

# 33C SUBSTITUTE TEACHER HANDBOOK



HOMER COMMUNITY CONSOLIDATED SCHOOL DISTRICT 33C  
15733 BELL ROAD  
HOMER GLEN, ILLINOIS 60491

**2024-2025**

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## INTRODUCTION

Welcome to Homer Community Consolidated School District 33C, we would like to take this opportunity to welcome you as an important part of our professional learning community. We welcome you to our schools. You have accepted a great responsibility when you became a substitute teacher. Our district motto, “teaching our children, touching our future”, reflects our efforts to prepare students to meet the challenges of the future.

Your contribution as a substitute teacher to this district, and to the children you will serve, is recognized as being of major importance. You can rely on all of us to provide whatever assistance is necessary to make your time in Homer 33C a pleasant and successful experience.

The information in this handbook was assembled to help acquaint you with Homer District 33C. Please take a few minutes to peruse the information as you will be signing off that you have received and read this handbook. In the event you have accepted a substitute position and something occurs that prevents you from working, please call **Ms. Karen Norville at 708-712-6543 (mobile) or 708-226-7604 (office) by 6:45 a.m.**

Thank you in advance for the valuable service you provide for our staff and children throughout the school year. After you have received this substitute teacher handbook, you will be required to sign off that you are aware of the roles and expectations set forth for all substitutes working in our schools. Please retain your copy of this handbook for your reference and records.

## DIRECTORY

### BOARD OF EDUCATION

Ms. Elizabeth Hitzeman		President
DeFilippis		Ms. Karen Member
Mr. Kevin DeSchaaf Martin	Vice President Member	Ms. Deb
Mr. Chris Trzeciak		Secretary Mr. Aaron Member
Wolf		
Ms. Melissa Chandarana	Member	

### ADMINISTRATION

Superintendent of Schools	Dr. Craig Schoppe	(7616)
Assistant Superintendent for Instruction	Ms. Lisa Figurell	(7612)
Assistant Superintendent for Business	Mr. Aleksas Kirkus	(7605)
Assistant Superintendent for Human Resources	Dr. Michael Portwood	(7620)
Director of Technology	Mr. Eric Nush	(7614)
Main Administrative Center Phone Number	708/226-7600	
Homer School District 33C Website	<a href="http://www.homerschools.org">www.homerschools.org</a>	
Main Transportation Department Number	708/226-7625	
	Mr. Robert Rounsaville	
	Director of Support Personnel	
Special Services for District 33C	Ms. Renee Karalas	(7619)
15733 Bell Road	Director	
Homer Glen, IL 60491	Ms. Bridget Withrow	(7945)
708-226-7649	Assistant Director	
	Ms. Kristen Jurca	(7729)
	Sp Ed Coordinator	

### SCHOOLS

L.J. Schilling School Grades 2-4		Ms. Candis Gasar (7978)
16025 Cedar Road	Principal	

Homer Glen, IL 60491	708-226-7900	
Goodings Grove School Grades PreK-1st 12914 W. 143rd Street Homer Glen, IL 60491	Mr. Eric Kraatz Principal 708-226-7650	(7648)
William J. Butler School Grades 2-4 1900 Farrell Road Lockport, IL 60441	Dr. Melissa Onesto Principal 708-226-5155	(5147)
William E. Young School Grades PreK-1st 16040 Cedar Road Homer Glen, IL 60491	Ms. Katherine Bialek Principal 708-226-2010	(2285)
Hadley School Grade 5-6 15731 Bell Road Principal Homer Glen, IL 60491 708-226-7725	Ms. Kristen Schroeder Principal Mr. Jason Skube Assistant Principal Ms. Heather Peterson Dean of Students	(7726) (7724) (7727)
Homer Junior High Grades 7-8 15711 Bell Road Homer Glen, IL 60491 708-226-7800	Ms. Carolyn Short Principal Mr. Greg Zuales Assistant Principal Mr. Robert Seibert Dean of Students	(7844) (7846) (7848)

## **SUBSTITUTE TEACHER HANDBOOK**

This handbook is designed to provide substitutes with a general body of information pertinent to the goals and procedures of Homer 33C. District policies are found on the District's website at [www.homerschools.org](http://www.homerschools.org).

Homer Community Consolidated School District 33C is an equal opportunity employer. The District does not discriminate on the basis of race, color, sex, age, religion, disability, national origin, marital status, unfavorable military discharge, or any other unlawful basis. Any individual requiring assistance or accommodation during any phase of the employment process; or who may have questions regarding the district's commitment to a discrimination-free environment, should contact the office of the Assistant Superintendent for Business at 708-226-7600.

### **PHILOSOPHY**

It is the belief of this district that the primary goal of education is to provide learning opportunities that motivate children to develop to their fullest potential. To facilitate this goal, we present the following beliefs:

- We believe that a mastery of basic skills is paramount to the academic success of all students.
- We believe that students must be taught how to learn if they are to succeed in a society that demands that its population be able to absorb information and adapt to change effectively.
- We believe that students need to attain the skills necessary for becoming responsible citizens and making productive contributions to our society.
- We endeavor to inspire students to pursue a quest for knowledge that reaches beyond the four walls of the classroom, including the application of technology skills.

### **SUBSTITUTE TEACHER LICENSURE AND REQUIREMENTS**

A substitute teacher is a state licensed individual employed to fill the position of a teacher who is temporarily absent. As an integral part of the total instructional program, substituting requires individuals who can readily adjust to a variety of situations, be knowledgeable of the curriculum, and establish immediate control of the classroom.

Substitute teachers must possess a valid Illinois substitute teacher license. The license, or a copy, must be on file with the district personnel office, including the substitute teacher authorization form issued from the Will County Regional Office of Education prior to employment.

- New Substitutes: Complete all of the following and submit to the Will County Regional Office of Education (physical examination, criminal record check, fingerprinting).
- Substitute Teaching license registered in Will County
- Signed form indicating awareness of the Illinois law on reporting suspected child abuse cases.
- I-9 forms, W-4 forms, TRS endorsement, computer usage form.
- Other forms as required by the business office.

## PAYROLL PROCEDURE

Each day a substitute is employed, he/she must check in with the administrator/office designee of the site for verification of attendance.

Pay days will be on the 15<sup>th</sup> and 30<sup>th</sup> of each month for all employees in Homer Community Consolidated School District 33C.

## RATE OF PAY TEACHING

The rate of pay is established by the board of education. The present rate is **\$160.00** per day for licensed teaching substitutes. Previous Homer 33C employees who had a minimum of 14 years of service and left in good standing, shall be paid the rate of \$200 per day. For teacher substitutes in long-term positions, after twenty consecutive days in one assignment (within one fiscal year, July 1 – June 30), the daily rate will be raised to 1/180 of the B.A.-0 base. For this year the daily rate for long term substitutes will be **\$269.11**. The difference between the **\$160.00** rate and the **\$269.11 (\$109.11)** will be paid retroactively for the first twenty days of service.

## RATE OF PAY CLERICAL/PARAPROFESSIONALS

The rate of pay is established by the board of education. The present rate is **\$120.00** per day for licensed paraprofessional substitutes. Previous Homer 33C employees who had a minimum of 14 years of service and left in good standing, shall be paid the rate of \$160 per day. Non-teaching roles do not receive a long-term sub rate.

## CHANGE OF ADDRESS OR PHONE NUMBER

Notify Karen Norville at the district office of any name, address, or telephone number changes. ***Personnel/emergency information sheets must be returned to the district office no later than the second full week of the current school year.***

## SUBSTITUTE LENGTH OF DAY

Each substitute teacher is expected to be at school from fifteen to thirty minutes prior to the opening of the school day. Substitutes are expected to remain on duty following the close of school until all necessary obligations have been fulfilled.

## EXPECTATIONS FOR SUBSTITUTES

### **I. BEFORE STUDENT ARRIVAL**

- Report to the building at least thirty minutes prior to the first bell.
- Upon arrival, report to the school office for instruction and needed information.
- Check to make sure you have the lesson plans and class list.
- If you are unable to understand the instructions, ask for assistance from the principal's office.

## **II. DURING THE SCHOOL DAY**

- Follow the established routine as closely as possible, including rules and daily tasks.
- After introducing yourself to the children, take attendance, and start quickly and “firmly.”
- Follow the lesson plan provided by the teacher.
- Familiarize yourself with students’ names by using the class list and seating chart.
- Expect good behavior from the students.
- Remember that all students’ records are confidential and should not be shared or discussed.
- Move around the room and maintain engagement with the children.
- During study time, students are expected to spend that time studying.
- Students may not leave the room except in “urgent” situations (based on age level).
- Try to solve problems yourself and adhere to school procedures.
- If you need assistance, seek it from the principal’s office.
- All classroom phones have speed dial buttons for the Main Office and Nurse.

## **III. AFTER CHILDREN ARE DISMISSED**

- Remain in the building until the day has officially ended, unless dismissed earlier, by the building principal.
- Leave the room as you found it.
- Leave a brief report, including absences and graded papers (if requested), for the teacher.
- Return classroom materials to the location where they were found.
- Close and lock all windows and turn off lights before leaving the room.
- Report/sign-out through the principal’s office.
- Congratulate yourself for a “job well done.”

## **SOME CLASSROOM MANAGEMENT TIPS:**

- Substitutes are directed to refrain from the use of any manner of corporal punishment.
- Greet the children at the classroom door when the bell rings.
- Children are to be in their room when the tardy bell rings.
- The child’s first impression of you greatly influences discipline.
- Be pleasant, enthusiastic, and let students know that you are in charge.
- Tell the class your name and write it on the board.
- Start the lesson on time and keep the pace moving.
- Get the children involved and keep them engaged in lessons and activities.
- Use the seating chart and refer to the children’s names.
- Let the children know that you may not operate exactly like the teacher, but that you will try to follow the classroom routine.
- Praise children.
- Utilize positive reinforcements
- Try to solve problems as they develop and not “let them go”.
- Give attention to the health and comfort of all children and see that the room is properly lighted, heated and ventilated.
- Be courteous to the children.
- Encourage the children to be courteous to each other



### **PROFESSIONAL RESPONSIBILITIES**

- It is a breach of professional etiquette for a substitute to criticize the work of the regular teacher, or the operation of the school.
- The substitute not only has the responsibility to prepare for the daily work, but also to keep abreast of new instructional developments and district programs.
- As a long-term district substitute, substitutes should plan to attend building meetings scheduled during his/her period of service, unless specifically excused by the principal.
- The job of the substitute is an important professional one, and essential to the best welfare of the children. It is the duty of all concerned to help the substitute make the maximum contribution to the children.

### **ROLE OF THE PRINCIPAL/ADMINISTRATORS**

- It is the responsibility of the building principal or his designee to direct the substitute to the assigned room, provide the classroom teacher's plan book, and inform the substitute of any special assignments or schedule changes. The substitute should feel free to ask any questions of the principal.
- Where practical, the principal or his designee should introduce the substitute to at least one of the classroom teachers and/or department members, who may be of assistance, should the principal not be available.

### **RESPONSIBILITIES OF THE TEACHER WHO REQUIRES A SUBSTITUTE**

The classroom teacher is expected to maintain all information a substitute may need. On the teacher's desk should be the complete lesson plans and, at a minimum, an outline of lessons to be covered during the next few days.

The following items of information with all necessary explanations should also be available to the substitute.

- An up-to-date seating chart.
- A copy of the daily schedule.
- A list of instructional groups within the room, and names of pupils with special seating arrangements.
- Instructions for fire drills, including exact routes to be used for leaving and returning to the building.
- The bell, recess and dismissal schedules for the room and building.
- Log-on and password information for the substitute to access laptop and software programs.
- Any special assignments/duties for the teacher.
- Methods for obtaining special supplies or equipment.
- A list of teachers who can be a source of assistance to the substitute.
- A schedule for children in pullout programs.

### **CURRICULUM**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade

level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.

2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
4. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
5. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American Flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course. For exemptions and substitutions, see policy 7:260, Exemption from Physical Education.

9. In all schools, health education must be stressed, including: including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

13. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
  16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
  17. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
  18. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
  19. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
  20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.
- Classroom lessons and activities may be developed so that students in all grades are made aware of the following commemorative days:

	Day of Remembrance	September 11	
	Constitution Day	September 17	
	Native American Day	September 28	
	Recycling Day	October 1	
		Leif Erikson	October 9
		Christopher Columbus	October
12		Veteran's Day	School
day before Veteran's Day		Pearl Harbor	December 7
		Martin Luther King, Jr.	3rd Monday in
January		Christie McAuliffe Day	January 28
		Lincoln's Birthday	February
12		Susan B. Anthony	February
15		Presidents' Day	3rd
Monday in February		Casimir Pulaski	

1st Monday in March

Vietnam War  
Juneteenth

March 29  
June 19

Numerous programs are offered to meet the diverse needs of our children. Among these are:

Resource reading: Grade one uses a “pull out” model of instruction to provide intensive reading instruction for identified students. All first grade students are screened and selected for participation at the beginning of the school year. Reading specialists work with students in small groups to build reading skills through reading storybooks, developing sight word confidence, and improving writing skills. Ongoing assessment of progress by both the reading specialist and the classroom teacher will determine when a student may be released from the intensive reading program.

Gifted and Talented Programs: The district offers a program of study for the advancement and enrichment of gifted and talented students in grades 3-8. **Discovery** is a program offered during the school day that recognizes the exceptional abilities of students and provides them with challenging educational experiences. Differentiation and compacting strategies are used within the classroom to enhance the district curriculum to meet the diverse needs of the gifted and talented students of Homer School District 33C.

Read 180: Students who need assistance in literacy skills in grades 5-8 may participate in this program. Students are selected based on local, state, and READ 180 assessments.

Explorers Program: Explorers is an after school program that is offered to K-6 students to enrich their learning opportunities. A variety of program topics are offered, including – Artist Passport, Literary Workshop, OZOBOTS, LEGO Robotics, and All About STEAM.

After School Assistance Program: ASAP provides in-depth support for students exhibiting difficulty meeting grade level expectations in reading and math. Enrollment in ASAP classes will be determined by classroom and district assessments based on reading and math curriculum benchmarks. Remediation of deficiencies in reading and math will require close collaboration between the classroom teacher, the ASAP teachers, building principal, student and parents. ASAP activities will be designed to correct the identified deficiencies and help students achieve the minimum academic requirements for reading and math at their grade level.

Intervention Team: The intervention team is composed of professionals within the school who meet to offer support, suggestions and guidance for teachers with students who are experiencing difficulties in school.

Special Education: Our special education services are provided to students identified by their Individual Education Plan (IEP). Instruction is provided for most students within the context of the regular school day at their assigned attendance center. Students with exceptional needs may be provided service outside of the home school setting. Significant effort is made to coordinate special education curriculum and instruction with the general education curriculum and instruction. When it is possible and appropriate, our special education students are engaged in general education lessons and activities.

L.D. Needs: Students determined to be eligible for services due to a learning disability may work with special education specialists in a resource program (pull out) or in a

self-contained instructional setting or (push-in services) within the general education classroom. Placement is based on each child's Individual Education Plan.

Speech and Language: Children who have difficulty producing speech sounds, remembering or understanding spoken language or problems with expressive language skills may receive instruction from a speech and language therapist.

Social Work: Social work services are available to district students who are experiencing behavioral, social and/or emotional difficulties that are adversely affecting their ability to function within their educational setting. Such services are provided through parental interviews, teacher consultation, direct services with students, behavioral management programs and liaison services between school, home, and community.

Counseling: Counselors at each building address the academic concerns and personal problems of Homer 33C students. The positions involve both academic and behavior counseling in order to aid students and parents in dealing with issues of school and personal adjustment.

Curriculum Night: In a concerted effort to strengthen communication between the school and parents, Homer educators created Curriculum Night, a program designed to give parents specific information regarding the curriculum in each classroom. Curricular issues including content goals, pertinent teaching methods, report cards and grading policies, teacher expectations, and parent guides for improving student learning for grades K-8 are presented to parents. Curriculum Night is an integral component of our communication with parents. By relating our curricular goals and high expectations for student achievement, we hope to form a strong alliance between the teacher and parent in providing a quality education for our children. **See the current building calendar for curriculum night dates.**

### **DISCIPLINE**

- The development of a sense of responsibility and a capacity for self-discipline is of paramount importance. Each teacher is a person of authority as far as pupils are concerned. Keep this in mind as you treat all students firmly, fairly, and consistently.
- Teachers have the responsibility of maintaining a classroom that is conducive to learning. Since solutions for behavior difficulties come from prevention rather than remediation, teachers should strive to establish an orderly, well-disciplined classroom atmosphere. Opportunities to transfer the imposed discipline of teachers to self-discipline by students should be implemented commensurate with the child's age and maturity level.
- Teachers shall contact principals or building supervisors with unusual disciplinary problems. However, each teacher should strive to handle as many infractions as possible and reserve the "trip to the principal's office" as the most serious step in his/her disciplinary procedure. The effectiveness of a principal's intervention is diminished when it becomes a routine method of discipline.
- Repeated breaches of acceptable conduct by any student should be called to the attention of the administrative staff as soon as identified. A record of unfavorable conduct is kept in the principal's office on students referred so the proper degree of discipline may be exercised.
- Demerit or detention systems may be implemented at the building level. Details of individualized systems will be outlined by each principal. Systems utilized by junior high and middle school

personnel often will differ from those used in the lower grades.

- "Mass discipline" tactics are undesirable. Such action invariably involves punishing the innocent with the guilty. Teachers should identify individuals causing disturbances or breaking school rules.
- Supervision is an important factor in maintaining proper discipline. Therefore, teachers are expected to be in the rooms prior to the arrival of the students when they are dismissed from the playground or from passing of classes. Whenever assigned, a teacher's promptness in reporting for playground, recess or lunch duty is necessary to prevent a "breakdown" in supervision. Teachers in charge of co-curricular activities are to remain at school until each student in their charge has departed. (See after-school supervision guidelines.)
- A standing parent/teacher discipline committee meets annually to review Board discipline policies and discipline practices. Faculty should direct any comments or suggestions for this committee to the building principal.

### CLASSROOM AND SCHOOL ACTIVITIES

#### Attendance and Excuses

- The Illinois School Code requires that students attend school regularly and punctually unless a legitimate reason for absence is noted. Teachers in grades K-6 are required to keep a daily attendance record for their classes. The absentee information should be recorded and sent to the attendance office promptly every morning.
- Teachers of the Junior High are required to check attendance every period. Each teacher will report absentee information to the office at the end of the morning homeroom period. Every Junior High teacher will receive a list of absentees for the entire Junior High by the close of the second period. Missing students, not noted on the morning list, should be reported to the office at the beginning of each period.
- Parents must call in student absences each day. If parents have not called by 9 a.m. to report a child's absence, the office will attempt to contact that parent. Patterns of excessive absence should be reported to the office. When a child is absent with no call-in, office personnel will immediately contact the parent.
- The faculty is not to release any child early from school unless a written statement is received from the parents indicating the reason for early dismissal. **ALL STUDENTS MUST BE SIGNED OUT IN THE SCHOOL OFFICE BEFORE LEAVING AND SIGNED IN WHEN COMING IN LATE OR RETURNING TO SCHOOL.**

#### Assemblies

Large group assemblies are scheduled through the principal's office. Teachers are encouraged to discuss ideas and topics of interest for possible assembly programs with the building principal. Assemblies can provide experiences that support and enrich curriculum and instruction. Teachers are expected to be in attendance and reinforce positive behavior when students are at large group assemblies.

#### Classroom maintenance

Maintaining a neat and attractive classroom will reinforce a positive learning environment. Substitute Teachers are encouraged to keep their classroom neat and orderly. When equipment is damaged or in need of replacement, the teacher should contact the building principal for assistance.

#### Collecting and depositing money



All money collected from students for classroom materials, book orders, news magazines, or events and activities, field trips MUST be turned into the office on a **daily basis**. It will be secured in the building safe. Payment for school materials and related activities should be made through the building activity account. Teachers should seek guidance from their principal on the proper procedure.

#### **PARENTAL COMMUNICATION**

- **Day to day substitute teachers:** are not authorized to individually contact parents of students. When encountering a situation that may require parent communication, please notify the building administrator(s).
- **Long-Term Substitutes:** Should communicate with parents as needed, following the school guidelines.
  - A telephone call will usually bring positive results. Parent-teacher conference days are scheduled in the fall months to discuss student progress. Teachers should feel free to invite parents to school for conferences any time during the school year, but conferences should be scheduled for times that will not interfere with instruction.
  - Communication between teacher and parent should not be reserved for problem situations. Efforts to inform parents of student achievements do much to promote open discourse and goodwill. The value of positive interaction between parents and the school cannot be overemphasized. Student achievement is enhanced when the school and parents work together as a team.

#### **SAFETY - BUILDING SECURITY**

**All school doors, including classroom doors, should be closed and locked at all times.**

##### Fires and Disaster Drills

An emergency packet with current class lists and emergency procedures MUST be posted near the classroom doorway. Fire and disaster drills are held at various times throughout the school year. The safety of each child depends on an orderly, expedient exit. Evacuation routes are posted in each room. Teachers and students should review the routes and evacuation procedures regularly.

##### Fire Drill Regulations

- Teachers shall close windows, turn out lights, and close doors.
- Teachers shall check roll after children have been assembled outside the building.
- **Missing students should be reported to principal and/or emergency personnel IMMEDIATELY.**
- Children shall be instructed to walk swiftly, but NOT TO RUN! The evacuation of the building shall be in an orderly fashion.
- Students shall be quiet and attentive to the teacher.
- Teachers shall remain calm.
- Routes shall be posted in each room. If lost or destroyed, the route poster shall be replaced by the office upon notification by the teacher. It shall be the teacher's responsibility to see that his/her classroom conforms.

##### Tornado Drill Regulations

- Each building will identify the designated areas of safety when necessary.
- Children shall proceed quickly to the designated areas of safety in a single file.
- Students shall be kept away from glass windows.

- Children shall be aligned along inner walls of the designated area of safety.
- Students shall be asked to kneel, facing the inner wall.
- Children shall be instructed to cover their heads with folded arms.
- Teachers shall remain calm and encourage children to remain calm and quiet.

#### Building Procedures

- All of our buildings are equipped with security equipment for controlled access.
- All buildings have emergency contact access to the police department.
- All buildings have a procedure to follow if unauthorized personnel are found on school property.  
**These procedures must be reviewed on an annual basis or more frequently as determined by the principal.**
- All PreK-6 buildings have a procedure, which includes walkie-talkies, for secure recess procedures.

## EMERGENCY SCHOOL CLOSINGS

In the event of bad weather, listen to radio stations WJOL (1340 A.M.--Joliet) or WMAQ (670), WGN (720), WBBM (780), FM 99.5, B-96 FM, and T.V. Fox 32 for information concerning school closings. Encourage parents to listen to the radio and **not call** the school in such cases. Impress upon parents the importance of keeping telephone lines open. Instruct parents to go to the school website [www.homerschools.org](http://www.homerschools.org) and click on school closings.

Every effort will be made to contact staff via our automated phone system and/or individual building "phone trees" so that all staff members will be notified as soon as possible following a decision to close school. If our schools are closed, it will also appear on the website listed above.

During winter weather, it is usually possible to make a decision as to school closing by 6 a.m. However, the urgency which inclement weather can create occasionally necessitates a change in plans after 6 a.m.

**\*\*\*Please note: Individual phone calls will not be made to each substitute teacher\*\*\***

## ACCIDENTS/EMERGENCIES

- Should an accident occur at school consider the following:
- In cases where injury requires immediate action to prevent permanent injury or loss of life, emergency first aid must be administered.
- If an injury is superficial, the individual should be sent to the nurse's office. (With an escort if coming in from outdoors.)
- Designated school personnel should administer non-emergency first aid to the individual.
- Care should be taken to comply with all blood borne pathogen procedures when dealing with an injury.
- The school person involved at the time of the accident should complete an accident report the same day of the incident. Accident report forms are located in the nurse's office.
- It is recommended that the school person involved also complete a detailed anecdotal report of all injuries. Details should include time; place, condition, witness, and course of action taken should all be recorded. Witnesses should prepare written statements.
- A nurse is available on a full time basis for each building.

More serious injuries should be handled in the following manner:

- **Possible fracture/dislocations**
  - DO NOT MOVE THE INDIVIDUAL until the nature of the injury has been determined.
  - DO NOT MOVE THE INJURED PART.
  - DO NOT ALLOW THE INDIVIDUAL to bear weight on the extremity.
- **Head, neck, and spine injuries**
  - DO NOT MOVE THE HEAD/NECK; keep the individual still.
  - CALL FOR ASSISTANCE-nurse-administrator-911.
- **Seizures**
  - LOWER the individual to the floor and clear the immediate area.
  - DO NOT restrain any convulsive movement.
  - LOOSEN clothing around the neck.
  - DO NOT attempt to put anything in the individual's mouth.

- **Dental Emergencies**

- Place the broken tooth or piece of tooth, if available, in milk or saline solution. Seek dental advice.

### **MEDICATIONS IN SCHOOL**

At no time are students allowed to keep medicine (prescribed or over-the-counter) in their possession at school. Medications that must be administered during school hours are handled as follows:

- Parents can come to the school and administer the medicine.
- Parents must submit a signed permission form to allow the school nurse or a certified staff member to administer medication. A written physician's statement must be included.
  
- In order to protect both the student and school personnel, we require that medication brought to school must be properly labeled by the physician or pharmacist and must include the student's name, medication, dosage, pharmacy name, and specific instructions for administration.
  
- Medication brought to school without the written permission of both the parents and physician WILL NOT BE ADMINISTERED.

District Policy 7:270 states a student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion provided the student's parent/guardian has completed and signed the appropriate forms. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. The policy is available in each nurse's office. Parents are advised to contact the school nurse for specific details of the policy.

### **ABUSED AND NEGLECTED CHILD REPORTING (Policy 5:90)**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

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

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

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect. All District employees shall:

- Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
- The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Special Superintendent Responsibilities

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

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

Special School Board Member Responsibilities

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

**Failure to make such a report could mean suspension or revocation of your licensure for up to one year.**

The Child Abuse hotline number is (800) 252-2873. For other resource numbers please check the Parent/Student Handbook.

**DRUG-FREE SCHOOLS AND COMMUNITIES ACT**  
**Compliance with the District Drug and Alcohol Policy is mandatory.**

DRUG AND ALCOHOL FREE WORKPLACE; TOBACCO PROHIBITION (Policy 5:50)

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

- Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
- Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage.
- Possession or use of medical cannabis.
- For purposes of this policy a controlled substance means a substance that is:
  - Not legally obtainable,
  - Being used in a manner different than prescribed,

- Legally obtainable, but has not been legally obtained, or
- Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

- Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
- Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

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

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

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

#### Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.

#### District Action Upon Violation of Policy

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.

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

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

Available Drug and Alcohol Rehabilitation Programs

The following are the names, addresses and telephone numbers of local drug and alcohol counseling treatment, rehabilitation or re-entry programs available to students:

- |    |  |    |   |
|----|--|----|---|
| 1. | Ascension St. Joseph Medical Center<br>333 N. Madison Street<br>Joliet, IL 60435<br>(815) 725-7133 | 2. | Interventions DuPage (men)<br>Adolescent Center<br>11 S. 250, Rt. 83<br>Willowbrook, IL 60527<br>(630) 325-9130 |
| 3. | Riverside Resolve Center<br>411 West Division<br>Manteno, IL 60950<br>(815) 468-3241               | 4. | WCHD Youth Division<br>Behavioral Program<br>501 Ella Street<br>Joliet, IL 60433<br>(815) 727-5065              |
| 1. | Linden Oak Hospital<br>852 West Street<br>Naperville, IL 60540<br>(630) 305-5500                   | 6. | Inpatient for Girls<br>Cornell Interventions<br>Wauconda, IL<br>(847) 526-0404                                  |
| 7. | Inpatient for Girls<br>Rosecrance on Alpine<br>Rockford, IL<br>815/399-5351                        |    |   |

**IDENTITY PROTECTION (Policy 4:15)**

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

- Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
- Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

- All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
- Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.

- Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
- When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.
- All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
- No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.

### **WORKPLACE HARASSMENT PROHIBITED (Policy 5:20)**

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

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

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

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

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.



The nondiscrimination Coordinator is Craig Schoppe, 708-226-7616. The Complaint Managers are Mike Szopinski, 708-226-7612 and Al Kirkus, 708-226-7605.

### **ETHICS AND CONDUCT (Policy 5:120)**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional 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 by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

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

- Superintendent;
- Building Principal;
- Head of any department;
- Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
- Hearing officer;
- Any employee having supervisory authority for 20 or more employees; and
- Any employee in a position that requires an administrative or a chief school business official endorsement.

#### **Ethics and Gift Ban**

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

#### **Code of Conduct**

The Board adopts the Homer School District 33C Code of Conduct. This Code of Conduct is set forth in 5:120-E Exhibit – Code of Ethics for Illinois Educators.

#### **Exhibit - Code of Ethics for Homer School District 33C Employees (5:120-E)**

**Preamble** – Meeting the educational needs of each student is critical to the mission of the District. The Homer School District 33C Code of Conduct is a set of core principles, values, and responsibilities that sets expectations to guide practice and inspire professional excellence in relation to federal, state, and local policies, rules, regulations, and collective bargaining agreements. Homer Schools District 33C encourages the application of these core principles throughout the District.

**Principles** – The Homer School District 33C Code of Conduct contains five core principles which provide a foundation for the responsibilities and commitments of Homer School District 33C employees.

- Responsibility to Students
- Responsibility to Self
- Responsibility to Colleagues and the Profession
- Responsibility to Parents, Families and Communities
- Responsibility to the Illinois State Board of Education

Code of Ethics for Homer School District 33C Employees, Illinois State Board of Education (23 Ill.Admin.Code §22.20)

Responsibility to Students

The Home School District 33C employees are committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Homer School District 33C employees:

- Embody the Standards for the School Service Personnel Certificate (23 Ill.Adm.Code 23), the Illinois Professional Teaching Standards (23 Ill.Adm.Code 24), and Standards for Administrative Certification (23 Ill.Adm.Code 29), as applicable to the educator, in the learning environment;
- Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socio-economic status;
- Maintain a professional relationship with students at all times;
- Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and
- Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Responsibility to Self

The Homer School District 33C employees are committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Homer School District 33C employees:

- Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and understanding of current trends in both content knowledge and professional practice;
- Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development;
- Represent their professional credentials and qualifications accurately; and
- Demonstrate a high level of professional judgment.

Responsibility to Colleagues and the Profession

The Homer School District 33C employees are committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Homer School District 33C employees:

- Collaborate with colleagues in their respective schools and districts to meet local and State educational standards;
- Work together to create a respectful, professional, and supportive school climate that allows all educators to maintain their individual professional integrity;
- Seek out and engage in activities that contribute to the ongoing development of the profession;
- Promote participation in educational decision-making processes;
- Encourage promising candidates to enter the education profession; and
- Support the preparation, induction, mentoring, and professional development of educators.
- Responsibility to Parents, Families and Communities

- The Homer School District 33C employees will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Homer School District 33C employees:
- Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;
- Encourage and advocate for fair and equal educational opportunities for each student;
- Develop and maintain professional relationships with parents, families, and communities;
- Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
- Cooperate with community agencies that provide resources and services to enhance the learning environment.

#### Responsibility to the Illinois State Board of Education

The Homer School District 33C employees are committed to compliance with the School Code and its implementing regulations, and to State and federal laws and regulations relevant to their profession. Homer School District 33C employees:

- Provide accurate communication to the Illinois State Board of Education concerning all licensure matters;
- Maintain appropriate licensure for employment; and
- Comply with State and federal laws and regulations.

**Implementation** – The District expects its employees to conduct themselves in a manner consistent with this Code of Conduct. Conduct that violates or is inconsistent with this code may result in disciplinary action that could include termination of employment.

#### **PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT (Policy 7:180)**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student’s person or property.
- Causing a substantially detrimental effect on the student’s physical or mental health.
- Substantially interfering with the student’s academic performance.
- Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term *bullying* includes harassment, intimidation, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

The Superintendent or designee shall develop and maintain a program that:

- Fully implements and enforces each of the following Board policies:
  - 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.
  - 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.
  - 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Those characteristics are also identified in the second paragraph of 7:180, *Preventing Bullying, Intimidation, and Harassment*.
  - 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.
  - 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - 7:310, *Restrictions on Publications*. This policy prohibits students from: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (3) protecting students against retaliation for reporting bullying.

- Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
- Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
- Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
- Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
- Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
- Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
- Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
- Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption

and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

See District letter addressed to staff at the end of this handbook.

#### **AMERICANS WITH DISABILITIES ACT NOTICE**

In accordance with the Americans with Disabilities Act ("ADA"). 42 U.S.C. 12101, et seq., no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Homer Community Consolidated School District No. 33C or be subjected to discrimination by the District. Nor shall any qualified individual with a disability be discriminated against because of the disability of such an individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

Homer Community Consolidated School District No. 33C has appointed as its ADA Coordinator, District Asst. Superintendent for Instruction, who may be contacted at (708) 226-7612. The Coordinator will provide any individual with information regarding the District's compliance with the Act and its method of processing complaints or grievances alleging noncompliance with the ADA.

#### **SECTION 504 OF THE REHABILITATION ACT OF 1973 NOTICE**

In accordance with Section 504 of the Rehabilitation Act of 1973, ("Section 504"), 29 U.S.C. 794, no otherwise qualified individual with a disability with the meaning of the Act, shall solely by reason of her or his disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity of Homer Community Consolidated School District No. 33C.

Homer Community Consolidated School District No. 33C has appointed as its Section 504 Coordinator, The District Asst. Superintendent of Instruction, who may be contacted at (708) 226-7612. The Coordinator will provide any individual with information regarding the District's compliance with Section 504 and its method of processing complaints or grievances alleging noncompliance of Section 504 of the Rehabilitation Act of 1973.

**IF QUESTIONS ARISE REGARDING ANY OF THE ITEMS CONTAINED IN THIS HANDBOOK, EMPLOYEES ARE ENCOURAGED TO DISCUSS THE ISSUE WITH KAREN NORVILLE AT DISTRICT OFFICE.**

#### **COMPUTER NETWORK SYSTEM USE POLICY**

The Board of Education of Homer Community Consolidated School District No. 33C hereby determines that it is in the best interest of the District, its personnel and its students to promote use of the familiarity with computers and the services available through computers including the Internet and other on-line systems to support learning and enhance instruction. Using the Computer Network System will facilitate access to information resources available on-line, create innovative learning environments and provide for worldwide communication. The Computer Network System shall include all computer hardware and software, all information accessed by Internet sites, e-mail, the District's website, on-line services and bulletin board systems. Use of the computer Network System shall include accessing the system from any District-owned computer

terminal on District property, and from any off-campus computer terminal, and shall at all times be in support of education and research consistent with the educational objectives of the District.

The Computer Network System and its uses comprise part of the curriculum and do not constitute a public forum. The Board of Education recognizes that while they afford access to legitimate sources of information for academic and educational purposes, the Internet and other on-line services make available certain materials that may not be educational and which may be illegal, obscene or indecent. The use of the Internet shall be consistent with the curriculum adopted by the District.

The Board of Education further recognizes that the Internet and other on-line services are coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end user that must adhere to strict user guidelines, which require efficient, ethical and legal use of network resources.

The Administration and staff shall adopt and enforce guidelines which prohibit the use of computers and on-line services for non-educational purposes, and which shall also address the ethical use of the Computer Network System. Such guidelines shall be distributed to personnel and students who shall have access to the Internet and other on-line services. For purposes of this policy, personnel shall include all employees of the District and Board Members. If any user violates any of the general or specific guidelines and rules provided by the Administration, the user shall be appropriately disciplined which may include loss of privileges to access the Computer Network System.

### **AUTHORIZATION FOR ACCESS TO THE COMPUTER NETWORK SYSTEM**

The following form must be read and the attached\* verification slip signed by each substitute as a precondition to using the District's Computer Network System. (\*Verification slip can be found at the end of this handbook.)

By signing this Authorization, I agree to abide by the following restrictions:

I understand that access to the Computer Network System exists to support the District's educational responsibilities and mission. The specific conditions and services that are offered will change from time to time. In addition, the District makes no warranties with respect to the Computer Network System, and it specifically assumes no responsibilities for:

- Any costs, liability, or damages caused by the way the student and/or personnel member chooses to use his/her Computer Network access;
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District;
- The privacy of electronic mail; or
- Any retrieval of or access to illegal, obscene or indecent material or information.

By signing the attached verification slip, I agree to the following terms and conditions:

#### **Acceptable Use.**

The use of on-line network computer services must at all times be in support of education and research consistent with the educational objectives of Homer Community Consolidated School District No. 33C. All users of computer network services and computers (the "Computer Network System") at the District must comply with all rules, regulations, guidelines, terms and considerations adopted both by the Administration and by classroom teachers and school staff members.

The Computer Network System shall include all computer hardware and software, all information accessed by Internet sites, e-mail, the District's website, on-line services and bulletin board systems. Use of the Computer Network System shall include accessing the system from any District-owned computer terminal on District property and from any off-campus computer terminal.

**Privileges.**

The Computer Network System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including the loss of computer use privileges. The administration, faculty and staff may request that computer privileges be denied, revoked, or suspended for users of the Computer Network System at any time.

**Prohibited Use.**

Unethical and unacceptable behavior as defined below is prohibited and shall result in disciplinary action which may include all discipline available under the District's policies, suspension or denial of Computer Network System privileges, or appropriate legal action. Unethical and unacceptable use of the Computer Network System shall include, but not be limited to:

Use of the Computer Network System to access, retrieve, or view obscene or indecent materials. Indecent materials are those materials which, in context, depict or describe in terms patently offensive, as measured by contemporary community standards, sexual activities or organs. Obscene materials are those materials which, taken as a whole, appeal to the prurient interest in sex, or portray sexual conduct in a patently offensive way, and which, taken as a whole, do not have any serious literary, artistic, political or scientific value.

Use of the Computer Network System to access, retrieve, or view or disseminate any material in violation of any U.S. or state regulation or school policy. This includes, but is not limited to, improper use of copyrighted material, improper use of passwords or access codes, disclosing any user's full name, home address, or phone number or that of another student or teacher.

Use of the Computer Network System to transfer files of any software to or from the school computer.

Use of the Computer Network System for profit commercial activities, including advertising or sales.

Use of the Computer Network System in a manner that is directed toward or intended to harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, handicap, national origin or sexual orientation.

Use of the Computer Network System to substantially threaten or actually disrupt the educational process or interfere with the rights of others at any time, either during school days or after school hours.

Use of the Computer Network System in any manner which intentionally disrupts the information network traffic or interferes with the network and/or connected systems.



Use of the Computer Network System to gain unauthorized access to the files of others or vandalize the data or files of another user.

Use of the Computer Network System to gain unauthorized access to resources or entities.

Use of the Computer Network System to improperly forge or alter electronic mail messages or to use an account owned by another user.

Use of the Computer Network System to invade the privacy of any individual.

Use of the Computer Network System to download, copy, print or otherwise store or possess any data which might be considered in violation of these rules.

Use of the Computer Network System for creating and/or distributing written or electronic material, including Internet material and weblogs (blogs), that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

“Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function.

**Disclaimer.**

The District makes no warranties of any kind whether express or implied for the Computer Network System which it is providing to students or personnel of the District. The District will not be responsible for any damages suffered including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the Computer Network System is at the user’s own risk. The District denies any responsibility for the accuracy or quality of information obtained through the Computer Network System

**Security.**

Security in any Computer Network System is a high priority and must be a priority for all users. If any user of the Computer Network System is aware of any security risk or abuse of the Computer Network System, the student or personnel member must notify a teacher or other staff member immediately. Students and personnel are prohibited from sharing their log-in ID or password with any other individual and are responsible for any violations of the Computer Network System Guidelines resulting from the improper shared use of their log-in ID or password. Any attempt to log onto the Computer Network System as another individual will result in immediate cancellation of system privileges.

**Vandalism.**

Any vandalism or attempted vandalism (physical or electronic) to District computers, the District network, files of others or to the Computer Network System in any way is prohibited, and will result in immediate cancellation of Computer Network System privileges, disciplinary action and potential legal action. Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses.

**Sanctions.**

If any Computer Network System user engages in any of the prohibited acts listed above, the user shall be subject to discipline which may include discipline as provided in the District’s policies, suspension or revocation of Network privileges, and appropriate legal action.

**Internet Safety**

Homer Community Consolidated School District 33C (also referred to herein as "School District" or the "District") is now connected to the Internet. By being connected to the Internet, students and

staff have potential access to electronic mail communication; to information via the World-Wide Web; to various research sources including certain university library catalogs, the Library of Congress, and other research databases. The use of the term "Internet" or "network" in this policy refers to all information accessed through the School District's network from the various sources as identified above and any and all information accessed using District means of access. Access to the Internet and the School District's network is part of the District curriculum and is not a public forum for general use. Employees shall not load onto the District's network or Internet any student work or District work product (as defined in administrative procedures) without prior approval of the Superintendent or his/her designee.

The District denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the District denies responsibility for any information that may be lost, damaged or altered or unavailable when using the District's network. Employees shall be solely responsible for any unauthorized charges or fees resulting from their access to the Internet.

Authorized use of the District's network and the Internet shall be governed by administrative procedures developed by the Superintendent. This policy and the administrative procedures shall also apply to any and all use of District laptop computers by personnel.

### **Administrative Procedures**

- **General use of District computers**
  - Authorized personnel may use District computers and use District means to access the Internet for activities related to the school curriculum and co-curricular activities sponsored by the District, for research consistent with the District's educational objectives, and for administrative recordkeeping.
  - Personnel shall not load onto the network or Internet District work product without prior approval from the Superintendent or his/her designee. Examples of materials constituting District work product include, but are not limited to: District curriculum, District test or examination materials, Department Guidelines and/or Procedures, Parent/Student Handbooks, Personnel Handbooks, District publications and brochures, school newspaper, school yearbook, District policies and administrative regulations/procedures and information published on the District's Web site.
  - Personnel shall maintain confidentiality of student records in their use of District computers. Confidential student information should not be loaded onto the network where unauthorized access to such information may be obtained. Student work shall not be loaded into the District's network or "published" on the Internet without prior written consent from both the student and the parent/guardian.
  - As a condition of being allowed access to the Internet and the District's electronic mail communication through use of District computers or District means of access, personnel shall consent to monitoring and inspection by school administration of personnel use of District computers and District means of access including any and all electronic mail communications made or attempted to be made or received by personnel and all materials accessed, uploaded, installed, downloaded or transmitted by personnel.
  - Personnel shall provide their passwords to the system administrator.
  - Personnel shall not modify, install, upload or download software without school authorization. In particular, personnel shall not modify or disable, or attempt to modify or disable, any filtering or blocking software installed in District computers or the District's

computer system.

- Personnel shall not use the District's computer network or District means of access to the Internet for any illegal activities, including, but not limited to, "hacking", copyright and license violations and unauthorized access to or unauthorized use of databases.
  - Personnel shall monitor student use of computers to confirm that technology protection measures are in place that block or filter Internet access to visual depictions that are obscene, child pornography, or harmful to minors. If personnel detect that such protection measures are not in place or are not functioning properly, personnel shall immediately notify the system administrator.
  - Because it is impracticable for the School District to monitor the District's computer network for improper or illegal activity at all times, employees shall be solely responsible for any improper or illegal activity and/or transaction resulting from the employee's use of the District's computer network. The School District does not condone, authorize or approve of use of the District's computer network for any activity which is not related to the school curriculum or co-curricular activities sponsored by the District.
  - Personnel shall not use the District's computer network for personal financial or commercial gain.
  - Use of the District's electronic mail communication, network and access to and use of the Internet on District computers or District means of access to the Internet is a privilege, not a right. Staff members who abuse the privilege by engaging in the conduct prohibited in these procedures shall be subject to discipline which may include suspension or loss of the privilege and denial of access to the network, Internet and/or the District's electronic mail communication.
- Use of Electronic Mail Communication
    - Electronic mail communication shall be used for educational or work purposes only. Personnel shall not be allowed to use the District's electronic mail communication for anonymous messages or communications unrelated to the school program. Personnel shall not use electronic mail communication to create, communicate, repeat or otherwise convey or receive personally identifiable student information (the disclosure of which is unauthorized), any message or information which is illegal, indecent, obscene, harmful to minors, inappropriate for minors, child pornography, defamatory, likely to constitute harassment of another staff member, student or any other individual, likely to cause disruption in the schools, or is otherwise inconsistent with the District's curriculum and educational mission.
    - Staff members shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.
  - Consequences of Improper or Prohibited Use of District Computers or District Means of Access to the Internet. Improper or prohibited use of District computers or District means of access to the Internet will result in discipline up to and including dismissal. Criminal conduct will be referred to law enforcement authorities.

## **Personal Technology and Social Media; Usage and Conduct (Policy 5:125)**

## Definitions

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

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, TicToc 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 laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android®, platform phones, and Windows Phone®), and other devices, (e.g., iPod®).

## Usage and Conduct

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

- 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 and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
- Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
- Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
- 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.
- Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures. In addition, do not purport to speak on behalf of the District unless prior authorization has been granted. Take precautions to avoid having personal comments misconstrued as an official District position, and, if necessary, use appropriate disclaimers if discussing matters related to the District such as: “My postings are my personal opinion and do not necessarily reflect the views or opinions of my employer.”
- 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.
- 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.
- Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social

media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

- Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
- Direct Building Principals to annually:
  - Provide their building staff with a copy of this policy.
  - Inform their building staff about the importance of maintaining high standards in their school relationships.
  - 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.
- Build awareness of this policy with students, parents, and the community.
- Ensure that no one for the District, or on its behalf, requests an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
- Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

**PLEASE SIGN AND RETURN TO KAREN NORVILLE**

By signing this Authorization Form, I hereby state:

- I acknowledge that I am aware that this handbook is available to me at [www.homerschools.org](http://www.homerschools.org) on the homepage under the Human Resources tab on the top links bar, under the folder "Substitute Information". If I wish to have a hard copy of this handbook, I can contact the building principal or my supervisor for a copy.
- My use of the computer Network System must be consistent with the District's primary educational goals.
- I will not use the Computer Network System for illegal purposes of any kind or in any manner, which is prohibited by the District, as provided in the Computer Network System Guidelines as stated in this handbook.
- I understand that a primary method of communication by the District is through e-mail and I have provided the District my email account that I will check on a regular basis.
- I understand that if I commit any violation, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.
- I understand that access to the Computer Network System exists to support the District's educational responsibilities and mission. The specific conditions and services that are offered will change from time to time.
- I have reviewed the policies and procedures in the Faculty Handbook and understand that if I commit any violation, I may be subject to disciplinary action, which may include termination of employment and/or appropriate legal action may be taken.
- I acknowledge that I am aware that Homer CCSD 33C offers a 403(b) tax sheltered annuity and that all employees have a right to participate in this elective deferral. A 403(b) is a tax-deferred retirement plan that is available to all employees of public educational institutions. This deduction can be started, stopped or changed at any time. For complete information and a list of vendors, see the 403(b) folder under the Human Resource section on our website at [www.homerschools.org](http://www.homerschools.org).

**Name:** \_\_\_\_\_  
(Please Print)

**Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_