



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

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 2023-2024 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	lbailey@cc76.org
Keogel, Brenda	Vice-President	bkeogel@cc76.org
Greiner, Pam	Secretary	pgreiner@cc76.org
Ragon, Valerie	Member	vragon@cc76.org
Severns, Samantha	Member	sseverns@cc76.org
Shear, Mason	Member	mshear@cc76.org
Stimeling, Amanda	Member	astimeling@cc76.org

District Administration

Mr. Steven K. Johnson - Superintendent – sjohnson@cc76.org

Mr. Jake Yocum - Parkview School Principal – jyocum@cc76.org

Mrs. Kayla Woods - LaSalle Elementary School Principal – kwoods@cc76.org

Mr. Jason Thompson – Parkview School Assistant Principal – jthompson@cc76.org

Mr. Tim Kennedy - Special Education Director – tkennedy@cc76.org

District Office Staff

Amy Oldfield – District Bookkeeper – aoldfield@cc76.org

Ashley Kersting - Administrative Secretary- akersting@cc76.org

Technology Department

Mr. Tim Kennedy - Technology Coordinator- tkennedy@cc76.org

Nursing Staff

Mrs. Annette Kelso – District Nurse – 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 on the Creve Coeur School District # 76 Website.

Mandated Training

All district employees are required to complete mandated trainings according to job descriptions. Mr. Tim Kennedy, Technology Director, manages the Infinitec Online Classroom for which employees complete these trainings online. The Infinitec Online Classroom can be located at <https://myinfinitec.org/online-classroom>.

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.

Working Hours

The employee's working hours shall be determined by the Superintendent and scheduling of work hours shall be done in a manner to avoid split shifts. The Board shall set the usual and customary working hours as a guide but, may be increased or reduced pursuant to Article V (Collective Bargaining Agreement), unless specifically restricted by the terms found herein:

Regular Full-time Custodian	12 months 8 hours per day
Regular Part-time Custodian	9 months up to 5 hours per day
Regular Full-time Cook	178 Attendance days 7 hours per day
Regular Part-time Cook	As stated in Job Posting
Regular Full-time Bus Drivers	Attendance days 2 runs per day
Regular Part-time Bus Drivers	Attendance days 1 run per day
Groundskeeper	As needed
Playground Supervisor	Student attendance days—as assigned
Personal Attendants	Student attendance days/hours
Educational Assistants	Teacher attendance days/hours
Summer Employees	Teacher attendance days 6 hours per day

Any other provision herein notwithstanding, the District has discretion to reduce the number of hours worked by educational assistants on non-student attendance days.

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. He 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 (90th) 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 2023 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.

Abused and Neglected Child Reporting Act / Mandated Reporting

All staff are mandated reporters under the Abused and Neglected Child Reporting Act. This means that you are required to report or cause a report to be made to the child abuse Hotline number (1-800-252-2873) whenever you have reasonable cause to believe that a child known to you in your professional or official capacity may be abused or neglected.

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 STL to collect information regarding technology and/or maintenance issues. Please email support@poweredbystl.com 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 or 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

- 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 student’s diaper.
- 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.

Association Leave

In the event the CCSSPA desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, these representatives shall be released without loss of pay for a period not to exceed three (3) days per school year. However, the CCSSPA shall pay the District in an amount equal to the cost of substitute services pursuant to such released time.

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 sole discretion determine.

Leave Benefits

Except as provided by Family and Medical Leave, an employee eligible for group insurance, on 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 no 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 4th.

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:

Years of Service

Weeks of Vacation

1-4

1 week

5-14

2 weeks

15 +

3 weeks

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. Mr. Kennedy will provide students 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.

Hapara

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 Hapara 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.

Midterm

End of Quarter

Quarter 1	Thursday, September 21
Quarter 2	Tuesday, November 21
Quarter 3	Wednesday, February 7
Quarter 4	Wednesday, April 17

Friday, October 13
Friday, December 22
Friday, March 8
Wednesday, May 22

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 2nd, 3rd, and 4th 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.

Care Solace Program

We are committed to the well-being of our students, staff, and families to create a safe and healthy learning environment. In support of our ongoing commitment, we have partnered with Care Solace to provide an additional layer of care for our community.

Care Solace helps individuals find mental health care providers and substance use treatment centers. Their Care Companion team is available 24 hours per day, 7 days per week, and 365 days per year to quickly connect you to carefully verified providers in the area.

Students, staff, and families may access Care Solace services in two ways:

- Call (888) 515-0595 at any time. A dedicated Care Companion will help you every step of the way to research options, secure appointments, and follow up to make sure it is a good fit.
- For an anonymous search, answer a few questions to get matched with an extensive list of care providers at caresolace.com/ccsd76. All information entered on the Care Solace tool is completely confidential and securely stored.

Care Solace will connect you with providers accepting all medical insurances including Medicaid, Medicare, and sliding scale options for those without insurance.

Please note, this service is an optional resource available by choice and is not mandatory to use. Care Solace is not an emergency response service or mental health services provider. In

the event of a life threatening emergency, please call 9-1-1 or the National Suicide Hotline 1-800-273-8255.

If you are interested in counseling-related services for your child, yourself, or another family member, please contact Care Solace for valuable assistance.

Care Solace: 888-515-0595
caresolace.com/ccsd76

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.

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.

Staff Safety / Weekends

No staff are to be in the building after 9:30 PM. If you need to come in on a weekend please get permission from the building principal first. The building has an alarm.

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, ear buds for cell 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)

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

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, Ethics and Conduct at all times, regardless of the ever-changing social media (Facebook, LinkedIn, Twitter, Instagram, Snapchat, YouTube, etc.) 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; 5:100, Staff Development Program; 5:120, Ethics and Conduct; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.

5. Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

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 Fobs

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

2nd 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
6:235	Access to Electronic Networks
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:

- 2023-2024 District Calendar
- Application for Personal Leave for Non-Certified Employees
- Creve Coeur School District # 76 Collective Bargaining Agreement
- Creve Coeur School District # 76 Emergency Preparedness Plan
- Creve Coeur School District # 76 Policy Manual
- Creve Coeur School District # 76 Student / Parent Handbook
- Dress Code; Appearance Policy 5:120.002
- Dress Code; Job Specific Exceptions
- Employee Code of Professional Conduct
- Help / Crisis Hotline and Resources
- Job Descriptions: Co-Curricular Coaches / Sponsors, Cook, Lunchroom / Playground Supervisor, Bus Driver, Bus Monitor
- Request for Approval of Coursework and Professional Credit Refunds
- School Injury / Accident Report Form
- Student Fundraising Activities 7:325
- Work Order : Request for Repairs

School Board

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator:

Steve Johnson

Name

400 N. Highland Street Creve Coeur, IL 61610

Address

sjohnson@cc76.k12.il.us

Email

309-698-3600

Telephone

Complaint Managers:

Principal at LaSalle

Name

300 N. Highland Street Creve Coeur, IL 61610

Address

Email

309-698-3605

Telephone

Principal at Parkview

Name

800 Groveland Street Creve Coeur, IL 61610

Address

Email

309-698-3610

Telephone

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1232g, Family Education Rights Privacy Act.
 20 U.S.C. §1400, The Individuals with Disabilities Education Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
 29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.
 42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 42 U.S.C. §12101 et seq., Americans With Disabilities Act.
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
 5 ILCS 415/10(a)(2), Government Severance Pay Act.
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
 410 ILCS 513/, Ill. Genetic Information Privacy Act.
 740 ILCS 174/, Whistleblower Act.
 740 ILCS 175/, Ill. False Claims Act.
 775 ILCS 5/, Ill. Human Rights Act.
 820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.
 820 ILCS 112/, Equal Pay Act of 2003.
 820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/2523 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Approved: May 2019

Amended: July 2020/October 2020/January 2022/March 2022

General Personnel

Personnel Records

Maintenance and Access to Records

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

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*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
6. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
7. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with *Faith's Law*.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 20 U.S.C. §7926.
105 ILCS 5/22-94.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personnel Record Review Act.
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting),
7:340 (Student Records)

Approved: February 2017
Amended: July 2020/April 2022/May 2023
Reviewed: September 2020

Educational Support Personnel

Leaves of Absence

Sick and Bereavement Leave

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board. Creve Coeur School District will follow all Federal and State mandated laws.

Vacation

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

Holidays

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

Other Leaves

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

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic, Sexual Violence, Gender Violence, or Other Crime of Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.
6. COVID-19 Paid Administrative Leave.

Personal Leave

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

Leave of Absence without Pay

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

Child-Rearing Leave

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

Leaves for Service in the Military and General Assembly

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 on in military service does not acquire tenure.

School Visitation Leave

Eligible support personnel are 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 support personnel's child, if the conference or activity cannot be scheduled during non-work hours. Eligible support personnel must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the teacher, except sick and disability leave.

Leaves for Victims of Domestic or Sexual Violence

Any professional staff member may take an unpaid leave from work 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 interest 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, an employee is entitled to a total of 12 work weeks of leave during any 12 month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127
1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave),
5:250 (Professional Personnel - Leaves of Absence)

Approved: September 1995

Amended: May 2004/March 2009/August 2017/August 2019/July 2020/March 2023

Reviewed: October 2020/April 2022

General Personnel

Family and Medical Leave

Leave Description

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

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

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. In addition, all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the

leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., or when a written agreement exists concerning the District's intention to rehire the employee.

2. The employee is a full-time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health

insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: 29 U.S.C. §2601 et seq., Family and Medical Leave Act; 29 C.F.R. Part 825.

105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Approved: August 2017

Amended: April 2022

Reviewed:

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

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

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

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

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

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

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:

- a. A suspension with pay; or
- b. A suspension without pay.

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

LEGAL REF.: 105 ILCS 5/10-22.34c and 5/10-23.5.
5 ILCS 430 et seq., State Officials and Employees Ethics Act.
325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.
820 ILCS 105/4a, Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

Approved:
Amended: March 2023
Reviewed:

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; 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 Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

Nondiscrimination Coordinator:

Steve Johnson

Name

400 N. Highland St. Creve Coeur, IL 61610

Address

sjohnson@cc76.org

Email

309 698 3600

Telephone

Complaint Managers:

Principal at LaSalle

Name

300 N. Highland St. Creve Coeur, IL 61610

Address

Principal at Parkview

Name

800 Groveland St. Creve Coeur, IL 61610

Address

Email
309 698 3605

Telephone

Email
309 698 3610

Telephone

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

Minority Recruitment

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

- LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
 42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
 Ill. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
 410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
 410 ILCS 513/25, Genetic Information Privacy Act.
 740 ILCS 174/, Ill. Whistleblower Act.
 775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
 775 ILCS 35/, Religious Freedom Restoration Act.
 820 ILCS 55/10, Right to Privacy in the Workplace Act.
 820 ILCS 70/, Employee Credit Privacy Act.
 820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
 820 ILCS 112/, Ill. Equal Pay Act of 2003.
 820 ILCS 180/30, Victims' Economic Security and Safety Act.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will,

Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Approved: May 2019

Amended: August 2019/July 2020/October 2020/July 2021/January 2022/March 2022

Reviewed: March 2023

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint

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

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Steve Johnson

Name

400 N. Highland St. Creve Coeur, IL 61610

Address

sjohnson@cc76.org

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309 698 3600

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Complaint Managers:

Principal at LaSalle

Name

300 N. Highland St. Creve Coeur, IL 61610

Address

Email

309 698 3605

Telephone

Principal at Parkview

Name

800 Groveland St. Creve Coeur, IL 61610

Address

Email

309 698 3610

Telephone

Investigation Process

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

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.
 56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
 Vance v. Ball State Univ., 570 U.S. 421 (2013).
 Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).
 Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
 Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
 Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).
 Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
 Harris v. Forklift Systems, 510 U.S. 17 (1993).
 Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
 Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
 Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).
 Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).
 Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
 Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

Approved: May 2019

Amended: July 2020/October 2020/March 2022/March 2023

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

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

Social media - Media for social interaction, using highly accessible 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.

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
11. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
12. Build awareness of this policy with students, parents, and the community.
13. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
14. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

Approved: August 2017

Amended: April 2022/May 2023

Reviewed: July 2020

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Employment At-Will

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

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

Compensation

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

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Approved:

Amended:

Reviewed: March 2023

Educational Support Personnel

Duties and Qualifications

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

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Ill. State Board of Education (ISBE).

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

Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

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

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

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

LEGAL REF.: 34 C.F.R. §200.58.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1, Ill. Vehicle Code.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

Approved:
Amended: March 2023
Reviewed:

Instruction

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: 42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.
105 ILCS 45/, Education for Homeless Children Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

Approved:

Amended: October 2022

Reviewed:

Instruction

Access to Electronic Networks

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 and Appropriate Online Behavior

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

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

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. 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 administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) 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 *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

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 District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

- LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C §6751 *et seq.*
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
720 ILCS 5/26.5.
- CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools)
- ADMIN. PROC.: 6:235-AP1 (Administrative Procedure - Acceptable Use of the District's Electronic Networks), 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Exhibit - Staff Authorization for Access to the District's Electronic Networks)

Approved: February 2017
Reviewed: September 2020

Students

Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

CROSS REF.: 4:170 (Safety)

Approved August 2016
Reviewed: September 2020