



## Creve Coeur School District # 76

400 North Highland Avenue

Creve Coeur, IL 61610

Phone (309) 698-3600



# EDUCATIONAL SUPPORT STAFF MANUAL

**MISSION STATEMENT:** It is the mission of Creve Coeur School District 76, in partnership with home and community, for all students to obtain the necessary knowledge, skills, and self-motivation to become life-long learners, socially responsible citizens, and active participants in their ever-changing world.

**VISION STATEMENT:** In keeping with the mission statement, Creve Coeur School District 76 will provide students with access to current curriculum and the tools necessary to enable them to become competent life-long learners.

Website location [www.cc76.org](http://www.cc76.org)

## Intent of Manual

Welcome to Creve Coeur School District # 76! We are two schools and one district committed to student learning, collaboration, and continuous improvement.

This manual is intended to be used by certified support staff to provide general information about Creve Coeur School District # 76 and to serve as a guide to district policies and building expectations.

All staff are responsible for becoming familiar with the manual and knowing the information contained in it. While the information in this manual is detailed and specific on many topics, the manual is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This manual is intended to supplement other documents that deal with your employment including the Collective Bargaining Agreement and Creve Coeur School District # 76 Policy Manual. In reading this manual, please understand that where a direct conflict exists, state or federal law, the Collective Bargaining Agreement, and the district policies and regulations will prevail.

The administration will be responsible for interpreting the rules contained in the manual and have the right to make decisions and revisions at any time. Should a situation or circumstance arise that is not specifically covered in this manual, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the district.

This manual will be in effect for the 2025-2026 school year and subsequent school years unless replaced in whole or in part by later revisions and/or additions.

### Board of Education

Bailey, Linda	President	<a href="mailto:lbailey@cc76.org">lbailey@cc76.org</a>
Ragon, Valerie	Vice-President	<a href="mailto:vragon@cc76.org">vragon@cc76.org</a>
Greiner, Pam	Secretary	<a href="mailto:pgreiner@cc76.org">pgreiner@cc76.org</a>
Keogel, Brenda	Member	<a href="mailto:bkeogel@cc76.org">bkeogel@cc76.org</a>
Shear, Mason	Member	<a href="mailto:mshear@cc76.org">mshear@cc76.org</a>
Stimeling, Amanda	Member	<a href="mailto:astimeling@cc76.org">astimeling@cc76.org</a>
Lang, Brandon	Member	<a href="mailto:blang@cc76.org">blang@cc76.org</a>

## **District Administration**

Mr. Steven K. Johnson - Superintendent – [sjohnson@cc76.org](mailto:sjohnson@cc76.org)

Mr. Jake Yocum - Parkview School Principal – [jyocum@cc76.org](mailto:jyocum@cc76.org)

Mr. Jason Thompson - LaSalle Elementary School Principal – [jthompson@cc76.org](mailto:jthompson@cc76.org)

Ms. Teresa Admire - Special Education Coordinator – [tadmire@cc76.org](mailto:tadmire@cc76.org)

## **District Office Staff**

Amy Oldfield – District Bookkeeper – [aoldfield@cc76.org](mailto:aoldfield@cc76.org)

Stephanie Adams- Administration Secretary- [sadams@cc76.org](mailto:sadams@cc76.org)

## **Nursing Staff**

Mrs. Annette Kelso – District Nurse – [akelso@cc76.org](mailto:akelso@cc76.org)

## **Phone Numbers**

Creve Coeur School District # 76 District Office - (309) 698-3600

LaSalle Elementary School - (309) 698-3605

Parkview School- (309)698-3610

## General Staff Information

### Creve Coeur School District # 76 Mission Statement

“It is the mission of Creve Coeur School District # 76, in partnership with home and the community, for all students to obtain the necessary knowledge, skills, and self-motivation to become life –long learners, socially responsible citizens, and active participants in their ever-changing world.”

### Board of Education Policies

Staff should remain acquainted with the rules, regulations, and policies of the Board of Education and observe and enforce these in the course of their duties. The Creve Coeur School District # 76 Board Policy Manual can be found here. <https://www.cc76.org/boe-policies.html>

### Mandated Training

All district employees are required to complete mandated trainings according to job descriptions. Mr. Thompson and Mr. Yocum manage the mandated trainings.

### Mandated Reporter Status

As a school employee, you are, by law, a mandated reporter of suspected child abuse and neglect. This important responsibility extends outside of the school walls and outside of the school day and year. The form you signed for employment is evidence of your acknowledgement of this great responsibility, and you must participate in DCFS training as a part of your mandated employee professional development. Please see above for directions to complete mandated training.

Please know that, in addition to reporting suspected neglect and abuse, you should ALWAYS discuss your suspicions with a school counselor, social worker, school psychologist and/or administrator as soon as possible.

To report suspected abuse or neglect, call the 24-hour Child Abuse Hotline at 800-25-ABUSE.

## Official School Hours

Parents should not bring children to school before operating hours. A latchkey program is available for parents who need before-school and after-school childcare.

### **LASALLE SCHOOL:**

Morning Kindergarten: 8:30 AM – 11:50 AM  
Full-Day Kindergarten-Grade 4: 8:30 AM – 3:10 PM  
Doors Open for Students 7:50 AM  
7:50 – 8:25 AM

Breakfast Served

### **PARKVIEW SCHOOL:**

Grades 5 thru 8 7:50 AM – 2:45 PM  
Doors Open for Students 7:20 AM  
Breakfast Served 7:20 – 7:50 AM

District 76 schedules School Improvement Days for teacher in-service throughout the school year. Early dismissal times for each school on School Improvement Days are as follows:

Parkview School: 11:00  
No Lunch Served

LaSalle School: 11:30  
No Lunch Served

## **Expectations For All Employees**

As an employee of Creve Coeur School District # 76, you are expected to treat your colleagues, students, and administrators in a professional manner. Because you are a school district employee, you have extraordinary power over our students' lives. You are an example in how you talk and in how you interact with others. You are asked to deal with the situations that you encounter with calmness. Much of the information you deal with is confidential, and you should be careful of who has knowledge of your conversations and records. You will be required to make a variety of decisions in the lives of the students; please use each decision as a teaching moment and strive to positively affect others.

Listed below are some of the most important rules that apply to all District employees. This list is not exhaustive. It is assumed that each employee has a general understanding of what is expected of him or her and will exercise good common sense. Violations of these work rules will normally result in your discharge or severe consequences regardless of your length of service or work record.

1. Records of Creve Coeur School District # 76 are critical and confidential and, per the School Code of Illinois, employees may not access student records without prior authorization from the records custodian in their respective building (Records custodians are the building administrative assistants). These records are to be shared with only District employees, parents of District's children, educational personnel or community members who are authorized, per the School Code of Illinois and/or the Individuals with Disabilities in Education Act (IDEA), to view/copy/access the information. **Confidentiality must be maintained.**
2. No employee of the District is to falsify records or intentionally give false information to anyone whose duty it is to make such records.
3. Immoral conduct on District premises or during work time will not be tolerated.
4. School grounds are drug and alcohol free zones. Employees must refrain from bringing, consuming, or being under the influence of alcohol or illegal drugs on school premises.
5. Use of tobacco or tobacco products is prohibited on all Illinois government property including school buildings and grounds. Smoking and chewing tobacco products are prohibited on school property.
6. Gross insubordination is defined as noncompliance or willful disregard of major school policies. Gross insubordination may result in discipline, up to and including dismissal.
7. Physical assault or attempted physical assault on any district employee, students, or the general public on school property will not be tolerated and will result in discipline, up to and including dismissal.
8. In order to protect the image and integrity of the district, no employee may solicit or accept a fee, gift, or other valuable item given by any person in the hope of receiving a favor or better treatment than accorded other persons by Creve Coeur School District # 76 or might reasonably be perceived as such.

Listed below are some of the most important expectations that apply to all District employees. Failure to follow these expectations may result in any one of the following: an oral reminder; oral warning with a temporary record kept by an administrator; written warning kept by an administrator; written warning placed in personnel file; or written statement of insubordination kept in personnel file for failure to comply.

1. All employees are expected to report to work promptly and regularly by their assigned starting time and should not leave early without prior permission from their immediate supervisor.

Tardiness: Tardiness is a poor work habit, will have an effect on an employee's performance evaluation, and may result in disciplinary action, up to and including dismissal. Employees are expected to arrive and leave work on time. In the event of an emergency requiring an employee to be late, the employee must notify his or her direct supervisor promptly. Employees are to call the District Office contact person and his or her direct supervisor at least one (1) hour before their shift begins. Failure to do so will result in disciplinary action, up to and including possible dismissal.

Absenteeism: Absence from work without good reason is a poor work habit, will affect an employee's performance evaluation, and may result in disciplinary action up to and including possible dismissal. In the event an employee must be absent from work, the employee is to call the District Office contact person and his or her direct supervisor at least one (1) hour before their shift begins.

2. Meet established standards for quantity, quality, and timeliness of work.
3. District employees must be courteous to the public. Employees should be professional exercise utmost patience, discretion, and confidentiality in dealing with the public and students. Employees are expected to exercise self-control even under provocation. They are expected to refrain from practical jokes and other conduct that is offensive to others. They should not engage in vile, prejudicial, or provocative behavior.
4. Work consciously to accomplish the goals of the district.
5. Employees are expected to follow the appropriate chain of command. When an issue is with another staff member or non-staff member, it is expected that the employee first try to resolve the issue with that person. If a resolution cannot be accomplished, the employee's next avenue is their immediate supervisor and then superintendent.

6.If the issue involves sexual harassment or improper behavior by another staff member, it should be reported to one or both Complaint Managers. The Complaint Managers are the building principals.

7. Employees are expected to comply with reasonable directives from all administrators. Failure to follow directives will be considered insubordination. If an employee feels a request is unreasonable, he/she should comply under protest. The only exceptions are if an order may jeopardize the employee's or another's safety or health, or the employee believes the order to be illegal or immoral. In such cases, the employee should ask for a written directive and bring it to the immediate attention of the superintendent. If the superintendent gave the order in question, an employee should ask for a written directive and bring it to the immediate attention of the Board President.

8. On occasion, support staff may be asked by the building principal to cover unfilled absences.

9. The dress and appearance of District employees must reflect positively on the District, and be appropriate when due consideration is given to the employee's job duties. See Policy 5:120:002.

10. The employee should refrain from making or publishing false statements about students, employees, administration, the District, and the actions of the District.

11. The employee should use copy machines, computers, equipment, and supplies and other district equipment for school-related work. Unauthorized use of copy machines, fax machines and printers is not permitted. Use of school technology and equipment for illegal, unethical, or immoral purposes is prohibited.

12. Non-certified employees are invited, but not required, to attend staff meetings and district meetings. Non-certified employees will be compensated at their hourly rate when they attend meetings outside their normal work hours with prior approval from immediate supervisor, principal or superintendent.

13. Non-Certified staff members may be required to attend teacher institute days and school improvement days for training and/or meetings. This will be communicated to you by the building administrator or the district office. Non-certified employees asked to attend teacher institute days or school improvement days will be compensated at their hourly rate.

14. When your work area is not in use please turn off lights to conserve electricity. For security reasons, please close the door of the work area when the work area is not being used.

### **Staff Evaluations**

Each employee shall be evaluated by his or her direct supervisor at least one (1) time during each school year using a written evaluation instrument, which assesses the employee's work performance, attendance, attitude, and cooperation with fellow employees and supervisor. The Board or its designee may increase the number of evaluations per school year when it is determined to be in the District's best interests to do so. The District Administration, in cooperation with a union official, shall determine the evaluation procedures and instruments to be used.

Each employee shall be given a copy of all written evaluations and shall acknowledge receipt by signing a copy to be placed in the employee's personnel file. The employee shall be given an opportunity to make a written response to the evaluation, which shall be included in the employee's personnel file.

Each probationary employee shall be evaluated by his / her direct supervisor at least once before the ninetieth (90<sup>th</sup>) calendar day of continuous employment.

### **Skyward**

Skyward is a software company specializing in K–12 school management including Student Management, Human Resources, and Financial Management. Teachers utilize Skyward to input grades. Students and families use Skyward to check grades and District information. Please reach out to administrative staff or members of your team for additional assistance using Skyward.

### **Student Parent Handbooks**

A student/parent handbook is available in the District. The handbook was revised in the Spring of 2025 with a committee representing teachers, administration, and Board of Education. Handbooks outline policies and procedures, and students and parents are required to sign the handbook upon school registration. Please familiarize yourself with the student handbook.

### **Student Discipline Guidelines**

Discipline is a means of fostering the growth of students toward maturity and responsibility. Inappropriate behavior and good behavior is learned. Once inappropriate behavior is learned it takes time to reverse that behavior. Patience and time are necessary to teach good behavior. As District employees we have the ability to handle each inappropriate behavior as a

learning opportunity for the student. Staff members are expected to treat each student as they would want a staff member to treat their child: with expectations of good behavior, disappointment for inappropriate behavior, and consequences applied with the goal to improve behavior. The expectations you model and require of students should be fair and just. Any disciplinary action should be referred to teachers, building principal, or superintendent.

### **Building Communication**

Every effort shall be made to use electronic communication (e-mail, district and staff web pages, etc.) between staff members, administration, and between school and home. Staff are encouraged to check their email at least two times each day.

### **Unsafe or Hazardous Conditions**

An employee shall report hazardous or unsafe conditions existing in connection with the employee's job responsibilities. Within a reasonable time after receiving such report, the Board shall take all reasonable and necessary steps to investigate and correct such conditions.

### **Breaks**

Each employee shall be entitled to a fifteen (15) minute break for each three (3) consecutive hours of work. The breaks shall be reasonably scheduled by the employee's immediate supervisor.

### **Meal Time**

For each employee working six (6) consecutive hours or more in a work day, a thirty (30) minute, unpaid, uninterrupted meal period shall be included in the employee's work day and while on overtime if such work day requires the employee to work during periods of time customarily devoted to meals.

### **Notification Procedure**

Emergencies: When an emergency exists, notification of the closing of schools will be broadcast over any appropriate media outlets as soon as possible. The Blackboard Connect mass communication system will be used as well.

### **School Closing**

Except for custodians, who will be offered work, any employee who reports to work before the District gives notice that school is closed due to inclement weather shall be paid two (2) hours call-in pay. In the event that a custodian cannot access the custodian's work place on school property by reason of inclement weather, the custodian may use an existing sick day to receive full pay.

### **Tuition Reimbursement**

The District shall reimburse employees the actual tuition cost for one (1) college class per year, not to exceed the ISU rate and provided the course has been approved in advance by the Superintendent and the employee completes the course with a grade of “C” or better.

### **Certification and/or Recertification**

The costs of certification and/or recertification required of cooks, by the State of Illinois, shall be paid by the District.

The costs of certification and/or recertification required of bus drivers, by the State of Illinois, shall be paid by the District.

### **Medical Exams**

The costs of annual physicals and mandated drug testing required of bus drivers, by the State of Illinois, shall be paid by the District.

### **Google Apps for Education**

Creve Coeur School District # 76 is a Google Apps for Education district. This gives all students low-cost options for cloud-based file storage, word processing, and other easy-to-use applications. Staff should be familiar with the basic functions of Google as many items from teachers, staff, and administrators will be shared through Google platforms.

Many teachers, staff, and administrators are familiar with Google Apps for Education and would be happy to answer any questions regarding the use of Google Apps for Education.

### **Online Technology and Maintenance Ticket System**

The District will be utilizing an online ticket system through Heart Technology to collect information regarding technology and/or maintenance issues. Please email [heartsupport@heart.net](mailto:heartsupport@heart.net) when a maintenance or technology need arises. Please avoid more than one ticket for the same issue. Please contact your building administration for other issues.

### **Online Funding Requests**

The Creve Coeur Board of Education believes that online fundraising campaigns (Crowd Funding) may further the interests of the District. Any person or entity acting on behalf of the District and wishing to conduct an online fundraising campaign for the benefit of the District shall begin the process by seeking prior written approval from the Principal. Without prior approval, staff will not be able to use the school name, logos or mascot.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and submits to the Principal and receives written approval prior to commencing fundraising. The requestor shall also keep the District Administration apprised of the status of the campaign and follow all other District fundraising procedures.

When posting pictures / videos / images of any students or staff all District policies and procedures must be followed which includes permission from parents / guardians. When describing the District, only factual information and a positive approach will be allowed.

The requestor is responsible for compliance with all State and Federal Laws and other relevant District policies and procedures. All items and money generated are subject to the same controls and regulations as other District property and shall be deposited and inventoried accordingly.

Once items are in the possession of the District, the Board will acknowledge the donations during a Board of Education meeting.

### **Student Fundraising Activities**

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity.

Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8.90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with Policy 7.325, *Student Fundraising Activities*.

At no time shall either school (LaSalle Elementary or Parkview School) enter into a fundraiser involving the students while another fundraiser is presently going. The two (2) schools are limited to two (2) fundraisers per year that involve the students. The middle school may have one (1) additional fundraiser designated for extracurricular uniforms. Fundraiser incentives are intended and will be awarded only to District 76 students.

### **Faculty Rooms**

In each building, staff will be provided with a room affording privacy for work and lunch, providing there are adequate facilities for classroom and other educational purposes. Each faculty room will be adequately heated and ventilated. All staff are responsible for keeping the workrooms and lounge areas clean, neat, and in good working order. Please make it a

habit to clean up after you have completed your activity. Students are not allowed in lounge areas. No student is allowed to make purchases from vending machines.

### **Professional Learning**

The District shall allow each Educational Assistant to attend one (1) educational workshop per year as related to the employee's work duties with pre-approval from the Superintendent.

Each Educational Assistant pursuing a teacher certificate shall be permitted to take unpaid leave for the purposes of student teaching. Pay level and seniority accumulated before the period of leave shall resume upon return from the leave.

### **Records**

Records of Creve Coeur School District # 76 are critical and confidential and, per the School Code of Illinois, employees may not access student records without prior authorization from the records custodian in their respective building. These records are to be shared with only District employees, parents of the District's children, educational personnel or community members who are authorized, per the School Code of Illinois and/or the Individuals with Disabilities in Education Act (IDEA), to view/copy/access the information. Confidentiality must be maintained. No employee of the District is to falsify District records or intentionally give false information to anyone whose duty it is to make such records.

## **STUDENT ABUSE PREVENTION**

### **Employee Code of Professional Conduct Creve Coeur School District # 76**

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. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated into this Code of Professional Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.), engages in grooming as defined by 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

## **Standards and Expectations Related to School Employee-Student Conduct**

1. All employees conduct must comply with the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, to the extent applicable.
2. Prohibited grooming behaviors and “sexual misconduct” include, but are not limited to, any verbal, nonverbal, written, or electronic or physical activity, by an employee or agent of the school with direct student contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to:
  - a. A sexual or romantic invitation.
  - b. Dating or soliciting a date.
  - c. Engaging in sexualized or romantic dialogue.
  - d. Making sexually suggestive comments that are directed toward or with a student.
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
  - f. A sexual, indecent, romantic, or erotic contact with a student.
3. Employees are expected to maintain professional relationships and appropriate boundaries with students.

### **a. Communications with Students**

Employees are strictly prohibited from using any form of communication with students, including but not limited to, emails, letters, notes, text messages, phone calls, social media and conversations that include any subject matter that would be deemed unprofessional and inappropriate between an employee and student. Employees must use a school provided or supported method to communicate with students whenever possible and are prohibited from using personal email, text messaging, direct messaging or other forms of communication that are similar in nature.

#### Appropriate Verbal Interactions

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Praise
- Strength-based conversations

- Self-disclosure as a supervised therapeutic tool by licensed clinicians, medical professionals, and counseling.

### Inappropriate Verbal Interactions

- Name-calling
- Discussing sexual encounters or in any way involving students in the personal problems or issues of employees and volunteers
- Secrets
- Cursing
- Off-color or sexual jokes
- Shaming, belittling
- Oversharing personal history
- Derogatory remarks
- Harsh language that may frighten, threaten or humiliate students
- Derogatory remarks about the consumer or his/her family
- Complimenting relating to physique or body development

#### **b. Transportation of Students**

Employees are not permitted to transport students in their privately owned vehicles, unless they have obtained prior permission of the school.

Transportation of students in district vehicles requires approval of administration and ideally should include at least three people.

#### **c. Photographs of Students**

Employees are prohibited from taking or possessing photos of a student on their personal devices. Student pictures, assuming parents have not opted out of photos, for school-sponsored activities used in furtherance of the school's educational mission are permitted. Employees should delete student photos from their personal device once photos have been posted and/or sent in furtherance of the school's educational mission.

#### **d. Contact with Students**

Employees are prohibited from meeting or contacting a student outside of their professional role. Some exceptions would be for situations where there is another established appropriate relationship (i.e. religious ed teacher, cub scout

master, family relationship, etc). Employees are expected to avoid relationships which could result in an actual or perceived inappropriate relationship between the employee and the student.

#### Appropriate Physical Interactions

- Side Hugs
- Shoulder to shoulder “temple” hugs
- Pats on the shoulder or back
- Handshakes
- High-fives and hand slapping
- Pats on the head when culturally appropriate
- Touching hands, shoulders, and arms
- Holding hands (with young children in escorting situations)

#### Inappropriate Physical Interactions

- Full-frontal hugs
- Kisses
- Showing affection in isolated areas or while one-on-one
- Lap sitting
- Wrestling
- Piggyback rides
- Tickling
- Allowing a student to cling to an employee’s or volunteer’s leg
- Allowing students, older than Kindergarten, to sit on an employee or volunteer’s lap
- Any type of massage given by or to a student outside of accepted and documented medical treatment
- Any form of affection that is unwanted by the student or the employee or volunteer
- Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance.

4. Employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.) and Title IX of the Education Amendments of 1972 (20 U.S.C. & 1681 et seq.) and related

Board policies, including Board Policy 5:90, Abused and Neglected Child Reporting, and Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure.

5. Employees, students, parents, and any third party can report prohibited behaviors, including prohibited grooming and sexual misconduct, and/or boundary violations pursuant to Board Policy 2:260, Uniform Grievance Procedure and Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure, or to any District or school administrator or staff member to whom the person feels comfortable reporting.
6. Employees are required to complete training related to educator ethics, mandated reporting, child abuse, grooming behaviors, and boundary violations as required by law.
7. Employees who violate this Code of Professional Conduct or who fail to report a violation may be subject to disciplinary action up to and including dismissal from employment.

### **Monitoring High Risk Activities – Restroom**

Most incidents of student-to-student abuse occur in the bathrooms. Therefore, the following supervision guidelines are recommended:

When supervising restroom use, adult staff members should first quickly scan the bathroom before allowing students to enter.

a. For group bathroom breaks:

- Staff should take groups of two or more students to the bathroom – following the “rule of three” or more.
- If the bathroom only has one stall, only one student should enter the restroom while the others wait outside with the staff.
- If there are multiple stalls, only send in as many students as there are stalls.
- Minimize students of different ages using the bathroom at the same time.
- Staff should stand outside the bathroom door but remain within earshot.

b. For individual bathroom breaks:

- Students should first ask permission to use the bathroom.
- Staff should frequently check bathrooms.

c. Staff members are prohibited from using the bathroom at the same time as students.

d. If assisting young students in the stalls, the staff should keep the door to the stall open.

## **Monitoring High Risk Activities – Diapering (ECE)/Toileting**

- Changing tables should be placed in an open area where adult actions can be observed by other adults.
- Diapers should only be changed when at least two adults are present.
- Written documentation of diaper changing should be maintained.
- Parents/guardians should be notified if staff notices anything out of the ordinary or concerning while changing the infant's diaper.
- When assisting with toileting is necessary, staff should stand in the doorway with the door ajar while students use the restrooms.
- If staff must enter the restroom to assist a child, ensure that the door to the restroom remains open.
- When not possible, send in only as many children as there are stalls.

## **Locker Room Activities**

- Staff should stand within earshot of the locker room when in use by students.
- Staff should routinely check inside the locker room so users know the locker room is monitored.
- Staff should prohibit locker room horseplay such as towel snapping.

## **Teacher/Staff Attendance Reporting**

The District utilizes the Frontline Absence Management system to report absences for employees. This system also assists our office in contacting substitute teachers when teachers are out of the building. All absences must be tracked through the Frontline system. This includes educational support staff and administrative staff. Whenever possible, absences should be reported in advance. If an emergency arises, and you are unable to report your absence before 7:00 a.m., please contact your building administration and in addition to adding your absence to Frontline.

## **Absence Due to Illness**

Full-time (12 month) custodians, who work eight (8) hours per day, shall receive thirteen (13) sick leave days annually. Nine (9) month employees shall receive ten (10) sick leave days annually. The length of the sick leave day shall be the same as the hours normally worked. Playground supervisors, part time custodians, and groundskeepers shall receive no sick leave days.

- (1) Sick leave shall be interpreted to mean personal illness, quarantines at home, or serious illness or death in the teacher's immediate family or household. The immediate family, for purposes of this section, shall include, parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers- in-law, sisters-in-law and legal guardians.
- (2) Sick leave shall not be debited for legal holidays or vacations.
- (3) All rights and benefits shall continue while on sick leave.
- (4) In the event the Board determines that an employee is suffering personal illness and not able to perform the duties assigned, the Board shall have the right to place such employee on sick leave as defined in the Collective Bargaining Agreement; provided that if the employee challenges such decision, final verification of illness and fitness for work shall rest with a physician chosen by mutual agreement by the employee's doctor and the District's doctor.
- (5) Additional leave beyond that as defined in the contract may be granted by the Superintendent's discretion.

### **Child Care Leave**

A leave of absence shall be granted to employees for purpose of child care, subject to the following conditions:

- (1) Written notification requesting such a leave shall be made to the Superintendent's Office.
- (2) Child care leave shall not exceed one (1) school year. Request for leave of less than one (1) year must be accompanied with a date of return.
- (3) Written notification of intent to return to the school system shall be given to the Superintendent at least ninety (90) days before the end of the school term.
- (4) Maternity illness shall be treated as any other physical disability for the period of time that the employee is incapacitated, by doctor's certification.
- (5) No compensation shall be paid while on leave under this Section.

### **Family and Medical Leave**

The District shall comply with the provisions of the Family and Medical Leave Act as amended.

### **Absence Due to Injury / Worker's Compensation**

Any employee who is injured in the line of duty shall receive such compensation and expenses as are required by the Worker's Compensation law of the State of Illinois. Such compensation shall be supplemented with an amount sufficient to maintain his /her regular salary for a period not to exceed his/her regular sick leave reserve.

### **Personal Leave**

An aggregate of two (2) personal days, equal in length to the employee's work day, shall be granted upon request to each nine (9) month employee each year, except for playground supervisors and groundskeeper. Employees working twelve (12) months shall receive an aggregate of two (2) personal days per year. The appropriate administrator shall be notified twenty-four (24) hours prior to utilization of the leave except in the case of an emergency. Requests for the same day shall be subject to reasonable regulation. Unused personal days shall accumulate as sick leave.

### **Jury Duty**

The Board shall pay the regular compensation to employees called to serve as jurors. The employee shall remit to the District any per diem expenses received as party of such service.

### **Miscellaneous Leaves**

In circumstances other than those expressly provided in the Collective Bargaining Agreement, an employee may be granted a leave of absence by action of the Board upon such conditions as the Board shall at its soled discretion determine.

### **Leave Benefits**

Except as provided by Family and Medical Leave, an employee eligible for group insurance, an a Board-approved leave, shall have the right to participate in the group hospital and medical insurance as prescribed under Article VII in like manner as if such employee were not on leave, provided, however, one hundred percent (100 %) of the financial expenses of such benefits shall rest entirely with the employee.

### **Group Hospital and Medical Insurance**

Employees regularly working thirty (30) hours or more per week shall be eligible for hospital, medical, life and dental insurance under the District's plan. The District shall pay eighty percent (80 %) of the premium costs for the single plan coverage providing not more than five (5) employees choose to participate. The District shall pay seventy percent (70%) of the premium costs for the single plan coverage providing more than five (5) but less than eleven (11) employees choose to participate. The District shall pay sixty percent (60 %) of the premium costs for single plan coverage if eleven (11) or more employees choose to participate. The determination as to the number of employees choosing to participate shall be made once annually following the open enrollment period. The percentage of the premium paid by the District shall not be changed until the end of the subsequent open enrollment period even though the number of employees participating changes. Dependent coverage shall be available, but the employee is responsible for the additional premium costs.

**Additional Paid Days / Full Time Twelve Month Employees** shall not be required to work, but shall receive pay for the following days: New Year's Day, Dr. Martin Luther King Day, Lincoln's Birthday or President's Day, Casimir Pulaski's Birthday, Friday before Easter, Memorial Day, Independent Day (July 4), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve one-half (1/2) day pay.

In the event any of these paid days fall on a Saturday or Sunday, there will be not additional pay, except for Christmas Eve Day, Christmas Day, New Year's Day and New Year's Eve one-half (1/2) pay day. If the District requests a waiver and receives it for any of the aforementioned days, it will be considered a student attendance day and the employees will be required to work a regular scheduled day with no additional pay.

**Additional Paid Days / Full Time Nine Month Employees** shall not be required to work, but shall receive pay for the following days: New Year's Day, Dr. Martin Luther King Day, Lincoln's Birthday or President's Day, Casimir Pulaski's Birthday, Memorial Day-(provided there is student attendance on the Friday before before and after the holiday), Friday before Easter, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day.

In the event any of these paid days fall on a Saturday or Sunday, there will be not additional pay, except for Christmas Day and New Year's Day. If the District requests a waiver and receives it for any of the aforementioned days, it will be considered a student attendance day and the employees will be required to work a regular scheduled day with no additional pay.

Full-time Summer employees shall receive pay for Memorial Day and July 4<sup>th</sup>.

### **Wednesday Before Thanksgiving Day**

For the term of the Collective Bargaining Agreement, all nine (9) month employees who are not offered work on the Wednesday before Thanksgiving Day shall for the duration of the Collective Bargaining Agreement receive a "holiday payment" of Fifty Dollars (\$ 50.00) at the time of the next payroll following Thanksgiving. Custodians shall receive pay for a full day on the Wednesday before Thanksgiving, but shall be consistent with recent practice released by the Administration when the work is finished.

### **Payroll Periods**

Employees shall continue to be paid on the same pay day schedule as currently exists, except that Educational Assistants shall have the option to receive their pay over a twelve (12) or ten (10) month period.

## **Vacations**

All 12-month employees shall receive paid vacation each year as follows:

<u>Years of Service</u>	<u>Weeks of Vacation</u>
End of Year 1	5 days
2-10	10 days
11 +	15 days

All Summer employees that have ten (10) years of employment shall receive two (2) paid vacation days. Part-time employees who are eligible for these days may use a vacation day in place of the Fourth of July holiday, which they are not entitled to receive.

Vacation must be used within one (1) year of when credited and unused vacation shall not accumulate.

Vacation time shall not be allowed during student attendance days unless there is a dire emergency. The Superintendent has absolute authority for approving vacation time.

Employees may roll one (1) week (5 days) of unused vacation from one year into sick days for the following year. These days can only be rolled in blocks of five (5) days.

## **Maintenance Requests**

When a repair is needed in your work area, please talk to the principal. Then fill out the “Work Order-Request for Repairs” form in the office. Employees should notify the building principal when any part of their work area or the school building is not cleaned appropriately.

## **Academics**

### **Benchmark Testing**

STAR Math and STAR Reading are used across the district for benchmark testing. Results from benchmark testing are used in many ways across the district. Classroom teachers use benchmark testing as one factor in understanding where students are academically. This information helps them make instructional decisions and group students for collaboration. Interventionists use benchmark testing information to identify students needing additional math and/or reading support. Administrators use benchmark testing information to identify academic patterns across grade levels, content areas, and the district.

## **Data Review Meetings**

Data Review Meetings take place in each building throughout the school year. The purpose of these meetings is for teachers, administrators, support staff, and special education staff to discuss student progress, identify students who may need additional academic, social, and/or emotional support, and talk through curriculum and instruction items. A schedule for progress review meetings will be determined and distributed at the beginning of the school year.

## **Student Technology**

Kindergarten through eighth grade students have access to Google Chromebooks for academic use in the classroom. Each student is provided with a login and password at the beginning of the year. Holly Callahan will provide teachers with this login information.

Staff are encouraged to embed technology into instruction in meaningful ways when appropriate at all grade levels. Creve Coeur School District # 76 is committed to providing students with the technology skills to succeed in the 21st Century. In addition to content focused Internet programs, classroom technology opportunities should allow students to communicate, collaborate, create, and think critically.

## **Hapira**

As part of our consistent effort to engage students and integrate one-to-one technology into instruction, Creve Coeur School District # 76 has teamed up with Hapira, a Chromebook Management Software to support our Internet usage policy and keep our students safe online.

Here are a few ways Hapira keeps our students safe online:

- Safer Searching
  - Administrators, teachers, and technology personnel can easily prevent students from searching for (or seeing) inappropriate material.
- Activity Flagging
  - Helps our school detect potentially dangerous activity, such as self-harm or bullying.
- YouTube Filtering
  - Allows teachers and administrators greater control over which videos students see.
- Online monitoring
  - Schools have the option to protect and oversee student web activity both on and off campus.
  - Online monitoring doesn't just stop with the Chromebook. As long as students are logged in using their Creve Coeur School District # 76 Google account, Internet activity is tracked from any device.
- Theft Recovery
  - Helps authorized school administrators find and recover stolen Chromebooks.

## Academic Calendars

Creve Coeur School District # 76 is on a quarterly grade system. The building principals will Communicate with staff regarding the timeline for when grades need to be entered in Skyward. These dates may vary.

	<u>Midterm</u>	<u>End of Quarter</u>
Quarter 1	Wednesday, September 10	Friday, October 10
Quarter 2	Wednesday, November 12	Friday, December 19
Quarter 3	Wednesday, February 4	Friday, March 6
Quarter 4	Wednesday, April 15	Wednesday, May 20

## GRADING SCALE

A+	98-100	A	95-97	A-	93-94
B+	91-92	B	88-90	B-	86-87
C+	83-85	C	79-82	C-	76-78
D+	74-75	D	72-73	D-	70-71
F	0-69	I=Incomplete			

## HONOR ROLL AND RECOGNITION

We have Honor Roll and recognition for grades 3 through 8. High Honor Roll, Honor Roll, and Principal's Recognition.

"High Honor Roll" – A student must attain an A- or above in all core subject areas.

"Honor Roll" – A student must attain a B- or above in all core subject areas.

"B.U.G. (Bringing Up Grades) Award" – A student must improve at least one letter grade without any other grades declining in at least one core subject during the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 9 weeks only.

Any grade of "D", "F", "Does Not Meet", "Incomplete", or "Unsatisfactory" disqualifies students for these awards.

## **Special Education Services**

### **Creve Coeur School District # 76 Special Education Administration and Related Services**

The Coordinator of Special Education oversees Creve Coeur School District # 76 special education services. Special education teachers, speech and language pathologists, paraprofessionals, and the school psychologist and social worker are hired through our district to provide special education services. All other related services, such as occupational and physical therapy, are contracted with the Tazewell Mason County Special Education Association.

### **Creve Coeur School District # 76 Special Education Services**

Academic, functional, social, and emotional support through an IEP are determined by the IEP team comprised of regular education teachers, special education teachers/staff, and certified support staff. Student needs are determined by grades, teacher/staff observations, benchmark testing, medical information, and other data determined by the IEP team. Depending on students' levels of needed support, they will receive support through the following:

#### **Resource Special Education**

Students in need of reading, writing, math, and additional academic supports in the regular education classroom as well as some support outside the classroom are considered resource special education students. The primary and intermediate schools provide support to our special education students through certified special education teachers and paraprofessionals who work with students in large and small group settings.

#### **Cross-Categorical Special Education**

Students in need of more intensive academic support may receive reading, writing, and math instruction in a special education classroom. These students will receive instruction outside of the classroom more often than those students in resource special education but will still be with general education peers for a portion of the day.

#### **Life Skills**

Students in need of support through our life skills program will receive most academic support in life skills classrooms, but they will join their peers for appropriate academic subjects, P.E., and specials classes whenever possible accompanied by a paraprofessional. These students will also receive community based instruction, which primarily includes the development of independent living and leisure skills.

## **Counseling and Social/Emotional Mental Health**

A school counselor, school social worker, and school psychologist is available for students. The role of school student services is to work in partnership with students, teachers, parents, and other school staff to provide academic, emotional/social support, as well as working to minimize any barriers that will affect a child's development.

### **Services the school counselor/social worker provides at Creve Coeur School District # 76 are:**

- Individual and group counseling services for students
- Consultation with parents, teachers, administrators, and other school staff
- Listening to aid in conflict resolution within the school
- Teaching students responsibility by becoming aware of the consequences of their behavior
- Referring students to outside agencies when appropriate

### **Some reasons students may meet with a school counselor or social worker include:**

- Problems in school (academic and/or peer related)
- Issues with friendships
- Family difficulties
- Worry, fear, stress, and/or conflict
- Life changes/ loss and grief
- Self-image/self-efficacy issues

## **SCHOOL COUNSELING SERVICES**

During the school year, Creve Coeur Schools will be offering students in need of services the opportunity to participate in group counseling. Group sessions are formed based on need.

Because counseling is based on a trusting relationship between the counselor and the client, the information shared will be kept confidential except in certain situations in which there is an ethical responsibility to limit confidentiality. In the following circumstances, parent, guardian, foster parents and/or the proper authorities will be notified: (1) If the child reveals information about hurting him/herself or another; (2) If the child reveals information about criminal activity; and (3) If a child reveals information about child abuse.

The school counselor or school social worker may meet with students up to five times without signed, parent consent. After five visits, parent consent must be given. If a parent wishes for his or her student to receive services, a referral form can be obtained by contacting the school counselor or social worker.

## **Health and Safety**

### **Fire Alarms & Fire Extinguishers**

Know where all of the fire alarms and extinguishers are located and how to use them.

### **School Nurse**

Creve Coeur School District # 76 is fortunate to have a school nurse in the District. Annette Kelso is the Nurse. Students who are not feeling well may be sent to the nurse to be checked. As you notice patterns of students visiting the nurse's office, please communicate with the school nurse and the student's parents to look into any underlying issues with student health or social/emotional well-being.

### **Staff Safety / Weekends**

No staff are to be in the building after 10:00 PM. If you need to come in on a weekend please get permission from the building principal first. The building has an alarm.

### **Student Health Information**

The school nurse shares necessary health information with staff at the beginning of the school year in order to ensure student safety. This information may cover information such as food allergies, seizure protocols, and diabetic information. We ask that staff be very familiar with this information for the following reasons:

- You may need to respond in an emergency.
- You can be aware of food/drink that is coming in and out of your classroom.

### **Student Medications**

Medications will only be allowed at school when a failure to take medications would jeopardize the student's health and/or educational abilities. Medications should be limited to students with long-term chronic illnesses or disabilities. No prescription or non-prescription medicine may be administered at school unless directed by a physician.

- A. The student must have a medical form completed by the attending physician and his/her parents or guardians on file with the school office.
- B. All medication must be in a labeled prescription container and must be kept in the office. Instructions for dispensing, as well as a date, must be on the container.

### **Student Welfare and Safety**

When a possible health-threatening incident occurs with a student, the office personnel shall contact the paramedics immediately and then the parents as soon as possible. The

paramedics, upon their arrival, will make a determination of whether the student should be transported to the hospital.

### **Student Injuries**

Notify the building office when a student is injured. A record will be made of the student's name, date, time, place, circumstances, and names of witnesses on forms, which are available in the office. School personnel should not administer internal medicine including aspirin. We have no authority to prescribe medicine or treat an injury except in an emergency, such as bleeding. In the case of a minor cut, it would not be expedient to send the student home, but we are obligated to prevent infection by using a mild disinfectant and covering the injury with a band aid. Good judgment should rule in these cases.

### **Assault and Battery**

Physical assault or attempted physical assault on any district employees, students, or the general public on school property will not be tolerated. If a student or an adult commits a assault or battery on any employee, the employee should immediately inform the building principal of the incident.

### **Accident Procedure**

Any incidents involving injury or damage to school property must be reported to the District Office immediately. If the incident involves an injury, the school nurse should be consulted and an Accident Report completed for District records.

### **Bus Drivers**

Bus Drivers are required to report any incidents/accidents to the District office immediately. Per the School Code of Illinois, bus drivers are required to perform pre-trip procedures and check their buses from back to front at the end of each route to assure no students are left on a school bus. The last driver to return at the end of a day should be sure that bus barn lights are turned off and all doors to the bus barn are shut and locked. Bus drivers should notify the transportation director of any maintenance needs related to their respective buses.

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are encouraged to notify the school nurse if they suspect their child has head lice.
2. Students infested with live lice will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of live head lice.

### **HEAD LICE INSPECTION**

Students found to have head lice will be excluded from school until proof of treatment and student is nit free. Parents should inspect their child(ren) frequently. The following are recommended steps that need to be completed to combat head lice:

1. Shampoo hair with head lice shampoo (not regular shampoo) as directed on bottle.
2. Check all other members in the house and also treat with lice shampoo if there are nits visible.
3. Treat the child's bedding, mattress, clothing, carpet, curtains, stuffed toys, coats, hats, book bags, car seats, and furniture with lice spray.
4. All nits (eggs) need to be removed from the child's hair.
5. Re-treat in 7-10 days.
6. Some difficult to treat items, such as stuffed toys, must be placed inside a sealed, air-tight plastic bag for at least 48 hours.
7. In situations where controlling head lice continue to be a problem, contact your Health Care Provider.

In an effort to eliminate/control the spread of head lice and nits, District 76 will conduct a minimum of two head lice-inspections annually.

Individual inspections will be conducted on an as needed basis and will be conducted at the building Principal's discretion. Inspections will be conducted by such personnel as volunteers, educational assistants, secretaries and building principals. When an inspection is completed and nits or live lice are found, the child will be sent home and may not return until evidence is given by the parent, to the school, that the child has been treated for the problem.

When the student returns to school, he/she will undergo another inspection. The building Principal has sole discretion for student to return to classroom or to be sent home. The first two days of absence will be "excused".

### **Location of AED Devices**

LaSalle Elementary School

- Bockler Gym

Parkview School

- Gym

## **Employee Conduct**

### **Dress Code; Appearance**

All District employees are expected to maintain high standards in their appearance. All District employees shall report to work with clean clothing, in a neat and professional appearance, and dress in conformance with the guidelines associated with Policy 5:120.002.

### **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. Immoral conduct on district premises or during work time will not be tolerated.

### **Work Environment**

Please be considerate of your co-workers by maintaining an appropriate work environment. Every employee is entitled to work in a setting that is not intimidating, hostile, or offensive to that person. The sharing of stories, jokes, comments or published materials that are sexist in nature or deal with sexual or other controversial issues can constitute harassment and are inappropriate in a school setting. Please consider the comfort level of your peers and the appropriateness of your remarks or actions in advance. Working together, we can maintain a positive workplace environment that will benefit all employees.

### **Sexual Harassment**

It is the policy of this school district to provide for its employees an employment environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law. (Policy 5:20) Sexual harassment in employment is a violation of Illinois law as provided by the Illinois Human Rights Act and it shall be considered a civil rights violation for any employer, employee, or agent of the employer to engage in sexual harassment.

### **Drugs and Alcohol**

It is the policy of the Creve Coeur District # 76 School Board that all district workplaces shall be free from drugs and alcohol. (Policy 5:50) All employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District, including supervision of students during school activities.

2. The distribution, consumption, use or possession of or being under the influence of alcohol while on District premises or while performing work for the District.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. 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

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

### **Tobacco Use and Vaping**

Use of tobacco, smoking, or vaping of any kind is prohibited both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. An employee who violates this policy may be subject to disciplinary action, including termination. (Policy 5:50 and Policy 8:30)

### **Cellular Phones and Websites**

If an employee has an emergency situation that may require immediate response, the employee shall inform their supervisor and receive approval for cellular phone use for a short

term basis. For instructional and educational support staff, the personal use of cellular phones and websites should be restricted to non-instructional time periods or breaks. Non instructional time periods are when employees are not instructing or supervising students, or not involved in any committee meetings or parent conferences. Breaks are meal times or other times when employees are expected to cease work for a short period of time. Cell phones should be set on silent mode during the school day so that classroom instruction is not disrupted.

## **Personal Technology and Social Media (See policy 5:125)**

### Definitions

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

**Social media** - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, 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 computers, tablets, smartphones, and other devices.

### Usage and Conduct

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

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, 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 policies 5:20, *Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest; 6:235, Access to Electronic Networks; and 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. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. 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.
9. 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.
10. 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.

### **Classroom Recordings: Audio or Video**

It is important for all staff to understand legalities involved with classroom recordings which involve the audio or video capture of faculty and students during classes, lessons, or educational activities .

Unauthorized classroom recordings can result in legal consequences, job termination, disciplinary action, and privacy violations. In recent years, personal devices have made recording easier than ever, adding to the complexity.

Classroom recordings are governed by a complex framework of federal education laws, state consent laws, and institutional policies. When recording during class, it is important to understand both the legal boundaries and the privacy regulations.

Recording in educational settings involves unique considerations. Schools serve as controlled environments where both professors and students have privacy expectations. They are also workplaces subject to employment law and institutions bound by educational regulations.

## FERPA and Educational Records

The Family Educational Rights and Privacy Act (FERPA) protects student educational records from unauthorized disclosure. If a classroom recording captures student voices, images, or any personally identifiable information (PII), the sharing of this recording may violate FERPA.

Institutions cannot share a recording that contains PII without the consent of the parent (K-12) or student (university), even if the initial recording was legal under state law.

In many cases, K-12 schools require a signed letter from parents as part of their standard recording consent procedure. This is the practice of Creve Coeur School District # 76.

Approximately eleven states (California, Delaware, Florida, Pennsylvania, Illinois, Maryland, Massachusetts, Montana, Nevada, New Hampshire, and Washington) require all parties to consent before recording. In classroom settings, every person whose voice, image, or likeness might be captured in the recording needs to provide permission before the recording begins. Schools in these states often develop formal consent processes for any educational recording, requiring signed letters and clear notification to faculty.

Legal penalties for violating two party consent laws can be severe, including criminal charges and civil liability.

Source: Allen Harris Law

## Political Speech in the Classroom

The United States Supreme Court first recognized that public employees have free speech rights in 1968, the year before it decided *Tinker*. [\*Pickering v. Board of Education\*](#), 391 U.S. 563 (1968). Subsequently, the Court announced in [\*Connick v. Myers\*](#), 461 U.S. 138 (1983) the analytical framework that applies today for determining whether speech by a public employee has First Amendment protection.

First, the speech must relate to a matter of public concern; statements on purely private concerns are not protected by the First Amendment. It is not always clear what speech will be considered a matter of public concern (and thus protected under [\*Connick\*](#)) and what speech will relate to a private matter (and thus will be unprotected). Courts will take into consideration factors such as the content, form, and context of the speech. In [\*Rankin v.\*](#)

*McPherson*, 483 U.S. 378 (1987), for example, a police department clerk was fired for saying “The next time they go for him, I hope they get him” after President Reagan was shot. The United States Supreme Court held 5-4 in that case that the comment was protected because it related to a matter of public concern, namely President Reagan’s policies toward minorities.

Second, if speech relates to a matter of public concern, and thus *may* be protected, the courts will balance the importance of the speech against its disruptive impact (if any) to determine whether the speech *is* protected. In *Connick*, the Court held that the free speech interests of public employees must be balanced against the legitimate interest of public agencies to operate efficiently. If the speech is a serious disruption, the employer can prohibit it and/or take related disciplinary action against the employee. Following *Connick*, the Eighth Circuit identified the following factors that may be considered in determining whether speech by a public employee is protected:

- the need for harmony in the public workplace;
- whether there is a need for a close working relationship between the speaker and the persons who could be affected by the speech;
- the time, place, and manner of the speech;
- the context in which the dispute arose;
- the degree of public interest in the speech; and
- whether the speech impeded the ability of other employees to perform their duties.

Given the ruling in the *Garcetti* case, it is clear that teachers do not have the right to express their personal political views in the classroom or otherwise in their professional interactions with students and parents. A discussion of an election may be an appropriate topic for instruction in certain circumstances (*e.g.*, Civics, Social Studies). However, even in such cases, teachers can be required to refrain from sharing personal political views because such speech in the classroom is not protected by the First Amendment.

Signs or other political messages in the classroom may be prohibited, subject to the following. Whether such speech has any protection will depend on whether the district permits personal, non-educational displays in the classroom. If such personal displays have been permitted, a teacher could claim that the school district has created a forum for speech. In such case, restrictions on speech, such as campaign signs, would be subject to the *Connick v. Myers* balancing test. However, classrooms are not generally considered a forum for expressing personal viewpoints on topics other than education. Accordingly, in such cases school officials can prohibit teachers from having political displays in their classroom. In

any event, if and when the expression of political views is permitted through signs or otherwise, all such messages must be treated equally without discrimination based on viewpoint.

Source: Shipman & Goodwin LLP ; School Law... School Law Issues

### **Chain of Command**

Employees are expected to follow the appropriate chain of command. When an issue is with another staff member or non-staff member, it is expected that the employee first try to resolve the issue with that person. If a resolution cannot be accomplished the employee's next avenue is the supervising principal or assistant principal, superintendent, and the final avenue is the Board of Education. If the issue involves sexual harassment or improper behavior by another staff member, it should be reported immediately to the building principal.

### **Complaint Process**

If an employee has a complaint against another district employee (i.e. classified staff, teacher, principal, or superintendent), related to the content of this manual, every effort should be made to resolve the issue with that individual. If the problem cannot be solved at that level, the next avenue of appeal would be to the employee's immediate supervisor, then the superintendent.

## **School Equipment**

### **Employee Use of District Equipment and Supplies**

To avoid confusion, potential embarrassment, or legal problems, all staff are reminded that they must not remove any school property from district premises or utilize school property for personal purposes, without first obtaining clear consent from a supervisor with authority to authorize such personal use. School laptops may be taken off of school grounds and used at home for school purposes. Employees should not discard school supplies and equipment without approval from the building administrator.

### **School District Keys and Key Cards**

No employee shall allow a non-employee, including a family member or student, to possess or use any school district keys or key cards assigned to him or her. School district keys and cards must remain in the possession of school district employees or kept in a secure location.

### **School Vehicles**

School vehicles are to be used only for school-approved events involving groups of school personnel and/or students. Children or adults who are not a part of the organization or on the bus route should not be riding on the bus. The vehicles cannot be rented for personal use. All

school vehicles are to be used for official use only. You must have specific permission from the district office prior to driving any school vehicle.

### **Email Use**

Employees are expected to regularly check and respond to job-related email messages. The district email account should be used for work-related communications and occasional, appropriate personal messages. There is no expectation of privacy when using a district email account or servers, and such emails may be searched and provided to others as public information.

### **Copy Machines**

LaSalle Elementary School copy machines can be found in the following places:

Teachers' Lounge

Special Education Office

Parkview School copy machines can be found in the following places:

Teachers' Work Room

2<sup>nd</sup> Floor Atrium Area

### Relevant Policies

2:260	Uniform Grievance Procedure
5:150	General Personnel- Personnel Records
5:330	Educational Support Personnel
5:185	Family & Medical Leave
5:290	Educational Support Personnel- Suspension & Termination
5:10	Equal Employment Opportunity & Minority Recruitment
5:20	Workplace Harassment Prohibited
5:125	Personal Technology & Social Media
5:270	Employment At-Will
5:280	Duties & Qualifications
6:140	Education of Homeless Children
7:90	Release During School Hours

## Quick Links: Creve Coeur School District # 76 Website

The following information and documents are located on the Creve Coeur School District # 76 Website:

- 2025-2026 District Calendar
- Creve Coeur School District # 76 Policy Manual
- Creve Coeur School District # 76 Collective Bargaining Agreement
- Job Descriptions: Co-Curricular Coaches / Sponsors, Cook, Lunchroom / Playground Supervisor, Bus Driver, Bus Monitor, Day Custodian , Night Custodian, Groundskeeper
- Creve Coeur School District # 76 Student/Parent Handbook
- Student Fundraising Activities 7:325
- Frontline Absence Management
- Skyward Login
- Creve Coeur School District # 76 Emergency Preparedness Plan
- Help / Crisis Hotlines and Resources
- Dress Code ; Appearance Policy 5:120.002
- Dress Code; Job Specific Exceptions
- Employee Code of Professional Conduct
- Work Order Request Form
- Application for Personal Leave for Certified Employees
- Application for Personal Leave for Non-Certified Employees
- Request for Professional Leave
- Request for Approval of Coursework and Professional Credit Refunds