



Staff & Teacher HANDBOOK



The Administration reserves the right to change the provisions of the Teacher Handbook during the school year.

Revised: July 2024

In the event that a Board of Education policy and/or applicable law conflicts with a provision in this handbook, the policy and/or law shall control.

This handbook and any other manuals and/or personnel-related materials that you may receive during your employment are for informational purposes only. This handbook does not create any employment rights, contracts, or terms of employment.

The School District reserves the right to add, change or delete policies and/or information in this handbook as it deems appropriate, without notice.

This handbook supersedes all previous versions of the Teacher Handbook.

Where the terms of a collective bargaining agreement conflict with the terms of this handbook, the terms of the collective bargaining agreement shall control, but only as to the relevant employees in the applicable collective bargaining unit.

MISSION STATEMENT

The mission of Marquardt School District 15 is to implement an educational program which provides students with the skills and knowledge necessary to become productive members of society and lifelong learners.

PHILOSOPHY

Marquardt School District 15's philosophy encompasses the following:

- Learning is a lifelong process.
- Every student has the ability to learn.
- Our educational program must be conducted in a safe, positive, and supportive environment.
- A student's education is a shared responsibility of the student, family, and school.
- District 15 must be sensitive to the changing nature of its school community and develop its educational program accordingly.

GOALS

Students who have attended Marquardt District 15 schools for at least two years will be performing at grade level in literacy and numeracy. Classrooms will be engaged, student centered environments where students set goals and own their learning.

STRATEGIC PARAMETERS

- * All District programs, practices and activities shall be developed and implemented in accordance with the District's mission, beliefs, goals, and action plan.
- * The District shall provide a safe, healthy and orderly learning environment for all students and staff.
- * The District's educational program shall be constructed in such a way so that it addresses the characteristics of its student population.
- * Student curriculum shall be developed and implemented in accordance with student needs and current research.
- * Recommendations for all curriculums shall include an analysis of cost, an analysis of the impact on the allocation of instructional time and resources, and shall provide for adequate staff in-service and evaluation.

- * The District shall be sensitive and accountable to all District 15 constituents. It shall seek to provide the best possible educational opportunities within the financial limitations established by the state and its local community.
- * The District shall seek to recruit and make every effort to retain personnel who reflect the highest standards of teaching excellence.

BOARD OF EDUCATION

Elisabeth Betancourt, Secretary
Karen Camporese, Vice President
Rebecca Giannelli, President
Corey Randazzo
Jean Randazzo
Marcia Reiken
Jim Vargas

BOARD OF EDUCATION MEETINGS

TIME: 7:00 p.m.

LOCATION: Board Room 1860 Glen Ellyn Road, Glendale Heights, IL 60139

July 16, 2024

August 6, 2024

August 27, 2024 - Committee of the Whole

September 10, 2024

October 8, 2024

October 22, 2024 - Committee of the Whole

November 12, 2024

December 10, 2024

January 14, 2025

January 28, 2025 - Committee of the Whole

February 11, 2025

March 11, 2025

March 25, 2025 - Committee of the Whole

April 8, 2025

May 13, 2025

May 27, 2025 - Committee of the Whole

June 10, 2025

Agendas/Minutes may be accessed by following the Board links at www.d15.us.

MARQUARDT SCHOOL DISTRICT 15

1860 Glen Ellyn Road
Glendale Heights, IL 60139
Telephone: 630-469-7615
Fax: 630-790-1650
www.d15.us

ADMINISTRATIVE DIRECTORY

Lucilla Davila, Superintendent of Schools

Dr. Michael Zelek, Assistant Superintendent for Finance & Operations

Leslie Weber, Assistant Superintendent for Teaching and Learning

Dr. Rovel Pollock, Assistant Superintendent for Human Resources

Danielle Bagdzis, Director of Curriculum, Instruction and Assessment

Rocio Rosales, Executive Director of Language Learning

Michael Szopinski, Chief of Staff and Communications

Stefanie Giannini, Director of Food and Nutrition Services

Laura Hodge, Director of Language Learning

T.B.A., Director of Health Services

Tomasz Krupinski, Director of Technology

Dr. Melissa Mendoza-Thompson, Director of Special Education

Steve Stavroplos, Director of Buildings and Grounds

MARQUARDT SCHOOL DISTRICT 15

Black Hawk Elementary School

2101 Gladstone Drive
Glendale Heights, IL 60139
Telephone: 630-893-5750
Fax: 630-307-6525

G. Stanley Hall Elementary School

1447 Wayne Avenue
Glendale Heights, IL 60139
Telephone: 630-469-7720
Fax: 630-790-5040

Marquardt Middle School

1912 Glen Ellyn Road
Glendale Heights, IL 60139
Telephone: 630-858-3850
Fax: 630-790-5042

Charles G. Reskin Elementary School

1555 Ardmore Avenue
Glendale Heights, IL 60139
Telephone: 630-469-0612
Fax: 630-790-5041

Winnebago Elementary

195 Greenway Drive
Bloomington, IL 60108
Telephone: 630-351-3416
Fax: 630-307-6524

Staff Handbook

Terms and Definitions

“At Will” Employee

The job of an “at-will” employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason or for no reason, by the District. The Board of Education also reserves the right to alter an “at-will” employee’s benefits, pay rate, and assignments as it sees fit. The “at-will” terms of an employee’s employment may only be changed by the Board of Education.

Types of Worker

Exempt vs. Non-Exempt The majority of employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by particular standards set by State law and the Fair Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist, such as a teacher. All non-certified personnel are considered non-exempt except for the Directors of Transportation, Technology, and Buildings and Grounds.

Regular vs. Temporary Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least thirty (30) hours per week. A temporary or seasonal employee is one who is hired for a short period of time (e.g., summer, winter or spring break help). A temporary employee is also employed on an “at-will” basis as defined above.

PAYROLL

Payment Schedule

Employees are paid bi-weekly for a total of twenty-six (26) pay periods in the fiscal year (July 1- June 30). In cases where the regular payday falls on a holiday, employees will receive payment on the last business day before the holiday or the day after. This is subject to change. If you have any questions, please contact Payroll Coordinator Robin Belcher at ext. 1174.

Wages

Wages vary by employee group and employees, and they are based on the level of skill and experience. The District conducts regular evaluations of all employees.

Deductions and Garnishment

Federal and state law require that the District deduct the following from every paycheck:

- Social Security/Medicare (FICA) • Income Tax (Federal and State)
- Illinois Municipal Retirement Fund (IMRF, if applicable)
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year in accordance with Internal Revenue Service (IRS) regulations. By law, employees will receive this by January 31st. If at any time an employee wishes to adjust their income tax withholding, they should contact the Business Office to complete a new W-4.

Garnishment

Sometimes, the District receives legal papers that compel us to garnish an employee's paycheck; that is, submit a portion of said paycheck in payment of an outstanding debt of the employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full from withheld payments.

Sick Days

Number of sick days is dependent on the employee's position and years employed with the District. This is indicated on the Salary Statement provided to employees at time of hiring and at the beginning of each school year, and via Board Policy. Sick days shall be allowed to accumulate without limitation and will roll over to the following year as sick days. Employees hired after the first of the fiscal year will receive a prorated allotment of sick days for the first year.

As described by the laws of the State of Illinois 105 ILCS 5/24-6 of the Illinois School Code, sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, and legal guardians. An extended absence (more than 3 days) requires certification by a physician verifying the employee's absence and releasing the employee to return to work without restrictions unless other arrangements have been made previously.

Personal Days

Number of personal days is dependent on the employee's position. These days can be used for personal business that cannot be conducted except during regular work hours. Each personal day not used will convert to sick days for the following year. When possible, application for such personal leave shall be made to the supervisor at least 5 days in advance. In emergencies, application for approval for such leave may be made after the fact.

Jury Duty

Any employee who is required to serve jury duty shall suffer no loss of wages. Please provide the summons to payroll when you enter your jury duty-related absence in AESOP. The employee must remit to the district the amount of the jury duty pay and send the endorsed check that he or she receives from the court to the Business Office. Checks not received within a month may be subject to charge back for the day(s) missed. An employee should give at least five (5) days prior notice of pending court duty to the District.

Bereavement Leave

An employee is allowed absence due to death in the immediate family. Up to 3 days of bereavement leave is granted to an employee in the event that an immediate family member passes away. Additional days may be deducted from accumulated sick leave if

needed. Immediate family shall include parents, spouse, brothers, sisters, children, stepchildren, step-parents, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, legal guardians, or members of the immediate household.

Vacation Days

Number of vacation days is dependent on the employee's position and years employed with the District. This is indicated on the Salary Statement provided to employees at time of hiring and at the beginning of each school year, and in Board Policy.

Vacation days are credited on July 1 of each year. Eligible employees who begin their initial employment after July 1 will have their vacation accrual calculated on a pro rata basis. Depending on the employee's position, vacation days may not be available for use until after completion of any probationary period.

All vacation must be approved in advance by the appropriate administrator as designated by the Superintendent. Conflicts in scheduling will be resolved on the basis of District seniority, provided the work requirements of the District are satisfied. Vacation days not taken by the end of the fiscal year will be forfeited.

Family Medical Leave

Eligible employees may take up to a total of twelve (12) weeks of leave during the designated twelve (12) month period for any one or more of the following reasons:

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

An eligible employee is any employee who has been employed by Marquardt School District 15 for at least twelve (12) months (need not be consecutive) and for at least one thousand (1000) hours of actual service during the twelve (12) month period immediately preceding the commencement of the leave. The twelve (12) month period in which the twelve (12) week-leave entitlement occurs shall be a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave.

Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the twelve (12) weeks that has not been used during the immediately preceding twelve (12) months.

Any employee seeking an FMLA Leave is to write a letter to the Assistant Superintendent of Human Resources requesting the leave and include the anticipated dates of the leave.

The Human Resources Office will schedule a meeting with the employee to discuss the request and the particulars of taking an FMLA leave.

EMPLOYMENT BENEFITS

The following is merely an overview of the District's benefits package. It does not contain all relevant information. Please contact Human Resources to obtain all details.

Insurance

The Board agrees to provide medical insurance benefits to all eligible full-time employees. Regularly scheduled hours do not include extra duty time, overtime, transportation in terms of field trips, etc.

Health Insurance

Eligible full-time employees are given the choice of electing health insurance including an HMO option or PPO option. An employee's monthly premium is dependent on the employee's position and whether they elect for single or family coverage.

Dental Insurance and Vision Discount Program

Employees may take advantage of a discounted vision program. Eligible full-time employees are given the choice of electing insurance including an HMO option or PPO option. An employee's monthly premium is dependent on the employee's position and whether they elect for single or family coverage.

Life and AD&D Insurance

The Board will provide life insurance for each full-time employee. Full-time employees receive a policy valued at the amount of their salary up to \$50,000. Employees can purchase additional life insurance for themselves valued at the amount of their salary up to \$50,000. Evidence of Insurability may be required depending on the amount of coverage purchased.

Workers' Compensation

Workers' Compensation laws compensate employees for accidental injuries, death, and occupational disabilities suffered in the course of employment. Marquardt School District 15 provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments, hospital, medical, and surgical expenses (paid directly to hospital/physician), and assistance in injured employees in returning to suitable employment.

Employee Accident

If an employee is involved in an accident while in the line of duty, he/she is required to notify the direct supervisor within twenty-four (24) hours of the accident. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation.

Upon notification of an injury that results in the employee being absent from work, the employee will be charged workers' compensation sick leave pending determination of the claim by the insurance carrier.

1. Should the insurance carrier reject the claim, the employee will have deductions made from any accumulated sick leave or from salary once sick leave has expired equal to the

period of absence.

2. Should the insurance carrier approve the claim, the employee's accumulated sick leave will be reduced 1/3 day for each day absent. Upon expiration of sick leave, the employee will receive compensation only from the insurance carrier until the employee returns to full-duty status.

Social Security Benefits/ Medicare

Depending on the employee's position, both the employee and Marquardt School District 15 may contribute funds to the federal Social Security Program which provides retirees with benefit payments and medical coverage. Any employee participating in TRS does not contribute to social security; they only contribute to Medicare. For more information, please contact Assistant Superintendent for Finance and Operations/CSBO **Dr. Mike Zelek**.

Illinois Municipal Retirement Fund (IMRF)

Non-teaching and non-administrative positions working more than 600 hours are eligible to participate in the IMRF pension system. Eligible employees contribute 4.5% of their gross salary to IMRF. The District contributes an additional amount on their behalf. IMRF sets the additional amount on an annual basis.

Flexible Spending Account (FSA) and Dependent Care Assistance (DCA)

Annual Open Enrollment

An employee who wishes to participate must complete a new Flexible Benefits Plan Enrollment Form each year for the FSA and DCA portions of the Plan in order to participate for the current school year. If an employee fails to submit a completed Flexible Benefits Plan Enrollment Form during a designated open enrollment period to elect to participate in these portions of the plan, the employee will not be able to participate in the plan for that plan year.

Revocation of Election

Generally, once an employee makes a decision with respect to benefits, he or she may not revoke that election during the plan year or the designated benefit plan year. However, the employee may change the election during the plan year or during a designated benefit plan year if he or she experiences a qualifying life event. Employees must log-in to their personal EBC account to make the changes within thirty (30) days of these events *and* notify the Human Resources Office ahead of requesting the change. If the employee does not notify the Human Resources Office within thirty (30) days of the event, he or she must wait until the next annual open enrollment period to make an election change. The next section describes the situations in which it may be permissible to make a change.

Qualifying Life Events include, but are not limited to:

- a) **Legal marital status:** Events that change an employee's legal marital status, including the following: marriage; death of spouse; divorce; legal separation; and annulment.
- b) **Number of dependents:** Events that change an employee's number of dependents, including the following: birth; death; adoption; and placement for adoption, as well as a child becoming newly eligible for coverage or eligible for coverage beyond the date on which the child otherwise would have lost coverage.
- c) **Employment status:** Events that change the employment status of an employee, an employee's spouse, or an employee's dependent, including the following: a termination or commencement of employment; a strike or lockout; a commencement of or return from an unpaid leave of absence; a change in worksite, and the switching from part-time to full-time employment status or from full-time to part-time status by an employee or an employee's spouse or dependent.

d) **Dependent satisfies or ceases to satisfy eligibility requirements:** Events that cause an employee's dependent to satisfy or cease to satisfy eligibility requirements for coverage on account of attainment of age, student status, or any similar circumstances.

**For a full list of qualifying life events, please visit your EBC account.*

If the change in status is (a) an employee's divorce, annulment or legal separation from a spouse, the death of a spouse or dependent or (b) a dependent ceasing to satisfy the eligibility requirements for coverage, then an employee may only elect to cancel coverage for the affected spouse or dependent. Canceling coverage for any other individual under these circumstances would fail to correspond with that change in status and therefore is not a permitted election change.

Retirement Savings Plans

Marquardt School District 15 offers retirement savings plans under Section 403(b) of the Internal Revenue Service Code. The employee can contribute to a traditional before-tax plan or a Roth plan, which is after-tax. Contact the Business Office for more information on eligibility and approved financial providers of these plans.

EMPLOYEE EXPECTATIONS

Reporting for Work

Employees are expected to begin and end their work day at the time and day appointed. An employee must inform his or her supervisor before the start of the work day if he or she will be absent or late, and employees must obtain permission to leave early. Absences and late arrivals will be recorded and monitored. Should absences or tardiness exceed a reasonable limit, the employee will be subject to disciplinary action and possible termination.

Reporting Absences

All absences should be reported in AESOP as early as possible. The daily cutoff is 6:30am for absence entry. Sick Days do not need supervisor approval, but medical documentation will be required for absences that last for more than three (3) days.

Should you need to take a bereavement day, please enter the day(s) into AESOP **and** inform Human Resources of your need to take this leave and the relationship of the individual. Bereavement days are provided when a member of your immediate family or household passes away.

Time Sheets

Hourly positions will be required to submit timesheets. Additionally, there may be times when an employee will work outside his or her regular scheduled day. All overtime must be approved by the department head in advance. At these times, the employee is expected to submit a timesheet that has been signed and approved by their direct supervisor. Each employee is expected to submit time sheets on a bi-weekly basis according to the MSD15 Pay Period Calendar.

Breaks

An employee who works at least seven continuous hours shall receive a thirty (30) minute duty free meal break that begins within the first five (5) hours of the employee's workday. The district accommodates employees who are nursing mothers according to State and Federal law.

Email

Many important messages are communicated to employees via email. All employees are provided with a district email account and are expected to check their District email account each work day.

PERSONNEL POLICIES/NOTIFICATIONS

Uniform Grievance Procedure (Policy 2:260)

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/.
17. Title I of the Americans with Disabilities Act, 42 U.S.C. §1201 et seq.

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

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under

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

Deadlines

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

Filing a Complaint

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

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

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

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

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

The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

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

standard.

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Complaints Involving the Superintendent

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed by the Complaint Manager directly with the Board. The Board will make a decision within 30 school business days after receiving the Complaint Manager's or outside investigator's report. The Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. Appointing a Nondiscrimination Coordinator and Complaint Managers The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

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

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

Nondiscrimination Coordinator:

Asst. Supt. for Human Resources

Dr. Rovel Pollock

rpollock@d15.us

1860 Glen Ellyn Rd., Glendale Heights IL 60139

630-469-7615 ext. 1111

Complaint Managers and Title IX Coordinators:

Asst. Supt. for Human Resources Asst. Supt. for Finance & Operations/CSBO

Dr. Rovel Pollock

1860 Glen Ellyn Rd.,
Glendale Heights IL
60139

rpollock@d15.us **mzelek@d15.us**

630-469-7615 ext. 1111 630-469-7615 ext. 1091

Dr. Mike Zelek

1860 Glen Ellyn Rd., Glendale
Heights IL 60139

Harassment of Students Prohibited (Policy 7:20)

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*. Making

a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

Asst. Supt. for Human Resources

Dr. Rovel Pollock

1860 Glen Ellyn Rd., Glendale Heights IL60139
630-469-7615

Complaint Managers and Title IX Coordinators:

Asst. Supt. for Human Resources Asst. Supt. for Finance & Operations/CSBO

Dr. Rovel Pollock

1860 Glen Ellyn Rd.,
Glendale Heights IL.
60139

Dr. Mike Zelek

1860 Glen Ellyn Rd.,
Glendale Heights IL.
60139

rpollack@d15.us mzelek@d15.us

630-469-7615 630-469-7615

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy is in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

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

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment. For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination

Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed. Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, and/or any employee with whom the student is comfortable speaking

Preventing of and Response to 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 and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, 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:

1. During any school-sponsored education program or activity.
2. 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.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. *School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with

17

the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is 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 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

School	Phone Number
Black Hawk Elementary School 2101 Gladstone Dr. Glendale Heights, IL. 60139 Principal: Kim Roberts	630-893-5750
G. Stanley Hall Elementary School 1447 Wayne Avenue Glendale Heights, IL. 60139 Principal: Josh Jennings	630-469-7720
Charles G. Reskin Elementary School 1555 Ardmore Avenue Glendale Heights, IL. 60139 Principal: Janet Gruenwald	630-469-0612
Winnebago Elementary School 195 Greenway Bloomington, IL. 60108 Principal: Cody Battaglia	630-351-3416
Marquardt Middle School 1912 Glen Ellyn Road Glendale Heights, IL. 60139 Principal: Dr. Rebecca Gabrenya	630-858-3850

Nondiscrimination Coordinator:

Asst. Supt. for Human Resources Dr. Rovel Pollock 1860 Glen Ellyn Rd., Glendale Heights IL 60139 630-469-7615

Complaint Managers and Title IX Coordinators:

Asst. Supt. for Human Resources	Asst. Supt. for Finance & Operations/CSBO
Dr. Rovel Pollock	Dr. Mike Zelek
1860 Glen Ellyn Rd., Glendale Heights IL 60139	1860 Glen Ellyn Rd., Glendale Heights IL 60139
rpollock@d15.us	mzelek@d15.us
630-469-7615	630-469-7615

Complaint Managers:

1. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

2. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days

after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received. d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

1. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

2. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

3. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

4. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians. 5. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

6. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the reevaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

1. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- e. 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.
- f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- g. 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.
- h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (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 photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Suicide and Depression Awareness and Prevention (Policy 7:290)

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals. Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.

a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).

b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).

1. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:

2. At least once every two years, the training required by 105 ILCS 5/10-22.39 shall be provided to licensed school personnel and administrators who work with students in grades K through 8 to identify the warning signs of mental illness and suicidal behavior in youth and they shall be taught

appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and

3. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.

1. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities.

Implementation will incorporate paragraph number 2, above, along with Board policies:

1. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

2. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

3. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;

4. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;

5. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;

6. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;

7. 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 8. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
1. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 2. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 3. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

Equal Employment Opportunity & Minority Recruitment (Policy 5:10)

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

Administrative Implementation

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

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. **Nondiscrimination Coordinator:** Asst. Supt. for Human Resources

Dr. Rovel Pollock

1860 Glen Ellyn Rd., Glendale Heights IL 60139
630-469-7615

Complaint Managers and Title IX Coordinators:

Asst. Supt. for Human Resources Asst. Supt. for Finance & Operations

Dr. Rovel Pollock

1860 Glen Ellyn Rd.,
Glendale Heights IL
60139

Dr. Mike Zelek

1860 Glen Ellyn Rd., Glendale
Heights IL 60139

rpollack@d15.us mzelek@d15.us

630-469-7615 630-469-7615

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

Minority Recruitment

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

Title IX Sexual Harassment Grievance Procedure (Policy 2:265)

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties. Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX and its implementing regulations (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual*

Harassment Complaint or where no *Formal Title IX Sexual Harassment Complaint* has been filed. Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in all grades, and (b) ageappropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. 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*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge. The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinators:

Dr. Rovel Pollock

1860 Glen Ellyn Road, Glendale Heights, IL 60139
rpollock@d15.us 630-469-7615

Dr. Mike Zelek

1860 Glen Ellyn Road, Glendale Heights, IL 60139 mzelek@d15.us
630 -469-7615

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment. Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 1. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 2. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
 6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 7. Include reasonably prompt timeframes for conclusion of the grievance process.
 8. Describe the range of possible disciplinary sanctions and remedies the District

may implement following any determination of responsibility.

9. Base all decisions upon the *preponderance of evidence* standard.

10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.

11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.

12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Workplace Harassment Prohibited (Policy 5:20)

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

Procedure; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint and Whom to Contact

Employees and others are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, the Illinois Department of Human Rights and/or the U.S. Equal Opportunity Commission. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

Investigation Process

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

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

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

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

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

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

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

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

Retaliation Prohibited

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

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

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

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

Nondiscrimination Coordinator:

Dr. Rovel Pollock

Asst. Supt. for Human Resources
1860 Glen Ellyn Rd., Glendale Heights IL60139
630-469-7615

Complaint Managers and Title IX Coordinators:

Asst. Supt. for Human Resources and Asst. Supt. for Finance & Operations/CSBO
Dr. Rovel Pollock 1860 Glen Ellyn Rd.,

Glendale Heights IL
60139

Dr. Mike Zelek

1860 Glen Ellyn Rd., Glendale
Heights IL 60139

rpollack@d15.us mzelek@d15.us

630-469-7615 630-469-7615

Drug and Alcohol Free Workplace: E-Cigarette, Tobacco, and Cannabis 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 or being *on call* for the District:

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

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

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or 4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

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

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

E-Cigarette, Tobacco, and Cannabis 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 e-cigarettes, tobacco, and cannabis 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 has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis has the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9).

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the 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.

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 shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-3585117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance

of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

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 1-800-THE-LOST (1-800-8435678) or online at report.cybertip.org/ or www.missingkids.org. 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:

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. Complete annual sexual harassment prevention training.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*.

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.

When the Superintendent has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license 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 ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification*.

Employee Ethics; Conduct; and Conflict of Interest (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, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee and student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct*. *Sexual misconduct* is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 1. A sexual or romantic invitation
 2. Dating, or soliciting a date
 3. Engaging in sexualized or romantic dialog
 4. Making sexually suggestive comments that are directed toward or with a student
 5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 6. A sexual, indecent, romantic, or erotic contact with the student
7. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
 1. Transporting a student
 2. Taking or possessing a photo or video of a student
 3. Meeting with a student or contacting a student outside the employee's professional role
 4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
 5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*; and
 6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff*

Development Program.

Statement of Economic Interests

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

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and 7. Any employee in a position that requires an administrative or a chief school business official endorsement.

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.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*. Outside Employment
Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Responsibilities Concerning Internal Information (Policy 5:130)

District employees are responsible for maintaining: (1) the integrity and security of all internal

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

Solicitations By or From Staff (Policy 5:140)

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

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:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. 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:

1. 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.
2. 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.
3. 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.
4. 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. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

The Superintendent is also responsible for ensuring the District complies with the Personal Information Protection Act, 815 ILCS 530/. Compliance measures shall include each of the following:

1. Written or electronic notification to an individual and, if applicable, the owner of the information or licensee, as required by 815 ILCS 530/10 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:

1. An individual's first name or first initial and last name in combination with any one or

more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or

2. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.

2. Cooperation with the owner of the information in matters relating to the breach, if applicable, as required by 815 ILCS 530/10.

3. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #1, above.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Internet Safety – Acceptable Use of District Computers and Use of District Means to Access the Internet (Policy 6:235)

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (WiFi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

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

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including

but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use. Acceptable Use

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

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. Violations
The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

5:125 Personal Technology and Social Media: Usage and Conduct

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, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes 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/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20,

Workplace Harassment Prohibited; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.

2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.

3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.

4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.

5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting*.

6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures. 8. Use personal technology and social media for personal purposes only during nonwork times or hours. Any duty-free use must occur during times and places that

the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics,

teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. 2. Direct School Principals to annually:

- a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
1. Build awareness of this policy with students, parents, and the community.
 2. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
 3. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

School Board Policies

All employees are responsible for knowing and complying with the School Board policies and procedures. Policy reference books are available in Principals' offices and are also [available online](#). Should an employee have a question or wishes to review these policies they should confer with their building administration.

COMMEMORATIVE HOLIDAYS

Commemorative holidays include specified patriotic, civic, cultural, or historical persons, activities, or events which are regular school days. Commemorative holidays include: January 28 (to be known as Christa McAuliffe Day and observed as a commemoration of space exploration), February 15 (the birthday of Susan B. Anthony), March 29 (Vietnam War Veterans Day), the school day immediately preceding Veterans Day on November 11 (Korean War Veterans Day), October 1 (Recycling Day), December 7 (Pearl Harbor Veterans Day), and any day so appointed by the President or Governor. School boards may establish commemorative holidays whenever in their judgment such action is advisable. School boards shall include instruction relative to commemorated persons, activities, or events on the commemorative holiday or at any other time during the school year and at any point in the curriculum when such instruction may be deemed appropriate. In addition, if any legal holiday is waived and students are in attendance, those days will be considered commemorative holidays and the pertinent activities, events, or persons will be recognized.

RELIGIOUS OBSERVANCES

It is the policy of Marquardt School District 15 to accommodate students who observe religious holidays which are recognized nationally but do not fall during regularly scheduled holidays. Such days are considered excused absences as long as notice has been given to school staff prior to the absence. Teachers are requested to avoid quizzes, exams, field trips or other special events during these holidays.

STUDENT/STAFF INJURY OR ILLNESS - ACCIDENT REPORTS

Please report significant student injuries or illnesses to the school health office. All first aid materials are available in the nurse's office. When an injury occurs to a student, an accident report must be filled out by either the supervising teacher or the teacher who referred the student for attention. These accident reports should be filled out and turned in to the school office. Teachers are to refrain from diagnosing any injury or illness. Reports are to be factual, brief and simple. Students requesting to see the nurse while in class must have a pass from the classroom teacher. If a student appears to be severely injured or ill, send for assistance. Do not move the injured party. The first trained person arriving on the scene in an acute or serious emergency immediately instigates the required life-saving technique. Do not move the party until the nature of the injury or illness has been determined.

Staff injury occurring during school hours must be reported to the School Principal and Company Nurse must be called. This will generate an accident report for our records. Emergency situations will require phone contact of the emergency number listed on the District form. For any injury, life-threatening or otherwise, the Employee must report the injury to their Supervisor and call the **COMPANY NURSE HOTLINE AT 1-855-921-9518** and speak with the medical professional who will assist the employee with his or her medical needs and expedite the claims processing. The Nurse receiving the call will triage the injury as follows:

- ✓ No treatment needed – return to work
- ✓ Self-treatment, RN advise – return to work, same or next shift ✓
- Seek treatment at designated clinic/physician
- ✓ Emergency – call 911, seek emergency treatment immediately

The Company Nurse hotline is available 24 hours a day, 7 days a week. Posters containing this information are located throughout the District.

Company Nurse will complete the information and send it to Risk Management and the department/site workers' compensation liaison.

Company Nurse will handle all initial reporting of employee incidents. It is important to report all incidents no matter how minor. This protects the employee's rights under workers' compensation.

COMMUNICABLE DISEASES (PERSONNEL)

Per Board Policy 5.40, The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review

Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law

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

FIRE AND CRISIS PROCEDURES

Please see the District crisis plan and building emergency procedures.

WELLNESS/FITNESS ROOM

The fitness room located at the Marquardt Middle School is available for staff members' use before and after school. Every staff member must be trained by a designated instructor and sign a waiver before his/her initial use of the equipment. A member of the middle school physical education teaching staff can be contacted for training. The fitness room will be available from 6:00-7:30 am and 3:00-9:00 pm, Monday through Friday, during the school year. It will be closed on holidays and weekends.

SMOKE FREE ENVIRONMENT

No tobacco products of any kind are allowed in any District building or on District grounds.

USE OF CELL PHONES

Personal cell phones should not cause a disruption or interfere with instruction, and should be used in conformity with Board Policy 5:125 concerning the use of personal technology. Personal use must not occur when students are present.

EMPLOYMENT OUTSIDE OF THE DISTRICT

Consideration should be given to Board Policy on outside employment of

professional staff, i.e., that no employee is to engage in outside employment which interferes with the efficient performance of his/her duties for the school system.

EMERGENCY CLOSING OF SCHOOLS

Schools are equipped with a weather alert system to warn of imminent dangerous weather conditions. In the event of a warning during school hours, all students will remain in the building at the discretion of the building administrator in consultation with the superintendent, if possible.

Due to inclement weather or other hazardous conditions, school may be canceled. When such conditions occur, automated phone message systems will be activated, and information will also be placed on the school and district office voicemail, school and district websites, and on school and district social media pages. Please make sure your most current contact information is on file with the school office and the Human Resources Department.

VISITORS

All visitors to the school must check in at the school office upon entrance into the building, and upon signing in, each visitor will receive a pass/badge permitting access to the class area(s).

Parents are encouraged to wait outside the building to avoid congestion at arrival and dismissal times.

EMPLOYEE PROTECTION

Contact between parents and school personnel should be conducted in a courteous and diplomatic manner. If conversation should begin to deteriorate through abusive, threatening, or profane language, the conversation can be terminated and a meeting rescheduled for a later date, with the Principal (or Principal designee) present or on the line for a conference call.

An employee who is involved in an abusive or threatening parental conversation should contact their School Principal to discuss these options: 1) For police documentation purposes, call the police and report the incident. The officer will provide a case number. 2) A complaint may be filed with the police department and, if found to be warranted, a ticket will be issued. Both the employee and the parent may be required to go to court.

STAFF DRESS

A professional appearance has a positive impact on the workplace environment. All District employees are expected to act as role models by promoting a professional

image and dress accordingly.

Teacher Handbook

I. PLANNING AND PREPARATION

SCHOOL PARTNERSHIP COUNCILS

Each school has a School Partnership Council made up of various representatives at the building level. Information regarding SPC will come from your school's principal.

SCHOOL IMPROVEMENT PLAN

It is expected that all school-level staff members will actively participate annually in the formulation, implementation, and evaluation of the School Improvement Plan. Principals and SPCs are developers and key drivers of this plan. If you have any questions, please contact your school's principal.

CURRICULUM GUIDES

Curriculum guides are revised periodically for the academic areas. It is the responsibility of the teacher to develop lesson plans that implement the approved District curriculum as aligned to the Illinois Learning Standards. Supplemental materials may be used to enrich and enhance all programs. Curriculum guides and implementation are led by each school's principal.

CURRICULUM: UNITS OF INSTRUCTION

District 15 curriculum guides are aligned to the Illinois Common Core Learning Standards. In addition to teaching the seven fundamental learning areas (language arts, mathematics, science, social science, fine arts, physical development and health, and foreign language at the middle school), the Illinois School Code also requires specific units of instruction. These units include: conservation of natural resources, history, holocaust, black history, history of women in America, career education, health, safety education, danger and avoidance of abduction, prevention and avoidance of alcohol, tobacco use, drug and substance abuse. Students in grades 7 & 8 also receive instruction in the prevention, transmission and spread of AIDS, and prevention and abuse of anabolic steroids.

FREE CURRICULUM MATERIALS

Teachers are expected to use current curriculum materials provided by Marquardt School District 15. With that being said, teachers are discouraged from implementing any unauthorized curriculum resources without receiving approval from principals **and** the

STUDENT USE OF TECHNOLOGY

Student access to technology can be found in every classroom in District 15. Teachers integrate technology into classroom lessons. Students use various technology tools to help them collect, manage, evaluate, and communicate information. At elementary and middle school levels, students participate in the District's 1:1 initiative that allows laptops to go home with them with the purchase of insurance.

When a child enters a school as a Kindergartner, 6th grader, or transfer student, Technology Required Use Agreements is part of the Online Registration Packet. A student's parent is required to review and sign the Required Use Policy (RUP). Parents are then to review the policy with their child. The signed RUP will be filled out every year at registration time.

Each year, District 15 staff will review individual students' responsibilities for using technology and Internet responsibility and safety using appropriate grade level terminology. District 15's technology policies ensure that all students have equal access and that equipment and individual user rights are protected and secure. Note: The District may authorize disclosure, use or dissemination of personal identification information regarding minors for educational purposes through approved secure web sites.

CLASS TIME SCHEDULES - Grades K-5

Please prepare a time schedule for your classes. Schedules must reflect all content areas in the Illinois Standards. Submit two copies to the Principal and retain one for your plan book. These must be completed by October 1. Questions concerning time allotments should be directed to your Principal.

SEATING CHARTS

Seating charts must be made for each class and kept up-to-date. Copies of seating charts must be located in the substitute folder. Teachers are encouraged to reach out to their school's principal with any questions.

LESSON PLANNING

Teachers should prepare daily lesson plans one week at a time in advance and have them available for review. The daily routine, location of supplies, textbooks, classroom procedures, use of materials, and other basic information should be included and written in a manner to facilitate a substitute as necessary. Lesson

preparation will include the use of modeling, examples, age appropriate techniques, resources, guided and independent practice, and checks for understanding based on the curricular standards and objectives. Administrators may request copies of a teacher's lesson plans at any time. Lesson plan books or hard copies of computer-generated lessons may be collected by the building administrator at the end of the year. Lesson plans overseen by school principals.

TEACHER ABSENCE

If you are absent from school due to illness, personal business or professional leave, please call or log in online to the Aesop automated sub-calling system for a substitute teacher. Teacher specialists and teacher aides are also required to notify the sub system and their building administrator of their absence whether or not a substitute is needed. If an absence extends more than three days, a doctor's note may be required.

SUBSTITUTE TEACHERS

Teachers must call or log in online to the Aesop automated sub-calling system to report an absence or to request a sub.

It is absolutely necessary that a substitute teacher have thorough lesson plans if that person is to work successfully. Teachers are responsible for having lesson plans and seating charts available to the substitute teacher. Other materials to be provided by the teacher include, but are not limited to, the following:

- a. Class lists
- b. Seating charts
- c. Special information about students*
- d. Class schedules
- e. Duty roster
- f. Lesson plans
- g. Appointment schedule
- h. Emergency plan location
- i. Teacher supervision duties
- j. Substitute folder
- k. Materials needed for the lesson

* All substitutes must be aware of students with special programming needs or health needs. This list must be prepared by the classroom teacher and included for a substitute.

If a substitute teacher is unsatisfactory, it is the obligation of the teacher to complete the substitute evaluation form. Principals will then discuss the complaint with the substitute. For specific incident-related questions, please contact your school's principal.

SUPPLIES AND MATERIALS

Prior to the opening of school, all supplies will be distributed according to District and school guidelines. When additional supplies are needed, please request from

the school administrator using a Purchase Order Request form. Check the supply list and approved textbook list for your grade. Please return any excess teacher editions and student books to your school's principal. Any questions regarding supplies and materials should be directed to your school's principal.

FREE PROMOTIONAL MATERIALS

Distribution of free promotional materials requires the pre-approval of the Business Manager. Many free materials carry advertising; public schools do not permit advertising by privately owned businesses.

BAND, ORCHESTRA, AND CHORUS

Students may participate in the band, orchestra, and/or chorus programs available. Rehearsal schedules are arranged and distributed as soon as possible once classes begin. Students participating in band, orchestra, and/or chorus must have the opportunity to make up any work missed while participating in these activities.

II. EDUCATIONAL PROGRAM

SCHOOL PROPERTY

Students shall be instructed to respect and have a regard for public property and exhibit behaviors in accordance with the six pillars of *Character Counts* and *PBIS (Positive Behavior Intervention Supports)*. Incidents of vandalism should be reported to the School Principal immediately.

FIELD TRIPS

All field trips must have educational significance and be related to the District curriculum. Please see the grade level field trip list below. The following criteria should be utilized in presenting plans for any field trip to the school principal:

1. Objectives toward which the trip is intended to contribute should be planned by the teachers and/or students. These objectives should be defined, limited in number, and aligned to the Illinois Learning Standards. The objectives should indicate the necessity for the field trip in that they cannot be accomplished in another way in the classroom. The objectives should indicate the necessity for the field trip in that they cannot be accomplished in another way in the classroom. Teachers should plan no more than three field trips per year, in addition to field trips for human growth and development and career education. Field trip request forms are available from the School Principal.

2. Each field trip should be prepared so that the students, as well as the teacher, know what they are going to see, why they are going to see it, and what they will

be expected to learn. They should also be informed as to what will be required of them in terms of a report, notebook, etc., after the trip is over. They should be told how they will be expected to conduct themselves on the trip.

3. Teachers need to take cell phones and student emergency information on every trip.

4. Once the trip has been completed, a follow-up should be conducted by the teacher so that each student will be aided in meeting the objectives of the field trip. This might be a class discussion, a report, an experience chart or any other means that the teachers may use to make certain the class has accomplished the objectives they have set for themselves.

FIELD TRIP PERMISSION SLIPS

Teachers who are organizing a field trip or other activity away from the school grounds must have on file, prior to leaving on the trip, a statement granting permission for the student to make the trip and signed by a parent and/or guardian. This permission slip should contain all pertinent information such as the destination, purpose of the trip, time leaving, time returning and, of course, the date. If the trip is at a time other than the regular school hours, it should be pointed out that it will be necessary for the parents to provide transportation for the student from the school to home. Teachers must also contact the Food Service in regards to lunches for the field trip.

FIELD TRIP CHAPERONES

If parents accompany a class as chaperones, they will not be allowed to bring any other children with them on the trip. The only children allowed on the trip will be those of the participating class. Chaperones must also complete a background check prior to the trip.

MEDIA/TECHNOLOGY EQUIPMENT

The sheets for signing out equipment will be kept in a designated area in the Library Media Center. Do not remove equipment if you have not signed out for it. If you have any problems or need assistance with audio-visual equipment, please contact the Library Media Center staff.

HOMEWORK

Homework is student work done outside of the class where the work was assigned. It may consist of work that was not completed during the regular school day or it may be a specific student project. In either case, the teacher has

sufficiently prepared the student in class so that the homework may be completed independently.

Homework plays an important part in developing a child's responsibility for completing work and in providing additional practice for daily skills and concepts.

CLASSROOM ENVIRONMENT

Classroom displays/bulletin boards should be instructional and/or decorative and changed to reflect current themes and content. Displays should invite student participation, encourage creativity, and relate to class activities. Students learn best in a rich, stimulating environment.

DUPLICATING MATERIALS

Photocopying should be used purposefully. Worksheets are only one activity that can be used along with hands-on activities, cooperative groups, problem solving, etc. Be sure to take note of copyright laws when requesting photocopies. (See above.) The appearance and content of duplicated materials should be professional.

When submitting requests, they need to be for the current unit of study." Orders will be returned as soon as possible. Due to the volume of requests, however, allow a week for material to be duplicated. Please keep the following points in mind. Materials that do not meet the guidelines will be returned.

- * All originals must be full size (8-1/2 x 11). Review all materials in a multiple sheet request to ensure that all pages are full size. Mixed sizes result in paper jams, which may mangle originals or result in copies that are out of order.

- * Fill out the request form completely. A frequent omission is "number of copies." Also, if you want material collated and stapled, be sure to check that box and not just the box marked collated.

- * Make sure your instructions are clear. Frequently it takes several minutes to go through the material and understand exactly what is needed. On occasion requests have had to be returned for clarification.

- * Do not mix single-sided and double-sided originals. It is very easy to miss those second sides.

- * Make a new original if a page is torn, bent, or in poor condition.

- * Remember margins! The Xerox machine expands the material it copies. If the print is too close to the edges (top, bottom, sides), it may be lost when copied.

- * Please do not use recycled paper (old flyers, worksheets, etc.). If you indicate double-sided, there is the possibility that the "scratch paper side" will be copied. Clean, unused paper works best in all situations.

* Do not include stapled material in with groups of single sheets. They will jam the machine and do serious damage to your originals.

COPYRIGHT AND FAIR USE GUIDELINES FOR TEACHERS

A summary chart regarding copyright and fair use guidelines for teachers is reprinted on the following two pages.

Summary of Copyright and Fair Use Guidelines for Teachers

Medium	Specifics	What You Can Do	The Fine Print
Printed Material (short)	- Poem less than 250 words; 250-word excerpt of poem greater than 250 words - Articles, stories, or essays less than 2,500 words - Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less) - One chart, picture, diagram, or cartoon per book or per periodical issue - Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book	- Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes. - Student may incorporate text into multimedia projects.	- Copies may be made only from legally acquired originals. - Only one copy allowed per student. - Teachers may make copies in nine instances per class per term. - Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district. - Don't create anthologies. "Consumables," such as workbooks, may not be copied.
Printed Material (archives)	- An entire work - Portions of a work - A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer	A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost or stolen."	- Copies must contain copyright information. - Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.
Illustrations and Photographs	- Photograph - Illustration - Collections of photographs - Collections of illustrations	- Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used. - From a collection, not more than 15 images or 10 percent (whichever is less) may be used.	Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at www.loc.gov or www.mpa.org.
Video (for viewing)	- Videotapes (purchased) - Videotapes (rented) - DVDs - Laserdiscs	- Teachers may use these materials in the classroom. - Copies may be made for archival purposes or to replace lost, damaged, or stolen copies.	- The material must be legitimately acquired. - Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction." - Use should be instructional, not for entertainment or reward. - Copying OK only if replacements are unavailable at a fair price or in a viable format.
Video (for integration into multimedia or video projects)	- Videotapes - DVDs - Laserdiscs - Multimedia encyclopedias - QuickTime Movies - Video clips from the Internet	Students "may use portions of lawfully acquired copyright works in their academic multimedia," defined as 10 percent or three minutes (whichever is less) of "motion media."	- The material must be legitimately acquired: a legal copy (not bootleg) or home recording. - Copyright works included in multimedia projects must give proper attribution to copyright holder.

Summary of Copyright and Fair Use Guidelines for Teachers

Medium	Specifics	What You Can Do	The Fine Print
Music (for integration into multimedia or video projects)	- Records - Cassette tapes - CDs - Audio clips on the Web	Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students.	- A maximum of 30 seconds per musical may be used. - Multimedia program must have an educational purpose.
Computer Software	- Software (purchased) - Software (licensed)	- Library may lend software to patrons. - Software may be installed on multiple machines, and distributed to users via a network. - Software may be installed at home and at school. - Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format.	- Only one machine at a time may use the program. - The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users. - Take aggressive action to monitor that copying is not taking place (unless for archival purposes).
Internet	- Internet connections - World Wide Web	- Images may be downloaded for student projects and teacher lessons. - Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above).	- Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. - Any resources you download must have been legitimately acquired by the Web site.
Television	- Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) - Cable (e.g., CNN, MTV, HBO) - Videotapes made of broadcast and cable TV programs	- Broadcasts or tapes made from broadcast may be used for instruction. - Cable channel programs may be used with permission. Many programs may be retained by teachers for years – see Cable in the Classroom (www.ciconline.org) for details.	- Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS's <i>Reading Rainbow</i>, allow for much more.) - Cable programs are technically not covered by the same guidelines as broadcast television.

Sources: United States Copyright Office *Circular 21*; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; *Fair Use Guidelines for Educational Multimedia*; cable systems (and their associations); and *Copyright Policy and Guidelines for California's School Districts*, California Department of Education. **Note:** Representatives of the institutions and associations who helped to draw up many of the above guidelines wrote a letter to Congress dated March 19, 1976, stating: "There may be instances in which copying that does not fall within the guidelines stated [above] may nonetheless be permitted under the criterion of fair use."

III. STUDENT/TEACHER RELATIONSHIPS

NEW STUDENTS

Every effort should be made to make new students feel successful. Some possibilities to help new students become comfortable more quickly include:

- * tour of building;
- * new student group;
- * “buddy system.”

DISCIPLINE

Philosophy

The Board believes that a school's climate should promote open expression of beliefs, mutual respect and trust, as well as personal, caring relationships. However, when that climate is violated by inappropriate or illegal student conduct, the Board recognizes its responsibility to establish disciplinary policies and procedures that deal with such conduct in a fair and responsible manner.

In all matters related to student conduct and discipline, the following individuals assume the supervisory role of parent/guardian to the students: teachers, other certificated employees (such as administrators), and any other person (whether or not a certificated employee) who provides a related service for or with respect to a student. This relationship extends to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students. The Board will give full support and assistance to its staff with respect to the maintenance of control and discipline in the schools within the parameters of this policy.

This discipline policy will be uniformly applied throughout all of the schools of the Marquardt School District and will be in compliance with all the appropriate state and federal requirements.

Extracurricular Activities

Students who participate in extracurricular activities, including but not limited to interscholastic athletics and competitive clubs, must also adhere to the requirements of the athletic and activities code.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials including e-cigarettes.
 2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Students who are under the influence are not permitted to attend school or school

functions and are treated as though they have alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, inhalants, mind-altering drugs, look-alike drugs, unauthorized medication, and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have drugs in their possession.

4. Using, possessing, distributing, displaying, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon, or used as a weapon, or that looks like a weapon.

5. Using, possessing, or distributing matches, lighters, or other items which may be used as incendiary devices.

6. Using or possessing cell phones and/or electronic signaling and cellular radio telecommunication devices in a disruptive manner and/or in violation of Board Policy. Electronic signaling devices include pocket and all similar electronic paging devices or beepers.

7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.

8. Engaging in bullying or cyberbullying behavior such as violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property at school.

10. Unexcused absenteeism (subject to the truancy statutes and Board policy concerning chronic and habitual truancy).

11. Being a member of, joining, promising or pledging to join, or soliciting any other person to become a member of any public school fraternity, sorority or secret society.

12. Involvement in gangs or gang-related activities, including but not limited to the display or possession of gang symbols, identifiers or paraphernalia, soliciting others for membership, requesting payment of dues, insurance or other forms of protection from any individual, intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property.

13. Engaging in any activity that constitutes an interference with or disruption of school purposes or an educational function.

14. Harassment of any type, including sexual harassment and racial/ethnic harassment.

15. Hazing of any type (subjecting others to pranks or humiliating ordeals) by any individual(s), any school-sponsored club or organization or at any school-sponsored activity.

16. Misuse of electronic technology.

17. Engaging in gambling activities, including but not limited to card playing or playing other games of chance or skill for money or other thing of value, wagering upon the results of any game, contest or other activity, or otherwise engaging in gambling as prohibited by law, unless such activities are part of a lesson plan or otherwise occur within the organized educational program of the District.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. In school buildings;
2. On school grounds;
3. Off school grounds at a school activity, function, or event;
4. On a school bus or other vehicle traveling to or from school or a school activity, function or event; or
5. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member or an interference with school purposes or an education function.

Disciplinary Measures

Disciplinary measures include, but may not be limited to, the following: 1.

Personal counseling.

2. Withholding of privileges.

3. Seizure of contraband.

4. Suspension from school and school property and all School sponsored events for up to ten (10) school days, provided that appropriate procedures are followed.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and school property and all school-sponsored events for a definite time period not to exceed two (2) calendar years, provided that appropriate procedures are followed.

7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.

8. Notification of parent(s)/guardian(s).

9. Removal from classroom.

10. In-school suspension. The building principal or a designee will ensure that the student is properly supervised.

11. Detention, provided that the student's parent(s)/guardian(s) has been notified in advance, transportation arrangements are agreed upon, and proper supervision is ensured.

12. According to Board Policy any Battery, Firearm, or Drug incident will be reported to the Student Incident Reporting System (SIRS)

Corporal Punishment

Corporal punishment will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and personnel are permitted to use reasonable force as needed to maintain safety for self, other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Weapons

In accordance with federal and State law, any student who possesses a weapon at any school in the District, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to the District, may be expelled from school for a period of not less than one year. However, this expulsion period may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis.

For the purposes of this policy, the term *weapon* means (1) a firearm, defined as any gun, rifle, shotgun, a *weapon* as defined by Section 921 of Title 18 of the United States Code (including, but not limited to, any weapon, including a starter gun, that will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, including any explosive, incendiary, or poison gas), "firearm" as defined in Section 1.1 of the Illinois Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Illinois Criminal Code, (2) knives, brass knuckles or other knuckle weapons regardless of composition, or billy clubs, or (3) any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined in this policy.

Aggressive Behavior

Aggressive behavior is defined as using, or urging other students to use, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward another

person. A student shall be considered to have aggressive tendencies if he or she: (1) repeatedly engages in aggressive behavior, or (2) repeatedly demonstrates behaviors that put him or her at risk for engaging in aggressive behavior ("at risk behavior"). When a student displays aggressive tendencies, District personnel shall record the aggressive and/or at risk behavior and shall notify the student's parents or guardians. When a student engages in aggressive and/or at risk behavior, District administrators shall arrange for the student to receive intervention procedures in order to mitigate the aggressive tendencies. The fact that students with aggressive tendencies receive intervention procedures shall not preclude any other type of discipline from being imposed in accord with the other provisions of this policy. See below for additional provisions relating to bullying.

Psychotropic or Psychostimulant Medication

No disciplinary action shall be taken that is based, in whole or in part, on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. This policy does not prohibit disciplinary action or the use of behavioral interventions, to the extent otherwise permitted by law, when a student violates a Board of Education policy, school or class rule, and/or federal, State, or local law, while at school, on school property, or at a school-related activity or event.

Due Process

Before receiving disciplinary action under this policy, the student will be notified of the wrongful nature of the alleged conduct, and given the opportunity to deny or explain his/her conduct.

In taking any disciplinary action under this policy, including the expulsion of students, the District will follow procedures required by State and federal law and Board policy.

Authority to Impose Discipline

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment or in-school suspension) that is appropriate and in accordance with District/school policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, will maintain discipline in the school and on school grounds.

Reasonable force may be used to restrain a student as needed to maintain safety for self, other students, school personnel or persons, or for the purpose of self defense or the defense of property. Also, teachers may temporarily remove students from a classroom in cases of disruptive behavior.

The Superintendent, building principals, assistant building principals or deans of students are authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus for a period not to exceed 10 school days, provided the appropriate procedures are

followed.

The Board may suspend a student from riding the bus in excess of 10 days for safety reasons. Further, students guilty of gross disobedience or misconduct may be expelled from riding the bus for the remainder of the school term or for a shorter period, as determined by the Board.

Disciplinary Policies and Rules

Each student is responsible for becoming familiar with the District's disciplinary policies and rules, and any claim of lack of knowledge of such policies and rules will not affect any disciplinary proceedings that are initiated against a student.

Suspension Procedures

Suspensions shall occur in conformance with applicable law and Board Policy (7:200) and will include, at minimum, the following procedures:

1. The appropriate school official will provide the student with oral or written notice of the charges against him/her and the reasons for the charges. If the student denies the charges, the student will be given an opportunity to present his/her explanation of the conduct to school officials.

2. Prior notice and hearing are not required. The student can be immediately removed from school, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the educational process.

3. A suspension will be reported immediately to the student's parent(s)/guardians(s). The student will not be sent home during school

hours until the appropriate school official has contacted the student's parent(s)/guardian(s).

4. A written notice of the suspension will be given to the student's parent(s)/guardians(s) as soon as possible and will contain the reasons for the suspension, the rule(s) or regulation(s) that the student is accused of having broken, the beginning date and number of days of the suspension, and the right to review out-of-school suspensions. In school and bus suspensions are not reviewable.

5. Upon request of the student's parent(s)/guardians(s), a hearing will be conducted by a hearing officer appointed by the Board to review the suspension.

At the hearing, the student's parent(s)/guardians(s) may appear and discuss the suspension with the hearing officer and may be represented by counsel at their own expense. After presentation of the evidence, the hearing officer will report to the Board via a written summary of the evidence heard. The Board may then take such action as it finds appropriate.

Expulsion Procedures

Expulsion proceedings shall occur in conformance with applicable law and Board Policy (7:210) and will include, at minimum, the following procedures:

1. The school administrator will recommend to the Superintendent whether a student should be expelled. If the Superintendent agrees with the school principal, a written notice will be sent to the student and his/her parent(s)/guardian(s) by registered or certified mail. The written notice will include (1) the reason the student is being recommended for expulsion, (2) the specific rule(s) or regulation(s) the student is accused of breaking, (3) the fact that a hearing will be conducted to discuss the student's behavior, (4) the time, date and place of the hearing, and (5) the fact that the hearing will be conducted by a hearing officer appointed by the Board. The written notice also will advise the student that, at the hearing, he/she has the right to have legal counsel at his or her own expense, the right to question the school administrator who made the recommendation to expel him/her, the right to have and question witnesses, and the right to make a statement in his/her behalf.

2. At the expulsion hearing, the hearing officer will hear evidence of the student's alleged gross disobedience or misconduct. After the hearing, the hearing officer will report to the Board a written summary of the evidence heard. Thereafter, the Board may take such action as it finds appropriate.

3. The student and his or her parent(s)/guardian(s) will be given written notification of the Board's decision.

4. Once a student has been expelled, his/her presence anywhere on District 15 property is prohibited until the completion of the expulsion period.

Rules and Responsibilities

While on the school premises, riding on school buses, or at any activity whenever the conduct, activity, or event bears a reasonable relationship to school, students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of our school district and the school the student attends. Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the rights of the teacher and the rights of other students to learn. Students who choose to behave in an inappropriate manner will be subject to appropriate disciplinary measures.

The discipline policy will be uniformly applied throughout all the schools of the Marquardt School District and will be in compliance with all the appropriate state and federal requirements. For any event that subjects a student to disciplinary sanctions, the administration reserves the right to seek such discipline as necessary that may include suspension and expulsion. Such a determination is to be made with consideration of the seriousness of the conduct, the past

59

conduct of the student, the effect of the action on the delivery of educational services, maintenance of safety and discipline, the severity of the penalty to be imposed, and the best interests of the student. Consequences typically become more restrictive as the behavior persists.

Please remember that these are only general guidelines for student discipline. Specific consequences/ disciplinary actions listed above may be modified at the discretion of the administration.

STUDENT DRESS CODE

School Dress Code Policy

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline. If there is any doubt about dress and appearance, the building principal will make the final decision.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, sun glasses, and hoods may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. This includes sagging jeans or pants.
- The length of shorts or skirts must be appropriate for the school environment. General guidance: shoulder to mid-thigh should be covered.
- Appropriate footwear must be worn at all times

Students violating these rules and regulations will be sent to the School Principal's/Assistant Principal's office for disciplinary action, and will be required to change into acceptable clothing.

STUDENT THREATS

As a result of recent acts of violence by students in school or in the community, District 15 declares its intent to take any threat, made by a student to another student or adult, seriously. The School Principal will investigate all such incidents

and recommend to the Board discipline measures, which could include a recommendation for expulsion.

STUDENT WELFARE AND EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Assistant Superintendent of Teaching and Learning.

ASSEMBLIES

Activities and cultural arts programs will be conducted for large student groups periodically. Students should be instructed about appropriate audience behavior. When going to and returning from an assembly, the students are to pass quietly and in orderly lines. Teachers must remain with their classes and provide active supervision unless other arrangements are made with the school administrator.

PARTIES

Elementary classroom parties will be limited to those parties approved by the Principal and planned jointly by class teachers and room representatives.

ANIMALS IN THE CLASSROOM

Animals may be brought into the classroom for educational purposes only, and only then with the permission of the School Principal. Such animals are to be kept in the classroom for the time necessary for their study only. Animals brought into the classroom must be adequately housed and cared for. Only the teacher, or students designated by the teacher, shall be permitted to handle such animals. Animals in the classroom shall be treated in a humane manner at all times. If animals are to be kept in the classroom on days when classes are not in session, arrangements shall be made for their care. All animals are subject to county health ordinances and procedures.

Additional limitations may be imposed to accommodate student health concerns.

AEROSOL SPRAYS/ESSENTIAL OILS

Occupational Safety and Hazard Administration (OSHA) regulations prohibit the use of aerosol sprays of any kind on school property. In addition, due to many students and teachers having asthma and sensory type issues, essential oil diffusers or any type of potent room fresheners may not be used in the classrooms.

IV. MANAGEMENT AND ORGANIZATION

BUS PROCEDURES

The transportation policy regarding the conduct of students is located in the Parent-Student Handbook. To better support these policies, each building has established boarding and unloading procedures. Check with your Principal regarding these procedures.

SCHOOL DAY/CALENDAR

Teacher Workday and Calendar shall be in conformance with Board Policy and the applicable collective bargaining agreement.

ENTRY

Students will enter the building at a designated time and place with the assistance and supervision of their teachers. Students should not enter the building prior to starting time in the morning unless it is to work with their teacher or because of extreme weather conditions. Students with mud or snow on them should brush off before entering the building. During inclement weather, students are to enter the building and go immediately to their designated areas. Teachers are to meet their classes at the door when school begins in the morning and following the conclusion of the school lunch hour.

PASSING IN HALLS/OPEN SPACE

Teachers should escort their class, in an orderly fashion, from one place to another. Do not dismiss your class to go to another teacher unless he/she is ready to receive them. Whenever the students are to get their coats, lunches, gym shoes, etc., it must be done in an orderly fashion. Teachers must escort their classes all the way to the exit doors and wait until each student leaves. This procedure may vary from school to school. Middle school teachers are expected to monitor students during passing periods and during arrival and dismissal.

HALL PROCEDURES

Any student excused from the classroom must have teacher permission. Only one student should be allowed to use the washroom from a class at any one time. Students should not be sent to their lockers/coat racks unless absolutely necessary and then only one student is to be sent at a time. Each building has appropriate procedures when students leave the classroom to go to various areas of the building. Students may not leave school grounds. Specific information relating to hall procedures can be discussed with your school's principal.

FLAGS AND MOMENT OF SILENCE

Every class must display a flag and will begin each day with the Pledge of Allegiance. Consideration must be made for students whose religion prohibits any pledge. A moment of silence may be observed following morning announcements.

MONEY

Teachers and others are prohibited from leaving cash in desks or cabinets, particularly overnight. The Board of Education will not be responsible for money left in any school overnight. Personal money and teacher collected monies are your own responsibility. Make sure any money collected is turned in every day to the office every day. Money collected in the front office should be locked up and sent to the District Office at least once a week.

Appropriate procedures have been developed for each building. See your school principal for more information.

BREAKFAST AND LUNCHROOM POLICIES AND PROCEDURES

Students in grades kindergarten through eight have the option of breakfast and are expected to eat lunch at school. Requests for exceptions to this policy must be made, in writing to the School Principal. Each school has established appropriate rules and regulations regarding lunch procedures. Parents and students will be notified of these rules and regulations. These rules and regulations can also be discussed with your school's principal.

WEATHER REGULATIONS

On those days when the National Weather Service indicates that the windchill factor will be +10 degrees or lower or a heat index of 95 degrees or higher, students will stay in for recess. Students may enter the school upon arrival and will stay inside for Physical Education. Administration will also monitor air quality. Final

decisions are at the discretion of the principal.

STUDENT ATTENDANCE

Arrival and Dismissal Times

Middle School classes begin at 8:05 am. Students in grades 6-8 may arrive at school at 7:50 am. The school entry bell will ring at 7:58 am. Dismissal is 3:15pm. Students in grades K-5 may arrive at school at 8:50 am. The school entry bell will ring at 8:55 am. Dismissal is 3:45pm.

A student who arrives at school after school has started must report to the school office before being admitted to class. Parents may be contacted for verification at this time. Students having permission to leave the building during school hours will be required to be signed out in the school office by a parent, guardian or person specifically approved by the parent or guardian.

Identification may be required prior to a student being called to the office and before the release of any student.

Tardy

Students are marked tardy if they arrive up to 30 minutes late from the start of the instructional day. There are two exceptions: a) students who are on buses that arrive to school late or students who arrive late due to inclement weather and b) students who arrive within the first 30 minutes of the instructional day with a note signed by a doctor or dentist verifying an appointment. Students who arrive more than 30 minutes late will be marked absent for half a day. Excessive tardies will result in action by the school administrator. See school's separate Absence/Tardy Guidelines.

Truancy

Truancy is defined as an unexcused absence from school. Chronic truancy is defined as having 5% or more absences without valid cause in the last 180 days of school. Excessive or long-term absences will result in action by the school administrator and/or may require a doctor's note. Supportive services and available resources may be provided for students on an as needed basis.

Chronic Absenteeism and Attendance Procedures

1. Student attendance will be taken daily at the elementary schools and every period at the middle school. The teacher, secretary, and School Principal will work together to provide the Principal with a list of frequently absent or tardy students.
2. If a pattern of absenteeism or tardiness warrants investigation, the Principal, teacher, and student will meet together to discuss possible reasons for

absenteeism or tardiness and intervention strategies to address the reasons.

3. If the pattern continues, the Principal will contact the parent by letter concerning the problem. This letter will include a copy of the student's attendance report. A copy of the letter and report will also be sent to the County Truant Officer.

4. Student attendance will continue to be closely monitored.

5. If the problem is not corrected, the Principal will make a second contact to the parents by phone with a follow up letter. This letter will also be copied to the County Truant Officer.

6. If the problem is still not corrected, the Principal will schedule a conference with the teacher, parent, Principal, and other appropriate personnel (such as the social worker).

7. If the problem persists, the student will be referred to SST and/or an outside agency.

WASHROOM PROCEDURE

Discuss procedures of personal cleanliness, flushing of toilets, acceptable behavior and other areas of concern with your class at the beginning of the school year and as necessary. Discuss the disposal of feminine hygiene products discreetly with the girls.

CLASS AREAS

Each teacher and his/her class have the responsibility for the condition of the class area. He/she should facilitate the efforts of the custodian to clean properly, as well as maintain a healthful and suitable teaching environment. Cleaning supplies are available from the custodian. Please be aware of building recycling procedures.

SUPERVISION

The teachers/supervisors on duty should report promptly to meet and supervise students as they enter the building and go to their designated areas. Teachers/supervisors on playground duty should be located outside the building and actively supervising. Be alert for any potentially dangerous situations. Reporting promptly is important to safety and is the responsibility of all. Notify the office immediately if strangers appear on the playground. Only authorized equipment is to be used on the playground.

All supervisors should be familiar with the building emergency procedures and building discipline plans.

PHYSICAL EXAMINATIONS REQUIRED FOR SPORTS

Evidence of a physical examination will be required of any student who wishes to try out for an organized sport.

REQUIRED PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Illinois law requires that students have a physical examination and the required immunizations when entering preschool, kindergarten (or 1st grade if a child did not attend kindergarten), sixth grade, and for students transferring into Illinois from out of state or out of country in other grades. Physicians licensed to practice medicine in all of its branches, Advanced Practice Nurses, or Physicians Assistants shall be responsible for the performance of the health examinations, other than dental examinations and vision and hearing screening, and shall sign all report forms required. Exemptions to the requirements are limited to medical contraindication or religious objection. The mandated form must be turned in to the health office no later than October 15 of that school year. Illinois law requires students to be excluded from school if these requirements have not been met.

Required vaccinations:

1. Diphtheria, pertussis, tetanus (DPT) with boosters after four years of age and one dose of Tdap prior to 6th grade entry
2. Polio four doses with the last dose on or after the 4th birthday
3. Measles, mumps, rubella (MMR) two doses with the first dose given on or after the first birthday and the second dose no less than 4 weeks later
4. Chickenpox (Varicella), two doses with the first dose given on or after the first birthday and the second dose no less than 4 weeks later
5. Hib vaccine (for students entering Early Childhood and Pre-Kindergarten programs only)
6. Hepatitis B vaccine, a series of three over a 6 month period (early childhood, prekindergarten and grades six through 8)
7. Pneumococcal conjugate vaccine (for students entering Early Childhood and PreKindergarten programs only)
8. Meningococcal Conjugate Vaccine prior to 6th grade entry given on or after the 11th birthday
9. It is strongly recommended that students also have a skin test for tuberculosis **Dental**

Examination

Effective July 1, 2005, Public Act 93-946 requires all Illinois children in kindergarten, second and sixth grades to have a dental examination performed by a licensed dentist between Nov. 15 of the previous school year and May 15 of the current school year. Dental examination forms are available from the school health office.

Vision Examination – Kindergarten

Public Act 95-0671 requires that all children entering kindergarten and any student enrolling for the first time in an Illinois school have proof of an eye exam. This exam must have been performed by a physician licensed to practice medicine in all of its branches or a licensed optometrist within the previous year. The mandated form must be turned in to the health office no later than October 15 of

that school year. Vision exam forms are available from the school health office.

Please see PowerSchool for any health-related information regarding your student, including vision and allergies. For additional information, please reach out to your school nurse.

HEALTH and WELLNESS

District 15 prohibits the use of food as an instructional tool. Exceptions can be made with children with IEP's, or with signed permission forms from parents and principals.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Marquardt School District 15 values effective and efficient communication with parents and guardians. The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires that school districts obtain written consent prior to the disclosure of personally identifiable information from your child's education records. School districts may disclose certain information, called "directory information" without written consent, unless a parent/guardian requests that it not be released. The primary purpose of sharing this information is to allow the school district to highlight notable student achievements and events in certain school publications.

Parents receive information about their FERPA rights in their Parent/Student Handbook. If parents do not want MSD15 to disclose directory information or use photographs/videos without their prior written consent, parents notify the District by submitting a written request to the student's school (addressed to the Principal) before the first day of the school term. **If any parent denies the publishing of directory information or use of photography/video without prior written consent, the principal will notify school and District staff.**

Release of Information

All special education materials, i.e., psychological reports, social developmental studies, health histories, IEP's, etc. will be released when a properly signed release of information form is received.

LOST AND FOUND

Please make an effort to locate the owner of an item in class before sending them to the appropriate building location. Periodically items will be displayed in a designated area. (SEE MAIN OFFICE)

KEYS/KEY CARDS

It will be the responsibility of the Principals to see that only authorized personnel obtain keys/key cards to their respective buildings or classrooms and that all employees under their jurisdiction turn in their keys/key cards upon termination of employment or before the end of the year. Should any employee lose such keys/key cards, the employee should notify the school administrator immediately. The employee may also be charged for the actual cost of replacement. Exterior door keys

shall be issued only to administrators and custodians and other persons according to procedures and regulations developed by the Superintendent. In the event that a key/key card is lost, the school administrator shall immediately notify the Superintendent.

MAIL

Teachers' mailboxes are located in the school office. Please check these every morning and at the end of day for messages and information. Students are not to pick up mail for the teacher. Teachers are also expected to check their email/voicemail messages on a daily basis.

HOMELESS ASSISTANCE

The District Homeless Liaison is Dr. Melissa Mendoza-Thompson, mmendoza@d15.us.

V. STUDENT EVALUATION

Educational reports or psychological, health, IEP's, specialized evaluations, etc. are to be released.

Records can be sent to other CASE members without a release.

Individual student case study components must be given to parents at multidisciplinary staff conferences.

PARENT/TEACHER/STUDENT CONFERENCES

Conferences are scheduled for each student each year as listed in the school calendar. At the discretion of the teacher or parent, the student may attend.

Conferences are considered teacher workdays. Hours for conferences are set by the Board of Education with the adoption of the District calendar.

PROMOTION/RETENTION/REMEDIATION/ACCELERATION PROCEDURES

In accordance with Board Policy 6:280, the Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

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

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the

grade,

- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

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

In accordance with Board policy 6:135, The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner. The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP;
3. Assessment processes that include multiple valid, reliable indicators; and
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:
 1. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 2. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 3. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

SPECIAL EDUCATION SERVICES AND PROGRAMS

Preschool Screening

Preschool screening is offered periodically during the school year for children ages three to five not yet in Kindergarten. Screenings are conducted in partnership with Metropolitan Family Services. The areas of academic readiness, speech/language development, social/emotional development, self-help skills, motor, and vision and

hearing are assessed. Parents should contact Metropolitan Family Services at 630-784-4801 to schedule a preschool screening appointment.

Problem Solving Services (PSST)/Special Services Team (SST)

The Problem Solving Services Team (PSST) is designed and staffed to monitor those students requiring intervention services based on school wide assessments. The PSST will include the classroom teacher, reading and/or math specialist, depending upon who is involved with the student; the special education resource teacher; and may include certified personnel who provide related services and/or health services. The school administrator is the chair of the PSST. The PSST will review data and progress and determine if the student needs additional reading or math support services, and if so recommends a plan for the delivery of those services.

When learning and/or behavioral difficulties persist, the SST, including the school administrator, school psychologist, school social worker, school nurse, classroom teacher and other related services personnel as needed, will meet to discuss the student's educational needs/concerns. The documentation from PSST will be reviewed and the SST may recommend additional intervention steps or may recommend referral for a full and individual evaluation. The student's primary language and/or mode of communication must be documented.

Marquardt D15 Special Education Programs

Marquardt School District 15 offers special education programs and related services for those students who have been determined eligible. Eligibility and placement decisions are determined by the multidisciplinary team working with that student. Parents are members of this team for their individual child. Listed below is a description of the various types of programming available for eligible students. Student placement is determined at that student's IEP meeting with the Parent and IEP Team present.

Early Childhood Special Education – The Early Childhood Special Education Program is designed for students with identified disabilities in the areas of speech and language, motoric, behavioral and/or cognitive functioning. This program is designed to provide early intervention to students with disabilities in each of the developmental areas.

Preschool for All Blended Classrooms – These are classrooms that are designed to serve students who are at risk, and this is identified through the preschool screening process. Preschool special education students with mild to moderate needs are included in this program. All developmental areas - language, motor, social/emotional and academic readiness - are addressed as part of the program.

Speech and Language – Speech and Language Services are provided for students with speech and/or language impairments which interfere with their educational or social development. Speech and Language services can be provided as a stand-alone service, or as a related service within another special education program.

Resource – The Resource Program is designed for students who require special education services for less than 50% of their school day. This type of program can include consultation by the resource teacher to the regular classroom teacher and/or individual or small group direct instruction by a special education teacher. Resource support includes pull-out or push-in or co-teaching instruction within a general education classroom.

Co-Taught – A co-taught classroom has both a certified special education teacher and a

general education teacher providing strategic instruction and support to both general and special education students. Special education students in these rooms typically have needs that require special education services greater than 50% of their day. The vast amount of special education services occur within the general education classroom.

Specialized Academic Classrooms - Specialized Academic Classrooms are self-contained special education classrooms designed for students who exhibit difficulties in the area of communication, and/or socialization and/or academics. Support is also provided for students who have speech and language, motor or sensory needs. Some Specialized Academic Classrooms might be located within the special ed. cooperative, CASE, but not within Marquardt District 15.

- **The Structured Program** is one kind of specialized academic classroom. It is called “Structured” because it has a high level of physical and academic structure to best support students. Currently, there is a primary (K-2nd) and an intermediate (3rd-5th) Structured Classroom at Reskin School; and a Middle School Structured Classroom at Marquardt Middle School. Visual Supports, Communication Supports, Sensory Supports, and Behavioral Supports are all heavy components of the program.

- **The Emotional Support Program** – (ESP) – The ESP program is a highly structured program for students who exhibit emotional and/or behavioral difficulties. These classrooms provide emotional support and instruct on specialized techniques to allow students to manage their emotions and benefit from educational instruction. Currently, there is a primary (K-2nd) and an intermediate (3rd-5th) ESP classroom at Winnebago School; and a Middle School ESP Classroom at Marquardt Middle School.

- **Primary Self-Contained Classroom** is another kind of specialized academic classroom. It is designed for students with significant academic and learning needs who are between kindergarten and 2nd grade. Currently, this classroom is at G. Stanley Hall Elementary School.

Hearing Impaired – Programs for students with hearing impairments are available in cooperation with the C.A.S.E. or SASED Special Education Cooperatives. Students may be serviced by an itinerant teacher who comes to the child’s home school; or in a self contained class structure which would be located outside of Marquardt District 15.

Visually Impaired – Programs for students with a visual impairment are available in cooperation with the C.A.S.E. or SASED Special Education Cooperatives. Students may be serviced by an itinerant teacher who comes to the child’s home school or in a self contained class structure which would be located outside of Marquardt District 15.71160.

English Learning Programs – The purpose of English Learning programs is to increase English language proficiency through English as a Second Language (ESL) services. ESL means specialized instruction designed to assist students whose home language is other than English in attaining English language proficiency.

- **Transitional Program of Instruction (TBI)** Language learners who speak a language other than Spanish are classified as TPI students, regardless of the amount of service needed, until exit from language services is achieved as measured by ACCESS scores.

- **Transitional Bilingual Education (TBE)** Language learners who speak Spanish are classified as TBE, regardless of the amount of service needed, until exit from language services is achieved as measured by ACCESS scores. Children in a TBE program are either receiving full time or part time services.

VI. PROFESSIONAL ATTITUDES AND CONDUCT

ASSESSMENT RATIONALE AND PHILOSOPHY

Assessment is a tool that provides information about individual student progress, group progress, and program effectiveness. The goal of assessment is to gain information that can be used to help teachers and students improve the teaching learning process.

Students need to have many and varied opportunities to show academic progress. Assessment practices should assess process as well as knowledge in all of the content areas and resemble as closely as possible real situations beyond the classroom. Assessment results should be evaluated in the context of other factors that affect learning, such as demographic data, available resources, and program information.

Marquardt District 15 supports a comprehensive assessment plan that includes:

- * individual assessments, classroom assessments, District assessments, State assessments, and standardized assessments;
- * assessment procedures that are consistent with instructional practice; *
- assessment instruments that are reliable, valid, and fair;
- * procedures for using assessment data to help make decisions that enhance learning;
- * plans for sharing assessment results and plans for improvement with students, teachers, parents, and the community.

SCHOOL MEETINGS

Faculty meetings will be held as scheduled. Agendas will generally be distributed prior to the start of the meeting. Input on the agenda and at meetings will be encouraged through SPCs. All staff members are required to attend these meetings unless excused by the Principal.

PROFESSIONAL WORKSHOP ATTENDANCE

Professional Development Workshop Requirement:

A PD workshop must support your professional growth, SMART goal action plan, and/or school-wide improvement plan.

To Attend a Workshop:

Teachers should submit a *Permission to Attend Professional Workshop* form to the School Principal at least three weeks in advance of the meeting date. Please provide any materials that would assist in registering for the conference. ie: Hard copy of completed registration form.

If the Principal approves the request, the form will then be forwarded to the Director of Curriculum and Instruction for approval.

Once approved the teacher will be registered for the conference, and a copy of the Permission to Attend will be sent back to teacher and principal. Teachers should arrange for a substitute as needed after registering.

A final report detailing workshop learning outcomes is required for submission to your principal. You may be requested to share details of this report to school staff.

PROFESSIONAL COURSES

The District encourages teachers to continue their professional learning. Approval of such coursework must be approved by the Superintendent. Teachers must complete [this form](#) and obtain approval by their principal prior to submitting the form to the Superintendent.

LEAVING THE CLASS

Notify a neighboring teacher or the Principal that you are leaving the class and ask them to supervise. Students must be supervised by a certificated staff member.

LEAVING THE BUILDING

When leaving the building during the school day, please notify the office.

Telephone calls often come during the lunch hour and, if the office is aware of your location, emergency situations can be accommodated. If it is necessary to leave the building at other times, you must notify the School Principal.

TEACHER LOUNGE/PLANNING AREA

The teachers' lounge/planning area is for your use. Please help to keep it clean. Students are not permitted in these rooms.

ENERGY CONSERVATION

Among the ways a teacher can conserve energy are the following:

1. Turn off lights when the room is vacant;
2. Do not use the lights when there is sufficient natural light.

CERTIFIED PERSONNEL – TUTORING

Tutoring is defined as teaching privately for pay, and is reported as outside employment. District 15 policy in this matter will be as follows:

1. Teachers are not to solicit, request, or accept tutoring for any District 15 student over whom the teacher has direct responsibility in the classroom.
2. Tutoring must occur off school grounds. There will be no tutoring in the school buildings.
3. No child will be excused from school for tutoring.

Teachers are required to notify their School Principal prior to accepting a tutoring assignment with a District 15 student during the school year.

GIFTS TO TEACHERS

It is requested that teachers advise students that giving individual gifts to teachers is discouraged. It is important that all students be informed of this practice.

CHARITIES AND/OR COLLECTIONS

While it is recognized that charity is a worthy value, our school District discourages extensive participation in such endeavors. Check with your Principal concerning fundraising events.

FUND DRIVES

In order for a fund drive to be conducted in any District 15 school(s), the sponsors of the drive must obtain prior approval from the School Principal. The Principal is an *ex officio* member of each school sanctioned parent organization, and in such capacity, will approve the activities of said organizations as they pertain to the operation of the school. Additionally, principals should review and receive approval of all drives from the District Business Office.

Fund drives must not interfere with the regular operation of the school and no student will be obligated to participate.

VII. COMMUNICATION STANDARDS

Communication

Communication is the foundation of a solid partnership. When parents and educators communicate effectively, positive relationships develop, problems are more easily solved, and students make greater progress.

Too often school or program communication is one-way without the chance to exchange ideas and share perceptions. Effective home-school communication is the two-way sharing of information vital to student success. Even parent teacher conferences can be one-way if the goal is merely reporting student progress. Partnering requires give-and-take conversation, goal setting for the future, and regular follow-up interactions.

Communications from Teachers

1. Any notes regarding students that you send to the office should contain both the first and last name of the student.
2. Any material sent to the office involving a number of students should be alphabetized (Report cards, emergency cards, etc.). **Notes to the School**
 1. All significant notes from home to the teachers should be sent to the office. If necessary, these notes will be placed in the temporary cumulative folder.
 2. Doctor's permit slips for returning to school, excusing from P.E. and the like, are to be filed in the student's health file after being shown to the proper individuals. If you have any questions about a student returning early, contact the nurse or Principal.
 3. Please be sure that all notes are **dated** and signed before filing them.
 4. If you, at any time, receive a request from a doctor or any other person requesting information on a student, do not respond to it without first talking to the Principal. Information in our records is released only with parental consent.

SOCIAL MEDIA

Teachers are required to read the Social Media Guidelines and Social Media Checklist located in the Staff Intranet. It includes information on acceptable personal use of Facebook, Twitter, Instagram and other social media platforms. It also outlines expectations of teachers when posting images and other student information. For teachers and staff members interested in setting up school related social media accounts, D15 has a process for requesting authorization that requires approval by the District Communications Department. Irresponsible social media use can risk legal action against Marquardt School District 15. Above all else, two general rules for social media are: Check the photo opt out list prior to posting and always be professional in the digital realm.

PARENT/TEACHER ORGANIZATIONS

Teachers are encouraged to participate in parent-teacher group meetings and activities.

BILINGUAL PARENT ADVISORY COMMITTEE

Marquardt School District 15 has established a Bilingual Parent Advisory Committee (BPAC). The purpose of the District BPAC is to establish parent and community participation. Meetings are held four times per year. Participation includes parents or legal guardians of students in the program, bilingual teachers, and community members. Information regarding BPAC may be obtained from the Director of Language Learning.

VOLUNTEERS

Marquardt District 15 encourages interested individuals to be involved with the schools. Teachers who wish to have volunteers should consult with the Principal.

PARENT/STAFF COMMUNICATION

Marquardt District 15 encourages communication, sharing, and involvement on the part of the school and home to ensure a quality education and a successful school experience for all students. District personnel recognize the rights of parents to voice concerns regarding the progress of their child in school. Academic, discipline, social, and safety issues are among the many concerns parents have regarding their child. Concerns of this nature should first be addressed with the classroom teacher, as the most effective communication will take place at this level. Any further or additional concerns should be addressed to the following people in the order listed:

Academic

Teacher □ Assistant Principal/Principal □ Assistant Superintendent of Curriculum □ Superintendent

Student Services

Teacher □ Assistant Principal/Principal □ Director of Special Education for Student Services/Director of Special Education for Specialized

76

Programming/Director of Language Learning □ Assistant Superintendent of Curriculum □ Superintendent

Transportation

Assistant Principal/Principal □ Assistant Superintendent-Finance & Operations □ Superintendent

Discipline/Personnel/Other School Problems

Teacher □ Assistant Principal/Principal □ Superintendent

PUBLICITY

Teachers are encouraged to make their Principal aware of special lessons or classroom events which may lend themselves to press releases. Early notification will enable adequate coverage of such events.