended by the principal or other designated supervisor after safety, supervision, educational justification and/or purpose have been verified and all district forms filled out and submitted in a timely manner.

Parents/guardians must give written approval for all travel. A parent/guardian consent form may be signed at the beginning of each school year to cover local trips in walking distance. All other trips require a separate consent form that is specific to the particular event.

Day educational and supplemental trips need only be approved by the building principal. Extended educational and supplemental trips need to be approved by the Superintendent. Any overnight or extended overnight trips/travel needs BOE approval.

School employees are not to solicit students to participate in any trip/travel without notification of approval. However, interest surveys may be conducted to assist in planning such activities.

Overnight or extended overnight trips/travel planning should be started as far as possible in advance of the trip. Overnight travel requires a request to be submitted to the designated supervisor at least two BOE meetings in advance of the proposed date. An Extended Overnight request should be made at least 3-6 months in advance of the proposed date depending on the length and cost of such activity.

Student Eligibility for Travel & Conduct of Participants

No student will be subjected to undue pressure to participate in school-sponsored travel activities. Participation and non-participation in student trips/travel may not result in loss

of credit, reduction of grade, removal from a team or any other negative consequence to students. Students who elect not to participate in the trip will be informed by the trip sponsor as to where they should report during their normal class period(s).

Academic and additional behavior standards shall be established prior to trip approval. Participants in any travel experience should be in good standing and approved for travel as per the standards for the trip. Members of the travel group who violate the behavior expectations will be asked to leave the travel experience and travel home at their own expense and may be subject to further discipline in accordance with the District's discipline code.

Field Trip/Travel Safety & Supervision

Sponsors are to provide clear safety instruction to students and chaperones prior to leaving for a travel experience and to review safety instructions periodically during extended travel experiences. Travel planning should include consideration of weather conditions and provide for cancellation or extended travel time in the case of inclement weather conditions.

School travel requires the use of a district bus or licensed public carrier. However, a student may travel with his/her parents with approval from the principal (day trips), superintendent (extended trips), BOE (overnight trips). Approved chaperones may transport small groups of secondary students in private, rental, or district-owned vehicles for trips/travel.

Under no condition is travel approved with student drivers.

All drivers of private vehicles must provide evidence of a current driver's license and automobile insurance that meets the district's liability requirement. All drivers of rental vehicles must obtain insurance through the Rental Company or present proof of comparable coverage.

No student should travel alone in a private vehicle with someone other than this/her parent unless written permission is presented to the field trip supervisor by the student's parent.

Students should never be left behind and/or unsupervised while under the custody of the district. One adult for each ten students is recommended supervision for elementary/secondary day trips. Whenever students participate in overnight trips, the following supervision is required: Two adults for the first 10 students and one additional adult for each 8 students. Supervisors are to be the same sex as the students they supervise. Mixed groups of male and female students should have the benefit and protection of male and female adult supervisors. Supervisors must be over the age of twenty-one. Supervisors may not share private sleeping rooms, such as motel rooms, with students other than their own children.

When it is anticipated that the trip will return to school after normal hours, the trip sponsor shall make arrangements to assure that access to the building will be available. Staff members shall remain with the students until the students have departed the school.

Water Activities

No student is permitted to enter a swimming pool, hot tub, lake, or other body of water, while on a school-sponsored trip unless a currently certified lifeguard or water safety instructor, whose only duty shall be to lifeguard swimmers, and an adult supervisor are present. Under no circumstances are students allowed to use sailboats rowboats, canoes or other recreational boats without prior approval by the BOE.

Extended Day/Overnight Field Trips/Travel Not Sponsored by the District

Staff entering into contract or agreements with commercial agencies, without district formal approval, do so at their own risk. As such, any extended trip not approved by the district is considered a private venture. Individual staff members engaging in a private venture, cooperating with, receiving benefit from, or serving, as agents for commercial agency shall not use schoolwork time, materials, or other resources to promote, plan, organize, or recruit for the sponsored trip.

General Considerations

All staff wishing to sponsor field trips/travel event for their students must follow the planning guidelines outlined in the staff manual and this policy and submit the necessary documentation and forms to their supervisor in a timely manner.

The Board of Education and District 19 cannot assume responsibility for the safety and welfare of students while engaged in a trip/travel experience beyond making reasonable provisions for activity chaperons. Therefore, all students participating in school sponsored trips/travel must abide by all District rules, regulations and chaperon instructions.

GENERAL SUPERVISION AND RESPONSIBILITY

Legally, we are charged with the welfare and safety of all students from the time they arrive in school until they leave. Each child is assigned to the supervision of a particular teacher at all times.

A teacher should never leave students unless arrangements have been made with another teacher to take charge until the teacher returns.

The teacher remaining must be willing to accept the responsibility of the second group. Teachers should not leave their classes for an extended period of time unless an emergency arises. The principal should be notified as soon as possible to arrange for care of students under the teacher's direction.

GRADING & PROMOTION-Policy 6:280

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

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

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

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

HIPPA

Deanna VanderPal, School Board Secretary, is the HIPPA (Health Insurance Portability and Accountability Act) Representative. All medical records are kept in a separate file. Alden-Hebron S.D. #19 adheres to the privacy policies and procedures governing the release of protected health information as outlined by HIPPA.

HOMEWORK-Policy 6:290

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgement.

HOURS

Flexibility has been introduced into the eight hours teachers are to be present at work. Each teacher must submit their time in writing to the building principal by the end of the first full workweek of school.

All staff should plan personal and doctor appointments outside school hours. Any staff leaving the building, including lunchtime, should inform the building principal and sign out in the principal's office.

ILLNESSES AND ACCIDENTS

Teachers or other employees should not give medicines (including over the counter drugs) to any student at any time! Administrators are designated to administer medication if the parent signs the School Medication Authorization form. Teachers may choose to administer medication per the School Medication Authorization form when administrators are unavailable.

Any accident or injury to students, employees or visitors which might involve complications or the services of a physician must be reported to the employee on duty at the time the accident occurred. **All accident reports should be completed immediately and filed with the school office.** Do not fill in the name of the doctor unless you know a doctor has examined or treated the student. Any injuries other than the obviously minor cuts or bruises and abrasions should be referred to the school office where the parents will be contacted. If in doubt as to the seriousness of the injury, particularly **head & back injuries**, it is preferable for the parent to make the decisions of what is to be done and by whom. If possible, the student should not be moved until office personnel have been contacted.

JOB DESCRIPTIONS- Policy 5:30 & 5:280

Each staff member will receive a copy of his/her job description when they are employed. The job description should be reviewed, signed and returned to the staff member's immediate supervisor. More detailed information regarding support staff job descriptions can be found in the Board Policy Manual 5:280.

JOB RELATED ASSAULTS

The School Board has concern for the protection of all employees from job-related physical assault. Job-related physical assault shall be defined as any physical attack upon an employee which takes place during the employee's working hours at a schoolsponsored event, while performing job-related duties at the work site or site of a school activity or as a result of the employee's performance of job-related duties.

Any employee who has been physically assaulted in a job-related setting shall notify his supervisor immediately. The employee will be assisted by the supervisor in:

1. Receiving appropriate medical attention;

2. Reporting the incident to the appropriate law enforcement agency;
3. Reporting the incident to the Superintendent or his designee and making written reports as needed.

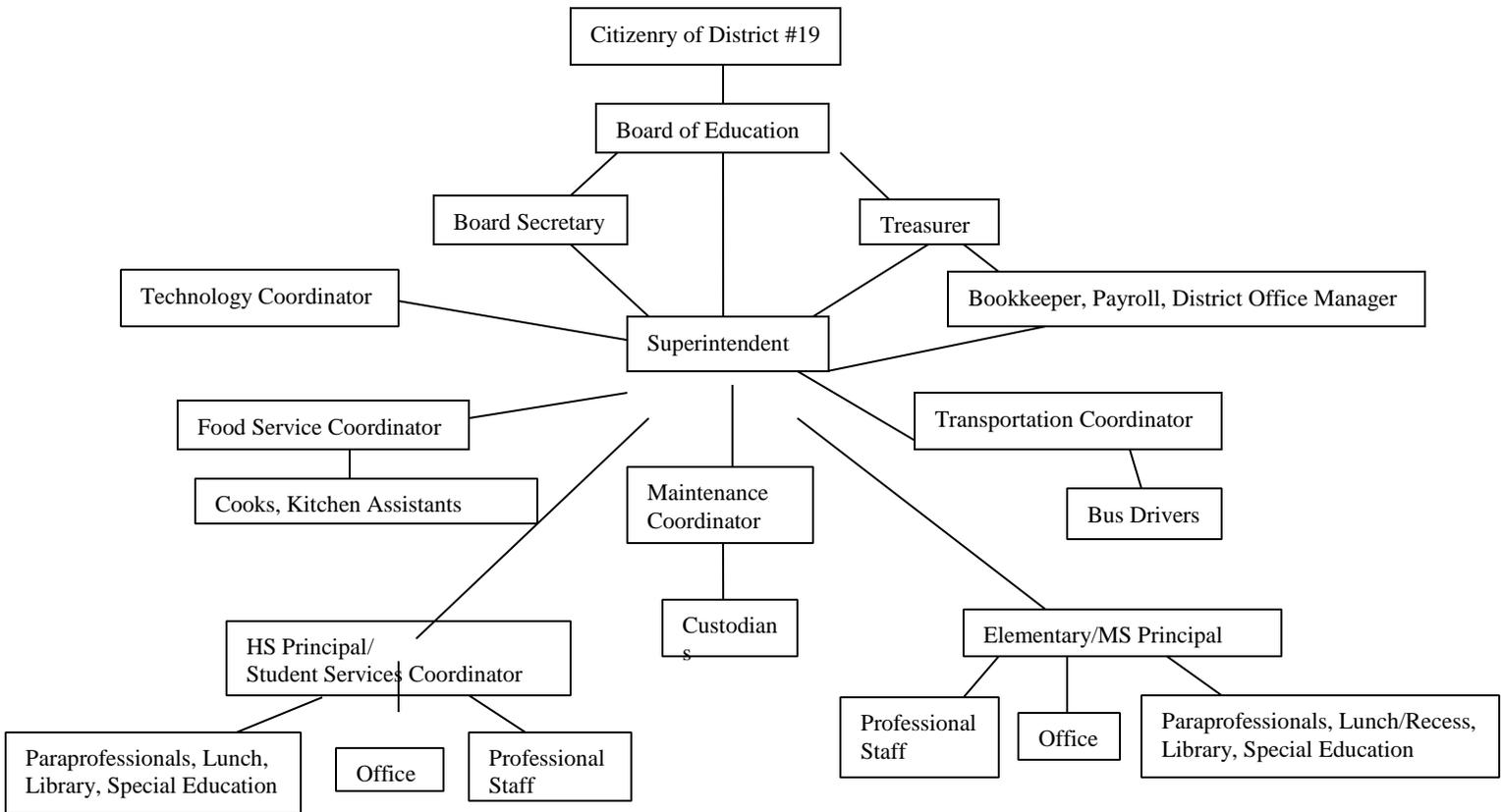
KEYS

All keys issued to staff may not be duplicated and no transfer of any keys should occur. All keys must be turned in by the end of the school term unless approved by your supervisor. Key replacement/lock replacement charges become the responsibility of the person(s) who lost the keys.

LINE AND STAFF RELATIONS

A. Chain of Command- Policy 3:30

The District organization chart indicates the channels of authority and communication. All personnel should refer matters requiring administrative action to the responsible administrator.



B. Uniform Grievance Procedure- Policy 2:260

Employees should notify any District Complaint Manager if they believe that the School Board, its employees or agents have violated their rights guaranteed by the

State or federal constitution, State or federal statute or Board policy. 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. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this procedure does not extend any filing deadline related to the pursuit of other remedies. A person who wishes to avail him/herself of this grievance procedure may do so by filing a complaint with any District Complaint Manger and may request a Complaint Manager of the same gender. The Complaint Manager may request the employee to provide a written statement regarding the nature of the complaint. Complaint Managers: Dr. Kim Qualls & Mr. Tim Hayunga.

LEAVES OF ABSENCE- Policy 5:250

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the application bargaining agreement or individual agreement will control.

Sick & Bereavement Leave

Each full-time professional staff member is granted 10 days sick leave each school year at full pay, unless covered by the Teacher's Contract. Unused days are allowed to accumulate to 340 days. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Sabbatical Leave

Sabbatical leave may be granted in accordance with School Code.

Personal Leave

Professional staff members are granted two personal days per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in the cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal 5 days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute availability,
5. Personal leave days may not be used during the first and/or last 5 days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence without Pay

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leave to Serve as Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Child-Rearing Leave

The Board shall grant a professional staff member's request for a non-paid, child rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed 3 semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

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 School Visitation Rights Act.

Leave 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 in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993.

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

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represent teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 IL 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 Il 5/24-6.2

MONEY COLLECTIONS AND SAFEKEEPING- Policy 5:120AP2

All employees should 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) co-mingling District or school funds with personal funds or checking accounts; and (e) using school property without the approval of the supervising school official.

MOVIES

All movies shown in classrooms must be pre-approved by the building principal and must be related to the curriculum. Movies shown for pure entertainment reasons can only be done so at the elementary building and once again must be pre-approved by the building principal. **Continued violation of this policy will result in disciplinary action.**

OUTSIDE EMPLOYMENT AND CONFLICT OF INTEREST- Policy 5:120

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 and such other times as are necessary to fulfill appropriate assigned duties.

PARTIES

As a general rule, classroom parties are not permitted unless approved in advance by the principal. Over emphasis of the celebration of specific holidays, especially those with religious origins, are discouraged. The main focus of such celebrations should be in alignment with district curricular goals.

PAYROLL

All staff will receive a statement showing sick leave. **Staff shall have an opportunity to change deductions in writing to the District Office in accordance with the teacher contract.** Other than withholding taxes required by either federal or state offices, and those in the contract; no other deduction changes will be allowed.

PERSONAL PROPERTY

All personal property brought to school and not taken home daily is considered the property of Alden-Hebron School District #19. The school district is not responsible for any lost, damaged, or stolen items brought on district property.

POLITICAL ACTIVITY- Policy- 2:105

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

1. No employee shall intentionally perform any “political activity” during any “compensated time,”
2. No employee shall intentionally use any District property or resources in connections with any political activity.
3. At no time shall any employee intentionally require any other employee to perform any political activity: as part of that employee’s duties, as a condition of employment, during any compensated time off, such as, holidays, vacation, or personal time off.
4. No employee shall be required at any time to participate in any political activity in consideration for that employee being awarded additional compensation or any benefit, whether in the form of salary adjustment, bonus, compensatory time off, continued employment or otherwise; not shall any employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

An employee may engage in activities that: are otherwise appropriate as part of his/her official duties, or are undertaken by the individual on a voluntary basis that are not prohibited by this policy.

PROFESSIONAL DEVELOPMENT-Policy 5:100

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.

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

PURCHASE ORDERS

Purchase Orders are required to be issued **prior** to all purchases except those made from Petty Cash.

Purchasing of items for the district shall follow the following procedure. The State Board of Education requires this format, as school districts are **not allowed to pay sales tax on any item.**

Procedure:

1. The employee obtains a purchase requisition from the office secretary. After filling out all information requested on the requisition form, it is submitted to the building principal for approval.
2. The building principal shall check the unencumbered budget balance to determine if funds are available for the items requested.
3. The principal will then approve or disapprove the requisition. If approved, the principal will then give the requisition to the office secretary for typing. If the requisition is not approved, the principal shall return the requisition to the originator and explain the reason for not approving the request.
4. The typed Purchase Order with attached requisition is then given to the Superintendent for approval or disapproval. The Superintendent will then sign an approved Purchase Order. If the Purchase Order is not approved, the Superintendent will return the unsigned Purchase Order to the Principal with an explanation as to why it was disapproved.
5. The signed Purchase Order is then given to the district secretary for mailing, or in an emergency situation only, the order will be phoned in.

Any employee who deviates from the above procedure will be responsible for the payment of same. This means if you buy something without a Purchase Order, the district **will not pay for the purchase.**

Any purchases of technology equipment are also subject to prior approval by the Technology Coordinator of the District for purposes of a) inventory, b) compatibility with other equipment, and c) control of duplicate equipment.

RECORDS- Policy 5:150

The Superintendent or designee shall maintain 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.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

REIMBURSEMENT FOR INCIDENTAL TRAVEL

Occasionally, it becomes necessary for school employees to use their automobiles for school business. However, an employee must check with his/her principal or immediate supervisor to make certain that the mileage reimbursement is for an approved school business according to the employee's job description, contract and/or duties. Reimbursement rate is determined by the Board of Education.

The building principal shall approve all trips with additional anticipated costs.

Employees seeking reimbursement shall complete a Monthly Reimbursement Request Form. The completed form shall be submitted to their immediate administrator/supervisor for verification and approval. In no case shall a request for reimbursement be approved if it is not current.

RELIGIOUS HOLIDAYS- Policy 5:70

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 District's operational needs. A per diem deduction may also be requested by the employee.

RESIGNATIONS- Policy 5:210

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

RETENTION OF STUDENTS- POLICY6:280AP

1. Students in grades K-5 must meet standards for minimum levels of student achievement.
2. Students in grades 6-8 must pass five out of six major subject areas. (Language Arts, Math, Science, Social Studies, Reading and PE)
3. "Promotion on trial" will not be practiced in this school district.
4. The final decision regarding promotion shall be made by the superintendent upon recommendation of the principal.
5. In the event that the student has difficulty maintaining grade level performance, a remediation plan will be established. Retention or mandatory summer school may be options included in the remediation plan. Satisfactory summer school performance is required for promotion by those who have not achieved minimum levels of performance provided that summer school is an option used in the remediation plan.
6. The procedures to be followed are:
 - a. Minimum basic skills required will be communicated by each teacher at the beginning of the year to student and parent.
 - b. Teachers will collect data (test, checklist of skills, etc.)
 - c. In all cases a report will be made to parents at mid-year containing a statement indicating lack of progress and concern over meeting minimum skills.
 - d. At the end of the third quarter, a conference with parent(s) of students having trouble meeting minimum skills should be held. Evidence should be shared and problem areas noted. A list of students and their problems should be given to the principal.
 - e. A final report of students unable to meet minimum standards will be shared with parents and a copy given to the principal.

SEXUAL HARASSMENT- Policy 5:20

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.

The School District shall provide employees an employment environment free of unwelcome sexual advances, request for sexual favors and other verbal or physical conduct or communications constituting sexual harassment 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 to substantially interfere with an individual's work performance or create 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 which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

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

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the *Uniform Grievance Procedure*. Board policy (2:260). Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation or work assignments.

SCHOOL FACILITY & EQUIPMENT USE BY STAFF

Staff members wishing to use the school facilities must complete a building usage form and submit to the building principal for approval. The building may not be used until confirmation of usage has been confirmed.

School District employees will not perform duties related to an outside job using any District facilities, equipment or materials.

SCHOOL PROPERTY

All purchases made from district funds, PTO, Booster Club, NOTES, etc. become the property of the district and should be treated as such. This would mean that it is properly labeled and listed on inventories. School property should be properly cared for and as district employees we should be good stewards of community property. We are all responsible to report any damage or hazardous conditions.

SCHOOL RELATED ACTIVITIES

Complimentary passes for all home athletic events shall be issued annually to certificated staff, non-certificated staff and Board members. Pass admittance shall include a spouse or one (1) guest only.

SOLICITATIONS BY OR FROM STAFF- Policy 5:140

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

STUDENT DISCIPLINE- Policy 5:230

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct 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.

SUSPENSION OF EMPLOYEES- Policy 5:240

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.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board appointed hearing examiner before it is imposed. At the request of the professional employee made within 5 calendar days of receipt of a pre-suspension notification, the Board or its designee shall notify the professional employee of the date and time of the hearing. The Board or its designee shall notify the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension with Pay

The 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 the School District's best interest, (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 employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

TEACHER INSTRUCTION STRATEGIES

1. Lesson Plans should include elements of lesson design, especially objectives, activities and practice. Plans for the following week should be left at school on the last day of each week. An administrator may require plans submitted to the office.
2. Course Descriptions must be sent home with each student the first week of classes and must include goals, materials used, methods of instruction, classes, types and worth of activities, classroom rules and how to get special help.

TEACHER QUALIFICATIONS- Policy 5:190

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

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. 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 licensed 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 funds are notified: (a) of their right to request their students' classrooms 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.

TECHNOLOGY & SOCIAL MEDIA- Policy 5:125

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 logo 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 nonwork 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 employee's 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.

TEMPORARY ILLNESS OR TEMPORARY INCAPACITY- Policy 5:180

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% of his or her 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 a teacher or other licensed 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 begin dismissal proceeding 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 teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. The paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authored by State and federal law.

Any employee may be required to have an examination, at District's expense, by a physician who is licensed in Illinois to practice³ 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 have been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

TERMS & CONDITIONS OF EMPLOYMENT & DISMISSAL-Policy 5:200

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 reasonable 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.

School Year & Day

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 students attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veteran's Day).

Teachers are required to work the school day adopted by the Board. 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.

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

Salary

Teachers shall be paid according to the salary schedule adopted by the Board, but in no case less than minimum salary provided by School Code. All certified staff shall be paid biweekly. Please see sections 12.6 & 12.7 of the Teacher's Contract for additional information regarding payroll information.

Assignments & 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 developed pursuant to State law.

TOBACCO PRODUCTS, DRUGS & ALCOHOL- Policy 5:50 & 8:30

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitor to and Conduct on School Property*. The prohibition on the use of tobacco products applies both when and employee is on school property and while an employee is performing work for the District at a school event regardless of the event's location. Tobacco is defined fully in 10-20.5b of the Illinois School Code

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.

TUITION REIMBURSEMENT

Reimbursement rate and other specifics are established in the current teacher's contract.

TUTORING

Tutoring is defined as teaching a student in return for payment or favors from the parent or guardian. This is not to be confused with providing additional help to a student enrolled in your class with no exchange of payment or favors. These guidelines should be enforced during the regular school year August to June.

The following points should be remembered:

- a) discussion concerning tutoring will be initiated by the parent or guardian;
- b) tutoring should not be conducted on district property;

c) tutoring a student enrolled in your class should be avoided.

In the case of summer tutoring:

- a) the district may provide parents with a list of names that they may contact in regards to summer tutoring;
- b) the district may cooperate with the contracted tutor to help provide for an effective summer remediation or enrichment program for the district student;
- c) contracted district employees should avoid tutoring students that were enrolled in his/her class or will be enrolled in his/her class for the upcoming year.

On occasion, a certified teacher may be asked to tutor a student at home due to student illness or other circumstance. The teacher would fill out the form.

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS ON SCHOOL BUSINESS- Policy 4:110

No school employee may transport students in school or private vehicles unless authorized by the administration. Substantial paperwork is required after administrative approval.

VISITORS

All persons visiting a staff member must be checked in at the office. Visiting during work hours for personal reasons should be limited.

Only students who are enrolled in Alden-Hebron Schools will be permitted to visit classes unless permission is granted by the Superintendent.

WORKROOM LOUNGE– STAFF

The workroom/lounge may to be used before work hours, at lunchtime and when employees have a short respite from their schedule. Any discussion carried on in the workroom/lounge should be done in moderate tones and be constructive and professional in nature. Please refrain from using the office as a center for socializing for reasons of confidentiality and for keeping the office a center for conducting business.

Please Note:

- 1. More detailed information regarding the Board policies above can be found in the Board Policy Manual located in both the MS/HS Principal's Office and the Elementary Principal's Office. Additionally, the Board Policy Manual can also be found in the District Office.***
- 2. More detailed information can also be found in the Alden-Hebron Education Association Contract.***

