



**Illini Central CUSD #189
Employee Handbook
2025-2026**

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ILLINI CENTRAL SCHOOL DISTRICT #189

Illini Central CUSD #189 proudly serves the communities of Easton, San Jose, and Mason City

District Schools

Pre-K West Campus

Illini Central Grade School

Illini Central Middle School

Illini Central High School

MISSION

“A Great Place To Learn”

Illini Central School District #189 strives for a future of excellence and lifelong learning by promoting a cooperative, positive, and safe learning environment that ensures that each child's education is the heart of the school operation.

VISION

For our students to achieve their potential, Illini Central will fulfill our mission by providing:

- 1) a safe and encouraging learning environment
- 2) instruction and experiences that foster academic success, lifelong learning, and career awareness
- 3) great educators and opportunities for professional growth and development
- 4) a mutually beneficial partnership with the community
- 5) a position of fiscal strength that meets the needs of students and staff

Welcome to employment with Illini Central CUSD #189. Illini Central relies on its dedicated employees to provide the highest level of service to the public.

Through its personnel policies, the Illini Central Board of Education establishes working conditions for staff that will help in the process of creating an environment conducive to student learning and interaction. These policies are collected in the whole in the Illini Central Community Unit School District 189 Board of Education Policy Manual, which is located in the Illini Central District Office and each of the building offices. Cooperation and understanding of the teachers, the administration, non-licensed staff members and the Board of Education are essential to the formulation and implementation of appropriate personnel policies.

This Employee Handbook contains many of Illini Central's policies. It is impossible to address every issue that may occur at work in this handbook. If an issues is not address in this document, please bring this issue to the attention of your immediate supervisor or the Superintendent. We will do our best to resolve any questions or concerns.

To the extent that any policies contained within this handbook conflict with the Illini Central Collective Bargaining Agreement or applicable state or federal law, the policies in the Collective Bargaining Agreement or applicable law will control.

EMPLOYMENT INFORMATION

At-Will Employment

This handbook and the individual policies contained herein do not create any contractual rights. Unless your employment is governed by a separate collective bargaining agreement, duly executed contract, or state law providing otherwise, you are an at-will employee. That means that the employment relationship is for no definite or determinable period of time, and regardless of salary, position or rate of pay may be terminated by either Illini Central CUSD #189 or by the employee at any time with or without cause or notice. Nothing in this handbook is meant to alter that relationship in any manner. Furthermore, no supervisor, or representative of Illini Central CUSD #189 has the authority to enter into any agreement or contract for employment for any specified duration or to make any agreement, promise, guarantee or commitment that contradicts the above.

Any agreement that contradicts your at-will status must be approved by the Illini Central CUSD 189 Board of Education and will not be enforceable unless it is in writing and signed by you and the Board President. This agreement must specifically state that the at-will relationship between you and Illini Central CUSD 189 has changed and a new standard is to be applied.

Additionally, this handbook cannot address every circumstance that may occur while you are performing your duties. It cannot list every act you are permitted or not permitted to do while employed or answer every question you may have. Therefore, consult your supervisor if you have a question this handbook does not address. If something is not addressed in this handbook, the Superintendent will act in his or her discretion and in accordance with the law. Illini Central CUSD 189 reserves the right to modify, supplement, or rescind any provisions of this handbook without notice. Please note that only the Board of Education can approve changes to this handbook, and those changes must be in writing and signed by the Board President.

Employment Recommendations

The Board employs, upon the recommendation of the superintendent, the necessary persons to execute the educational, operational, and business affairs of the district in an efficient manner.

No discrimination due to actual or perceived ancestry, race, color, national origin, marital status, gender, gender-expression, sex, pregnancy, childbirth, medical or common conditions relating to pregnancy or child birth, genetic information, age, religion, creed, sexual orientation, military service, unfavorable discharge from military service, status as a recipient of an order of protection, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence, citizenship status, work authorization status, family responsibilities, reproductive health decisions, physical or mental disability, association with a disabled person, arrest record, conviction record (except where disqualifying pursuant to statute where a substantial relationship exists with position held or of unreasonable risk to personal safety or property exists), traits associated with race, including but not limited to, hair texture or protective hair styles such as braids, locks, or twists, or other protected categories shall be practiced in employment, assignment, or transfer of employees.

The Board, through the superintendent, employs, assigns, transfers, and reclassifies school personnel and adopts policies and regulations governing their employment and duties.

Employment –Paraprofessionals

Assignments are based upon student needs, principal recommendations and other factors such as training, experience and employee interests. The Superintendent works with the building principals and special education director in determining the appropriate assignment for each staff member.

Variations in assignments often occur. During the school day, it may be necessary for a staff member to work with a variety of students, both in and out of classroom settings. It is appropriate and common for paraprofessionals to work with a variety of students. This allows for an environment in which students are able to work with a variety of adults and personalities.

Extra Duty Assignments

Any staff member who assumes extra duties assigned by the principal in accordance with the Illini Central Collectively Bargained Agreement (CBA) will be compensated as outlined in the CBA. The Board makes extra duty appointments

annually. Non-licensed staff members agree to the terms and stipends as outlined in the CBA when choosing to coach or sponsor an Illini Central sport or activity.

Worker Classifications

All employees contribute different skills and experience to the workplace. Duties and work schedules may vary by employee.

Illini Central CUSD 189 reserves the right to change this handbook, including the employee classifications listed below, in its discretion and without notice. Please also note that none of the classifications change the at-will relationship Illini Central CUSD 189 has with its employees.

- Illini Central CUSD 189 employees fall into two separate divisions. One division consists of licensed staff working primarily with the daily educational transfer of knowledge with students. This group is referenced to below as Licensed Staff with additional terms of employment outlined in the collectively bargained agreement.
- The next group is that of Educational Support Personnel. Equally important to the education of students, these Educational Support Personnel, non-licensed, or classified staff work in the capacity to support the day-to-day operation of the educational process.

In the pages that follow, elements of the handbook may consist of items relevant to licensed Staff only, Educational Support Personnel only, or relate to the employment guidelines of each. Questions related to handbook guidelines should be directed to the building administrator or overseeing director.

Health Care Benefits

Health care benefits are available to eligible employees. Employees will be advised at the time of hiring as to available benefits.

Nursing Mother Policy

Illini Central CUSD #189 will provide reasonable paid break time each work day to an employee who needs to express breast milk for her nursing infant child each time the employee has a need to express milk for up to one year after the child's birth. Break time may run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose.

Working Conditions/Physical Demands

The working conditions described should be representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to handle or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk, climb, and reach with hands and arms. The employee, in the course of his duties, may be required to lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Hours

Your supervisor will advise you of your work schedule upon hiring. Work schedules are subject to change based on Illini Central CUSD #189's needs.

Requests to alter your work schedule must be made to your supervisor in writing. Illini Central CUSD #189 retains sole discretion to determine work hours and schedules.

Requests for Accommodation

It is the intent of Illini Central CUSD #189 to provide equal opportunity in its workplace for applicants and employees. Circumstances may arise where a reasonable accommodation for an applicant or employee is necessary to meet this objective.

Accommodations for Disability

Illini Central CUSD #189 will provide reasonable accommodation to any qualified individual with a disability as required under federal, state or local law so long as doing so does not cause the District undue hardship.

Other Accommodations

In addition to providing reasonable accommodations to persons with disabilities, Illini Central CUSD #189 will provide reasonable accommodation for any of the following reasons so long as doing so does not cause the District undue hardship.

- medical or common conditions related to pregnancy or childbirth
- sincerely-held religious beliefs or practices
- limitations as a result of being a victim of domestic violence, sexual violence, gender violence, or other crime of violence, or due to a family or household member being a victim of domestic violence, sexual violence, gender violence, or other crime of violence

To Make an Accommodation Request

Direct your accommodation request to your supervisor. All requests for accommodation will be evaluated on a case-by-case basis taking into consideration all known circumstances.

Personnel Files

Personnel files will be maintained on each employee in accordance with the provisions of the Personnel Record Review Act. Employees may review their personnel files in accordance with the Personnel Record Review Act.

Resignation

Resignations are to be submitted in writing (signed and dated) to the Board of Education via the superintendent of schools.

Dismissal of Staff

Procedures for the dismissal of employees are governed by the School Code of Illinois. All actions of the school district and the Board, as well as the rights and privileges of employees, are clearly identified in the Illini Central Board of Education Policy Manual.

Record Retention Policy

The Illinois Local Records Act prohibits a public entity from destroying public records without first receiving approval from the Local Records Commission. The Local Records Act defines a public record as "any book, paper, map, photograph, born digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein." 50 ILCS 205/2. A public record may take the form of an electronic record, including but not limited to, emails (and/or attachments thereto), text messages or other electronic data. In order to ensure compliance with the Local Records Act, employees are prohibited from altering, destroying or deleting public records unless and until appropriate approval has been received from the Local Records Commission. Any questions with respect to this policy should be directed to the Superintendent.

Work Performance Evaluations

Evaluation of support staff will be done annually by the employee's immediate supervisor in accordance with the Job Description related to the employee's position. The District maintains a complete set of job descriptions for all employees. Anyone wishing to review job descriptions should contact the Superintendent. Any employee who wishes to receive a copy of his/her job description can obtain one from the District Office.

Evaluations are an opportunity for both Illini Central CUSD #189 and the employee to reflect upon all areas of the employee's performance, to consider whether improvement is needed in any areas, and to recognize areas where an employee has met or exceeded performance expectations. Evaluations are also a time to update performance expectations and to set future goals. Performance evaluations are generally conducted by an employee's direct supervisor, with documentation placed in the employee's personnel file.

Fire Retardant Waiver

All classroom teachers must sign a fire retardant waiver stating that all flammable materials in their classroom have been sprayed with a fire retardant.

Inclement Weather

All staff members are reminded to adjust their normal travel schedule during inclement weather. Employees should leave early for work, so that any unexpected delays (caused by snow, ice, heavy rain, mechanical failure, etc.) do not prevent the employee from getting to work on time. Plan ahead so that you may arrive to work safely and on time.

In cases of inclement weather, staff should watch local media outlets for weather information. The administrators and directors will create emergency phone trees at the beginning of each school year to serve as an additional method of notification. The district also utilizes a phone messaging service that serves notification system. All records should be updated so that employees are properly notified.

In the event of severe weather, equipment/power failures or other emergency requiring Illini Central CUSD 189 to be closed, the following procedures will be in effect:

1. Superintendent will decide to close school(s).
2. Superintendent will notify:
 - a. Principals and Directors
 - b. Specific support services and personnel
 - c. Activate the district phone notification system to all families/staff

When possible, the notification of school closing will be given before 7:00 a.m. so that information via the radio or calling trees will reach staff and students before leaving for school. (Normally the decision to close school due to weather will be made between 5:00 a.m. and 6:00 a.m.)

Closing the school(s) always means non-attendance for students.

Twelve-month maintenance personnel will make every reasonable effort to get to work, regardless of the weather. If unable to attend, they may use a vacation or personal day in order to be paid for the day.

If school is closed, it is closed only one day at a time. Unless otherwise notified, report to work the next school day following a school closing.

Mandated Trainings

The State of Illinois requires teachers to be trained each year in a number of areas. All required and recommended trainings will be offered to the staff on-line through EdLeaders Network.. A list of all of the required trainings will be provided in the online platform. All employees are required to complete all of the trainings by the prescribed deadline.

Orientation

Principals and Directors are responsible for the orientation and success of all new employees assigned to their school. Orientation gives information and general directions necessary to assist new and transferred employees in becoming an integral part of the district staff.

Retirement

Employees who intend to retire are encouraged to indicate their plans to the superintendent as soon as possible. Questions about retirement options may be directed to the District Bookkeeper.

School Administration

The administration is responsible for the direction, coordination and control of this school district. The administration assists students and staff in reaching the educational goals adopted by the Board of Education within the guidelines established by Board policy, the School Code of Illinois, law, and employee agreements.

To prevent and resolve problems, the administration will be involved in:

- Making decisions
- Communicating
- Planning, organizing, implementing and evaluating
- Coordinating and guiding the various operations within the school district and the community so as to enable people to work together for the benefit of the children of Illini Central CUSD 189.

Communications with the Media

All teachers and staff are representatives of Illini Central CUSD 189 and the Board of Education. Staff must at all times conduct themselves in a manner that shows a high degree of professionalism. If a reporter or other media representative contacts a staff member, they should refer them to the building principal or superintendent's office depending upon the nature of the issue. No Illini Central CUSD 189 staff member should make an on or off the record comment to a member of the media about a school issue. Illini Central CUSD 189 does not comment to the media about any individual personnel or student issue.

Staff Protection

Any employee who is threatened with bodily harm by an individual or a group while carrying out his or her assigned duties shall immediately notify the principal or director. The principal or director shall then notify the superintendent's office of the threat or assault and together they shall take immediate steps in cooperation with the employee to provide every reasonable safety precaution.

Employees whose personal property (such as eye glasses, hearing aids, watches, or articles of clothing necessarily worn or carried) is damaged in a personal assault in the course of their employment may apply for reimbursement of costs, of repairs, or replacement according to the coverage of the Board of Education insurance policy. If the item is damaged beyond repair, replacement value at the time of damage may be reimbursed. Requests for reimbursement for personal property damaged in a personal assault shall be made in a letter addressed to the District Superintendent. The letter shall include a full statement describing the assault listing all damages incurred and noting the date, hour and witnesses.

WAGES AND SALARY

Exempt and Non-Exempt Employees

Employees will also be classified as exempt or non-exempt. Exempt employees are employees that meet the criteria to be exempt from overtime under state and federal law. Non-exempt employees are those employees that are eligible to receive overtime under state and federal law.

- ***Non-Exempt Employees*** The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States receive at least the federal minimum wage for all hours worked and receive overtime pay, or alternatively for public employees, compensatory time off, at the rate of one and one-half hours for each hour worked over forty (40) in a workweek. Note that law enforcement and fire protection employees may be entitled to overtime on the basis of a different workweek. Employees who are subject to minimum wage and overtime laws are called “non-exempt.” If you are eligible for overtime pay or compensatory time off (including pay due under our personnel policies or pursuant to a collective bargaining agreement), you must maintain a record of the total hours you work each day. These hours must be accurately recorded using our time-keeping system. You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start early, finish late, work during a meal break, or perform any extra work unless you are authorized to do so in advance, and the time is reported on your time-keeping record. You are required to verify that the reported hours worked are complete and accurate and that you have not worked any “off-the-clock” or unrecorded time. Your recorded hours worked must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each workweek, you should submit your completed time record for verification and approval. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked.
- ***Exempt Employees*** Section 13(a)(1) of the FLSA, however, provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. Job titles do not determine exempt status. In order for an employee to qualify as “exempt” from minimum wage and overtime, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor’s regulations. If you are classified as an exempt, salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for [employer]. This salary will be set at the time of hire or whenever you become classified as an exempt employee. Your salary may be subject to review and modification from time to time, such as during salary review time.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee’s predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a “salary basis.” If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from an exempt employee’s pay are permissible under the following circumstances:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts that employees receive as jury or witness fees or for military pay in some cases;
- Or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the initial or terminal week of employment in the event you work less than a full week;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

An exempt employee's salary may also be reduced for certain types of deductions such as his or her portion of health, dental or life insurance premiums, state, federal or local taxes, social security, IMRF, or contributions to a 401(k) plan.

Please note that you will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, an exempt employee's salary will not be reduced for partial day absences if he or she does not have accrued paid time off.

Accurate Time-Keeping

It is a violation of this policy for any employee to falsify a time-keeping record or to alter another employee's time-keeping record. It is a violation for Illini Central CUSD 189's policy for another employee, supervisor, or administrator to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time-keeping record to over- or under-report hours worked. If any employee instructs you to violate this policy, do not do so. You are to report it immediately to the Superintendent.

Overtime

For most non-exempt employees, overtime is any time worked over 40 hours a workweek. For all overtime worked, eligible employees will be paid one and one-half (1.5) times their regular pay rate or may be credited with compensatory time off at the rate of one and one-half (1.5) hours of time off for each hour of overtime worked.

Exempt employees are not eligible for overtime pay.

Please contact the District Bookkeeper if you have questions regarding your overtime eligibility.

Overtime hours are provided on an as-needed basis by Illini Central CUSD #189 and are not guaranteed. An employee may not work overtime unless the overtime has been approved in advance by the immediate supervisor. An employee who works overtime without authorization is subject to disciplinary action up to and including termination.

Your supervisor will try to provide reasonable notice to you if you are needed to work overtime. Advance notice is not always possible, however, based on the District's needs.

Prohibition of Improper Salary Deductions

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any member of management, elected or appointed official from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and Illini Central CUSD 189 does not allow deductions that violate the FLSA.

Reporting Errors or Improper Deductions

We make every effort to ensure that all of our employees are paid correctly. Occasionally, however, an inadvertent error can occur. Please review your paystub every pay period. If you find an error, please call it to our attention immediately by reporting it to your immediate supervisor or to the District Bookkeeper.

If you believe that an improper deduction has been made from your salary, you should immediately report this to your direct supervisor or to the District Bookkeeper.

Reports of errors or improper deductions will be promptly investigated. If it is determined that an error or improper deduction has occurred, it will be promptly corrected and you will be reimbursed for any improper deduction made on the next paycheck.

No employee will be retaliated against for reporting violations of this policy or for cooperating in an investigation of a reported violation.

SICK DAYS, VACATION, HOLIDAYS, AND LEAVES

There are times that an employee may need time away from work due to illness, injury, medical appointments or to attend to health needs that cannot be addressed during non-working hours.

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

Attendance

Regular and consistent attendance by all employees is critical to the operation of Illini Central CUSD #189. Attendance during scheduled work hours is an essential aspect of every position at Illini Central CUSD #189. Employees are expected to be present and ready to begin work at their work station at the scheduled start of their shift and are expected to diligently perform their work duties through the end of their shift, except during scheduled breaks or lunch periods. An employee who exhibits unsatisfactory attendance or repeated tardiness may be subject to discipline up to and including termination. Employees are expected to call their supervisors at least one (1) hour prior to the start of their shift (or as soon as possible in case of emergency) if they will be absent or late for work, advising the supervisor of the reason for the absence or late arrival, and (in the case of a late arrival) advising when the employee expects to arrive at work. Failure to properly report an absence or late arrival in accordance with this policy may result in disciplinary action up to and including termination.

Unpaid Leave

Requests for unpaid leave of absence/dock days are not guaranteed to be granted. Requests must be made in writing to the Superintendent prior to the absence. All other applicable methods of requesting leave should be exhausted prior to making a request for unpaid leave of absence/dock day. Absences that are not approved are subject to employee discipline.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 14 paid sick leave days per year. New employees shall be granted 14 sick leave days their first year of employment. Part-time employees who work at least half-time are entitled to sick days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week.

"Sick leave" shall be interpreted to mean personal illness, mental or behavior health complications, quarantine at home, birth, adoption, placement for adoption, acceptance of a child in need of foster care, serious illness or death in the household or in the immediate family. Immediate family shall include one's spouse, children, parent, brother, sister, grandparent, niece, nephew, grandchildren, parents-in-law, brother-in-law, sister-in-law, and guardian—including blended family members and other persons regularly residing in the household of the employee.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

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

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

Notification Requirements

Employees are required to provide notice to their immediate supervisor at least one hour prior to the start of their shift of their intent to take sick leave and the reason for the leave. In case of emergency, notice should be provided as soon as possible.

Sick Leave Not Used

Upon termination, an employee will not be compensated for unused sick days. Licensed staff may refer to the ICEA Bargaining Agreement for options.

Retiring employees who participate in IMRF or TRS may qualify for pension service credit for unused, accrued sick days in accordance with IMRF or TRS rules.

If you have questions regarding sick leave please contact the district bookkeeper.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>	
Beginning of year 1	End of year 1	1 week
Beginning of year 2	End of year 10	2 weeks
Beginning of year 11		3 weeks

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Requesting Vacation

Reasonable efforts will be made to accommodate vacation requests, however, Illini Central CUSD #189 reserves the right to deny specific vacation dates or times requested in order to ensure that District needs are met.

Use/Forfeiture of Vacation

Accrued vacation time that is not used by June 30th of each year will be forfeited.

Personal Leave

Full-time educational support personnel have three paid personal leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may be used in increments of one-fourth day.
4. Personal leave is subject to any necessary replacement's availability.

5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Only once the principal has approved the absence will the sub coordinator be contacted. In the event of an emergency, the supervisor may make an exception. No more than two teachers per building shall be granted personal days on the same day. Should a personal day be denied, a reason shall be given to the employee.

Should an employee not use all of their personal days, they may either roll them into sick days or bargaining members may cash them out at a rate of \$125/day to be paid in the pay period following the last day of the school year. Employees who have tendered a letter of retirement shall not be eligible for the cash option bonus.

Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Eve Day and New Year's Day

- Martin Luther King Jr.'s Birthday
- Abraham Lincoln's Birthday/President's Day
- Memorial Day
- Independence Day
- Juneteenth National Freedom Day
- Labor Day

Columbus Day

- Veterans Day
- 2024 Election Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Other Leaves

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

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund
9. COVID-19 Paid Administrative Leave.

Compensatory Time-Off

Illini Central CUSD #189's policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed one weeks' worth. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Any employee wishing to use Compensatory Time-Off must document hours worked above 40 hours and submit weekly to immediate supervisor. The supervisor will then submit the hours to the District Bookkeeper for records. Compensatory Time-Off is not guaranteed for all positions and requires administrative approval.

Jury and Witness Duty

All employees are granted time off from work to perform jury duty or if subpoenaed to testify as a witness. To request time off, employees must provide a copy of the jury summons or witness subpoena to their supervisor within 10 days of receipt.

While serving on a jury or testifying as a witness, employees are required to advise their supervisor about their availability for work each day. Employees who are released from jury duty or witness testimony during the work day are expected to report to work immediately.

Retaliation Prohibited

Illini Central CUSD #189 strictly prohibits retaliation against an employee for exercising his or her right to use personal sick leave benefits in accordance with this policy.

Medical Certification

Illini Central CUSD #189 may require a signed, written statement from a healthcare provider to verify the reason for the employee's absence.

CONDUCT EXPECTATIONS AS THEY APPLY TO ALL EMPLOYEES

Code of Professional Conduct

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. Conduct shall support the mission, vision and purpose of the school district. Examples of misconduct are listed below. Please note that this is not an exhaustive list:

1. Failing to follow prescribed safety or other work policies or procedures.
2. Failing to follow prescribed cleanliness and sanitation policies and procedures.
3. Failing to follow prescribed safety and health procedures, practices, or policies, including, but not limited to, violating the policy against smoking.
4. Careless driving of Illini Central CUSD 189 vehicles and groundskeeping equipment.
5. Failing to maintain satisfactory work performance, or causing excessive rework or waste, or incompetent or inefficient work performance and damage.
6. Failing to maintain satisfactory or proper standards of dress, grooming, cleanliness, personal conduct, or speech; includes the use of obscene, threatening, or intimidating language; or the spreading of malicious gossip or rumors.
7. Horseplay or disorderly conduct.
8. Interfering with other employees on the job.
9. Examining records without authorization.
10. Engaging in personal business during working time, such as personal work, personal telephone calls, sleeping, reading, visiting other employees, etc. without permission of the supervisor.
11. Overstaying rest periods or lunch periods.
12. Failing to call in advance, or as soon as possible, when not reporting for work.
13. Failing to report immediately to the supervisor any accident or injury.
14. Leaving the assigned work place at any time, preparing to leave, or leaving work station before the regular rest period, lunch, or quitting time without authorization of the supervisor.
15. Neglecting to complete timesheets properly.
16. Abusive or inconsiderate treatment of others, including but not limited to, coworkers, supervisors, volunteers, other staff or members of the public
17. Dishonesty, stealing, or falsification of records
18. Disorderly conduct or fighting
19. Insubordination
20. Endangering your own safety or that of someone else
21. Using or being under the influence of alcohol, other intoxicants, illegal drugs, or cannabis while on duty
22. Unauthorized disclosure of confidential information
23. Repeated absences or tardiness
24. Violation of established safety policy, procedure, or practice
25. Willful destruction of property
26. Sleeping during scheduled work hours
27. Violation of the policy against discrimination or harassment
28. Failure to satisfactorily perform job duties
29. Violation of any other Illini Central CUSD #189 policy.

Work Rules for Staff as they Apply to Licensed Staff and Educational Support Personnel

1. If you must leave work early, you must communicate this with your direct supervisor/building principal.
2. Employees are expected to adhere to designated work day schedules. Any deviation from this schedule must be approved by the building principal or district administrator.
3. The District has the right to implement and enforce any dress code it deems appropriate in light of safety and health concerns.
4. If an emergency arises and you are not able to report to work, you must telephone your supervisor so he/she can adjust the work schedule. Should you be out beyond one day you should call on succeeding days unless a doctor has provided a note stating a minimum length of absence.
5. You may be asked to provide doctor verification of illness for absences greater than three consecutive days.
6. Notify your supervisor immediately of any change in your address, telephone number, or family status.
7. When employment terminates, the employee must return all keys, tools, and equipment belonging to the District.

8. Tools and equipment shall not be removed from Illini Central CUSD 189 facilities for use on personal projects unless approved by your supervisor.
9. Some staff members are eligible for overtime compensation. All overtime must be approved in advance.
10. One's workstation must be kept neat, orderly, and free from any items that would attract roaches, rodents, or create a health hazard.
11. Proper safety precautions must be taken and health protection devices used on all jobs involving toxic substances.

Employees are expected to conduct themselves in a professional manner. All workplace behaviors should be conducive to supporting a positive educational environment for students. Workplace behaviors should lead to the creation of and maintenance of a safe environment for students, staff, and visitors. Behaviors that run counter this goal are discouraged. Violations of the policies that follow, or any other District policy can be considered as cause for dismissal.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements
 - d. Engages in grooming
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, 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:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.

- vi. A sexual, indecent, romantic, or erotic contact with the student.

Transporting Students

No staff member should ever have a student in their personal vehicle. District vehicles should be used for all transportation, and every effort should be made to ensure that a staff member is not alone with a single student.

Communicating with Students

Staff may only contact students using district-provided means of communication. See Appendix B: Social Media Policy and Guidelines.

Ethics and Gift Ban

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. 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.

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.

Time Sheets

Some staff members may be required to record the start and stop time of work. Please follow the instructions of your direct supervisor in order to complete time records or time sheets. All time sheets must be turned into the District Bookkeeper.

Absence Forms

Illini Central CUSD #189 requires all staff to complete absence forms for each absence. Follow building and department procedures for completing these honestly and accurately.

Cell Phone Use Policy

While at work, all staff members are expected to use the same discretion regarding the use of personal cell phones as they use with school phones. Excessive and/or unnecessary personal calls made during the work day, regardless of the phone used, can interfere with the productivity and effectiveness of the staff member. Personal phone calls or cell phone use should be limited to times in which the staff member is on a break, prep period, or lunch period. Illini Central CUSD #189 is not liable for the loss of personal cell phones brought into the workplace.

Employees are discouraged from conducting personal business on portable electronic devices during work hours. Personal cell phone use during work hours should be limited to emergency situations. Employees are expected to mute or lower the ring tone volume on their personal cell phones during work hours so as not to disturb others. If cell phone use during work hours becomes necessary, employees are expected to exercise courtesy towards others in the workplace and to avoid being loud or disruptive.

Equipment/Supplies

Illini Central CUSD #189 provides equipment and supplies to assist employees in performing their work on behalf of the District. District-provided equipment and supplies are to be used solely for work purposes.

Employees must use all equipment safely, for its intended use and in accordance with manufacturer specifications. Employees are asked to conserve resources and use only those supplies necessary to perform their job.

Illini Central CUSD #189 prohibits the use of equipment or supplies for personal use.

Disclosure of Confidential Information

In the course of your employment, you may have access to information, including but not limited to, private or personal information about other employees or citizens of [employer] that is confidential. Confidential information generally includes information that is exempt from disclosure under the Freedom of Information Act including but not limited to social security numbers, driver's license numbers, biometric identifiers, personal financial information, medical records, home and personal telephone numbers, personal email addresses, home addresses, personal license plate numbers,

other information where the disclosure would constitute a clearly unwarranted invasion of privacy or information which is specifically exempted or prohibited from disclosure by law. The disclosure of confidential information is strictly prohibited.

Any questions regarding whether information is confidential should be referred to the Superintendent.

Safety

Safety is a priority at Illini Central CUSD #189 and Illini Central CUSD #189 is committed to providing a safe workplace for its employees and all visitors to the workplace.

Employees are required to do their part including wearing reasonably necessary safety equipment, following safety protocols, following manufacturer instructions for equipment and machinery, and using common sense.

Reporting Safety Incidents and Concerns

Employees should report safety incidents and concerns, including any injury, near injury or unsafe condition, to your supervisor immediately.

Accident Reporting Policy

Any employee who is injured while on duty (regardless of severity) shall report the injury to his/her supervisor immediately both verbally and in writing with a completed Accident Report. The Accident Report shall include the following: the date, time, place injury occurred, how the injury occurred, the type of injury, the identity of any witnesses, and whether medical assistance was obtained. The report shall be submitted by the end of the workday. Supervisors are required to accurately complete the form with respect to all on-the-job injuries and submit it as well the employee's Incident Report to the District Bookkeeper.

Any employee witnessing or receiving a report of an injury to a visitor shall verbally report the injury to the employee's supervisor immediately. The employee may also be required to complete a written Incident Report. Supervisors are required to submit all required information to the District Bookkeeper.

Any accident involving Illini Central CUSD #189's property or vehicle or involving a privately owned vehicle being operated for District business shall be reported immediately to the employee's supervisor, both verbally and in writing with a completed Incident Report. The Incident Report shall include the following: the date, time, place incident occurred, how the incident occurred, the identity of any witnesses, and the extent and type of damage, if applicable. The report shall be submitted by the end of the workday. Employees are also required to notify law enforcement when appropriate.

Preventing and Reporting Workplace Violence

Illini Central CUSD #189 prohibits violence in the workplace. Violent behavior is strictly prohibited on District property, on adjacent property, while working at any location on behalf of the District, in District vehicles or during events sponsored by Illini Central CUSD #189. This prohibition includes not only actual acts of violence, but also direct or implied threats of violence. Employees who exhibit or threaten violent behavior will be subject to criminal prosecution and disciplinary action up to and including termination. Illini Central CUSD #189 takes all reports of violent behavior seriously, and will take appropriate action to investigate complaints and/or report complaints of violent behavior to law enforcement as appropriate.

Any employee, who becomes aware of violent behavior or the threat of violent behavior (whether by another employee or by any other person), is directed to inform his or her supervisor immediately. Supervisors are directed to report all reports of violent behavior or threats of violent behavior immediately to the Superintendent who will conduct a prompt and thorough investigation.

In the case of an imminent danger, an emergency situation, or actual or suspected criminal conduct, employees and supervisors are directed to immediately contact law enforcement.

The following is a non-exhaustive list of violent behavior that is prohibited by this policy:

- Fighting
- Physical restraint or confinement
- Assault
- Battery

- Horseplay
- Stalking
- Intentionally endangering the safety of another person
- Violent destruction of property
- Any other act that a reasonable person would perceive as a violent act.

Safe Driving

Safe driving of Illini Central CUSD 189 vehicles or your own vehicle while conducting District business is required at all times.

Illini Central CUSD 189 prohibits the following acts while driving district vehicles or while driving another vehicle while performing your job duties:

- Driving under the influence of alcohol, marijuana or illegal drugs;
- Operating any vehicle without a license;
- Disobeying any traffic laws;
- Operating a vehicle carelessly or negligently;
- Driving a vehicle without the use of a seatbelt or safety restraint;
- Operating a vehicle while holding or manually operating a cellular phone or other electronic device;
- Using a cell phone (even in hands-free mode) in a school zone or construction zone;
- Disabling vehicle safety devices, like airbags or seatbelts;
- Driving while distracted.

Violation of this policy may result in disciplinary action up to and including termination.

Employee Conduct

In addition to the policies set forth above, Illini Central CUSD #189 requires employees to observe the highest standards of business and personal ethics when acting on behalf of the District. Employees are required to comply with all applicable federal, state, and local laws, rules and regulations in performing their duties. In addition, employees are expected to avoid engaging in conduct that would constitute a conflict of interest.

Illini Central CUSD #189 prohibits retaliation against any employee who reports a suspected ethics violation, conflict of interest, or unlawful conduct. Illini Central CUSD #189 prohibits retaliation against any employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding. Illini Central CUSD #189 also prohibits retaliation against an employee for disclosing information to a government or law enforcement agency regarding an ethics violation, conflict of interest, or violation of federal, state, or local law, rule or regulation. Illini Central CUSD #189 prohibits retaliation against an employee for refusing to participate in an activity that would result in an ethics violation, conflict of interest, or violation of federal, state, or local law, rule or regulation. Illini Central CUSD #189 prohibits both actual retaliation and threats of retaliation for any conduct protected by this policy. Any employee who violates this policy is subject to disciplinary action, including, but not limited to, termination of employment.

Reporting Misconduct

Any employee who wishes to report a suspected ethics violation, conflict of interest, unlawful conduct, actual or threatened retaliation, or other conduct in violation of this policy should contact the Auditing Official or State's Attorney of Mason County. All reports will be promptly investigated using the procedure set forth above.

Violations

Violations may be prosecuted under the law of the State of Illinois. In addition, employees found to be in violation of this policy are subject to disciplinary action, including, but not limited to termination of employment.

Employees with questions regarding these policies should address them to the District Superintendent or the State's Attorney of Mason.

Political Activity Policy

The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

Community Relations

A staff member's behavior and actions in the community reflect not only upon the individual, but also upon the school district, the students and the faculty. A staff member is expected to act in a professional manner when engaging with the community. Illini Central CUSD 189 hires each staff member because the Board firmly believes he/she will be a credit to their school, Illini Central CUSD 189, and the communities that they serve.

Policy Against Guns in the Workplace

Illini Central CUSD #189 is a gun-free workplace. Any employee who violates this policy is subject to discipline up to and including termination of employment, and shall be considered as acting outside the scope and course of his or her duties and/or employment. Illini Central CUSD 189 will not defend or indemnify any employee for an act or omission in violation of this policy.

Drug and Alcohol Policy

Illini Central CUSD #189 is a drug and alcohol-free workplace. Being in possession of drugs and/or alcohol is strictly prohibited. Employees cannot be under the influence of alcohol nor under the influence of illegal or un-prescribed drugs or cannabis. To ensure worker safety and workplace integrity, Illini Central CUSD#189 prohibits the illegal manufacture, possession, distribution or use of controlled substances in the workplace by its employees or those who engage or seek to engage in business with the district. This policy is applicable to all employees. Any employee who violates this policy is subject to discipline up to and including termination of employment, and shall be considered as acting outside the scope and course of his or her duties and/or employment. Illini Central CUSD 189 will not defend or indemnify any employee for an act or omission in violation of this policy.

Policy Against Smoking and the Use of Electronic Cigarettes

Illini Central CUSD #189 prohibits smoking and the use of electronic cigarettes in the workplace and at any work site, while driving any vehicle owned by or leased by the District or while performing job duties on behalf of Illini Central CUSD 189. Smoking and the use of electronic cigarettes is also prohibited on all school buildings and property. Use of tobacco or other substances on school grounds is a violation of state law and strictly prohibited. Any employee who violates this policy is subject to discipline up to and including termination of employment, and shall be considered as acting outside the scope and course of his or her duties and/or employment. Illini Central CUSD 189 will not defend or indemnify any employee for an act or omission in violation of this policy.

This regulation is applicable to all district employees. No school employee may distribute, dispense, possess, use or be under the influence of alcohol while the employee is performing his/her assigned duties or supervising school activities. It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance in the workplace or at school activities. Information concerning such activities will be turned over to the police.

Dress Code

Professional staff will dress in a manner conducive to the creation and maintenance of a business and academic atmosphere which reflects a pride in school and profession. Employees shall not, while at school, at its sponsored events, or during work hours, engage in personal dress or grooming which causes, or the administration reasonably anticipates will cause, interference with the educational process, educational atmosphere or the work of other employees. Examples include the wearing of apparel which is sexually revealing, apparel which promotes the use of drugs or alcohol, or behavior which is contrary to the curriculum of the school district. Employees will conform to all uniform requirements for

their assignment. For most staff, jeans (free from holes) and t-shirts will be limited to spirit days or theme days as designated by the building principal or superintendent.

Any questions about the dress should be directed to the building principal or superintendent.

Discipline and Corrective Action

The following procedures relating to employee discipline and termination are meant to be a guide only. Illini Central CUSD #189 reserves the right to bypass any or all steps in this progressive discipline policy. Unless your employment is governed by a collective bargaining agreement, a duly executed contract stating otherwise, or statutory provisions stating otherwise, employment with Illini Central CUSD #189 is at-will and may be terminated at any time with or without cause and with or without notice. Employees who are in violation of the established policies, procedures, or practices of the District are subject to corrective action. However, Illini Central CUSD #189 reserves the right to bypass any or all of these corrective action steps and proceed to more severe discipline or termination. The corrective action process may include any or all of the following:

- **Verbal Warning:** This is typically an informal verbal counseling issued by the employee's supervisor which may be reduced to writing in the employee's file.
- **Written Warning:** This is the first formal step in the Corrective Action Process. The written warning will normally identify three (3) areas:
 - Specific violation of policy, procedure, or practice.
 - Corrective action required to resolve the identified breach of policy, procedure or practice.
 - The time frame in which the noted violation must be satisfactorily resolved.The employee will be requested to sign a verification of receipt of the written warning. Should the employee disagree with the basis for the warning, notation may be made by the employee directly on the written warning. The warning will normally be maintained in the employee's file. If satisfactory resolution is not noted in the identified time frame, the next step in the Corrective Action Process may be initiated.
- **Suspension:** Suspension without pay may be issued for an egregious or persistent violation of policy, procedure, or accepted practice. There may be circumstances where an employee may be suspended even if the employee has not received a prior warning. The length of the suspension will be determined by the severity of the violation.
- **Termination:** Termination may also result from an egregious or persistent violation of policy, procedure, or accepted practice. An employee is subject to termination even if the employee has not received a prior warning.

ADMINISTRATIVE ISSUES

Budgetary Procedures

Each principal is responsible, in cooperation with teachers, coaches, other instructional personnel, and Educational Support Personnel for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.

Staff participation: All employees requiring materials for the next year must originate and submit request forms supplied by their offices to their respective administrator or director for approval by the specified deadline date. No purchases may be made without administrator approval.

Principal and Director's participation: Principals and directors shall review and approve or disapprove all requests. Disapproved requests shall be returned to the originator with a notation of reason for refusal. Approved requests shall be summarized as to code and amount and forwarded to the bookkeeper by the specified deadline date. It will be the responsibility of principals and directors to make budget adjustments as necessary within the available dollars.

Superintendent participation: The superintendent shall review and summarize all data submitted by principals and directors. The Superintendent shall summarize or compile all financial data and any other information necessary for the computation of the proposed budget. The superintendent shall peruse all proposed expenditures and submit recommendations to the Board of Education in accordance with School Code.

Purchasing Procedures

All purchasing, in any form, must follow this procedure:

1. Complete a copy of the purchase order form obtained in the employee's office.
2. Submit the completed form to the building principal for acceptance or rejection. If the request is rejected, the request will be returned to the originator with an explanation.
3. If the request is approved, the building principal or secretary will purchase the ordered item(s) for the employee.
 - a. If accepted—purchase order will be sent to vendor.
 - b. If rejected—purchase order will be returned to the employee with an explanation.
4. Staff members are not to seek out quotes or verbally contract with vendors until first consulting with the building principal or their director.

Supply Requests

1. When requesting supplies, please follow the directions of your principal or director's office.
2. Upon approval by your principal or director, the order will be filled on the date specified on the request.
3. Allow a reasonable length of time to fill the request.

Custodial Services

Instructional floor areas, hallways, workrooms, and cafeteria are cleaned daily. Unusual circumstances or custodial absence may temporarily interrupt this schedule. Teachers are responsible for the general housekeeping and the condition of shelves, desktops, etc. Requests for repair or unusual cleaning needs should be made through their respective administrator or the superintendent.

Hot Lunch Program

The hot lunch program will begin on the first full day of school and will conclude on the last full day of school. Staff may purchase hot lunch, entrée and/or milk daily. The price list is available in the District Office. Staff will not be permitted to have a negative balance on their lunch account.

Telephone

The telephones in the building are for school business. Telephones are available to staff for professional use only. Children will not be permitted to use the office telephones unless authorized by office staff.

Energy Management Guidelines

As part of Illini Central CUSD 189 Energy Management and Conservation program, the following guidelines should be followed:

1. When you leave a room unoccupied, shut off the lights.

2. Thermostats should be set between 68-72°F. 55° in the winter when not occupied.
3. Turn computers off or to hibernate when not in use.
4. Turn off projectors, interactive whiteboards, and televisions when not in use.
5. Keep the doors to air-conditioned spaces closed when the air is on.
6. If you believe there is a problem with the heating, air, lighting or other mechanical systems, notify the principal or director to whom you report. Small problems can often use additional energy.

Visitors and Volunteers

To comply with the guidelines set forth by the Illini Central CUSD 189 Crisis Management Team, visitors to the schools must first report to the principal's office before entering classrooms or other areas of the building. Visitors are required to sign in and wear a visitor's badge at all times while in the building. Staff are discouraged from having personal visitors during work hours.

Unidentified and unauthorized individuals in the buildings are considered to be intruders and the building office is to be immediately notified. Each staff member is responsible for being familiar with the critical incident planned response for an intruder in the building.

Parent Volunteers

Parents who wish to volunteer to work in the schools must fill out the Illini Central School District #189 Parent Volunteer Form. Forms can be obtained at each office, as well as on the district website (illinicentral.org).

Homebound Tutoring

Homebound tutoring is generally provided for students who are unable to attend school for two or more consecutive weeks due to being under a physician's care. Principals will announce homebound tutoring opportunities. Such tutoring is generally provided for five hours per week. Tutors are responsible for keeping a log of their time and submitting the log for payment to their principal.

Field Trips and Community Activities

Appropriate instruction shall precede and follow each field trip or community service activity. Field trips and community service activities shall be considered as instruction and planned as such with definite objectives determined in advance.

All field trips shall begin and end at school. Request for field trips should be made with sufficient notice to make all arrangements for the trip including transportation, parental notification, and all other logistical preparations. Staff members wishing to take students on a field trip should complete the field trip request form online. Notification will be given on the approval/disapproval of each field trip.

- Field trips and community service activities requiring school bus transportation shall not interfere with regularly scheduled transportation of students to and from school unless approval from the principal and the district transportation director is received prior to the trip.
- Written approval of parent or guardian is required for participation of students in community service activities or field trips, which extend beyond the boundaries of the school district unless otherwise approved through the registration process.
- Subject to the approval of the administration, bus transportation shall be provided for bands, orchestras, or other groups of pupils to participate in activities in communities outside the school district.
- Field trips outside school hours may be scheduled but shall be approved in advance by the administration. Students must have written approval of parents.
- Teachers or other certificated personnel shall accompany pupils on all field trips and shall assume responsibility for their proper conduct. All rules and regulations regarding school bus safety are to be enforced for field trips.
- Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a community service activity or field trip. Generally, field trips will be required to have a ratio of one adult per ten students unless the facility being visited requires a lower ratio.
- A staff member accompanying each field trip will be designated as responsible for taking care of any special medical and health needs of students participating in the field trip. This staff member should consult the school nurse prior to the trip in order to fully understand the specific health needs of participating students.

Public Performances by Students

The district recognizes that worthy and appropriate educational values accrue from pupil participation in civic and community affairs. Instructors shall be encouraged to provide students for public performances when such performances contribute to the educational process and objectives of that particular class and when it does not interfere unduly with other scheduled classes or activities within the school.

School groups may, with the permission of the principal, participate in local public events that fall into the following classifications:

- Events sponsored by the schools—educational events in which the schools serve as hosts shall have priority in scheduling appearances.
- Community functions organized in the interests of the school such as those that might be originated by the PTO.
- Non-commercial civic occasions of community, county, state, or national interest of sufficient breadth to enlist general support and cooperation.
- Events that are primarily patriotic in nature, such as Veterans' Day.
- Charity benefit activities provided such activity has been specifically approved in advance by the superintendent.
- Programs sponsored jointly by the school district.

School groups may not participate in events that fall into any of the following classifications:

- Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups, or school equipment shall not be exploited in events of a commercial nature.
- Events that are for the furtherance of any politically partisan interest—in questionable cases the matter shall be referred to the Board.
- Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation.

Staff who serves as coach or supervisors shall instruct pupils to dress properly for public performances and to be well prepared for public performances.

All scheduled appearances must be reported to the principal's office prior to the performance. The sponsor or coach of each activity is to keep the principal informed of pupil public appearances.

All performances which require students to travel must be in compliance with the Board of Education policies. See your building principal for details.

Recognition of Religious Beliefs and Customs

The instructional program of the schools provides for understanding of varied beliefs and customs stemming from the students' religious, racial, and ethnic heritages. Such instruction is designed to broaden students' understanding of and tolerance for the multiple ways of life of various cultures in the world.

Any instruction in these schools that may be contrary to a student's religious beliefs and teachings shall be at the option of the student/parent.

Instructional Materials

The Board of Education adopts instructional materials and textbooks as needed for use in the schools and makes a record of such basic textbook adoptions in its proceedings. All materials adopted are in accordance with the educational objectives, policies and programs of this District.

The administration will invite the recommendations of the teaching staff regarding instructional materials. The administration will also make recommendations to the Board on the selection of all instructional materials, periodically review such materials, and establish procedures for dealing with complaints concerning instructional materials.

This philosophy shall not preclude the use of instructional materials on a trial basis by the professional staff or the use of supplementary materials deemed necessary to meet the objectives and needs of the individual student. Such materials

shall be utilized with discretion and the professional staff shall be held accountable for the selection and use of this additional material in accordance with the educational objectives, policies, and programs of this District.

Copyright

Staff are reminded to follow copyright laws when utilizing copyrighted materials in class. Any websites created by teachers must adhere to district policy.

Publication or Creation of Materials

The Board of Education recognizes that staff members under contract to the school district may, in carrying out their professional responsibilities, develop educational materials for use in the school program that can be patented or copyrighted. If these materials are developed as part of regular employment, such materials are the property of the school district. If the professional staff members develop materials apart from their regular professional responsibilities, these materials are the property of the staff members.

Staff-Generated Classroom Materials

Materials handed out or otherwise presented to students in the course of instruction must be created with care. All assignments should be easily legible. Tests should be word processed and easy to read. All efforts should be made to ensure the legibility and ease of understanding of materials so that student achievement is not hampered by the materials.

STUDENT ISSUES

Student Supervision

Students must be under supervision at all times. At no time should a student be left alone.

No pupil shall be permitted to leave the school at recess or at any other time before the regular closing hour, except as follows:

1. when a pass has been issued by the school office at the request of the parent or guardian for an acceptable reason
2. when pursuing an approved schedule of school activities which requires the pupil to leave the school (example: field trips).

No deviation from the child's regular routine for leaving school shall be authorized by school personnel without documented communication with the parent or guardian.

Attendance Records

Accurate attendance records must be maintained. District attendance records are important legal documents and are audited by the State of Illinois. Attendance records are not to be taken from school. The building principal will provide detailed instructions and procedures for the maintenance of student attendance records.

Illness

Students exhibiting definite signs of illness or who complain of illness should be sent to the school nurse or office. The nurse or principal will determine whether or not a student be sent home unaccompanied. Plans for transportation are to be made through the nurse, principal, office staff, or parents. If a student is suspected of having a communicable disease, notify the principal and the procedures of School Board policy will be followed.

Allergies

Care must be taken to provide students who have known allergies to peanuts or other foods an area to eat in during lunch or other social activities that is free from those potential allergens.

Medication

No teacher shall administer any medication unless specifically authorized by the principal. EPI pens and inhalers may be self-administered by students in compliance with Board Policy.

Student Expression and Information

School officials may restrict student related announcements to certain bulletin boards or locations within the school and require these announcements to be officially dated before posting.

No person has the absolute constitutional right to say what they please, where they please and when they please. Freedom of expression in our schools exists within the considerations of good taste, school rules, Board of Education policy and the laws of the state and the United States Constitution.

Social Events

Class parties and activities shall be subject to approval of the principal of the school, who shall insure adequate supervision in order to maintain proper conduct. Food and beverages served at these events must conform to the ISBE "Junk Food" rules as outlined by School Code.

Parties and other similar activities arranged by parents or organizations not under the jurisdiction of the school district shall not be conducted under the name or auspices of the school.

Activities

The principal, or principal's designee, shall be responsible for the organization of all student activities. He/she shall provide adequate supervision, management of finances, and approve all student activities with the assistance of delegated members of the faculty. Teachers who serve as sponsors of student organizations and related activities are to fully comply with established school procedures. Students are not to be left unattended following the conclusion of games, dances, clubs, etc.

Interscholastic Athletics

The purpose of the athletic activities sponsored by the schools is to develop sportsmanship, competitive spirit, school spirit, and physical fitness.

It is the privilege and duty of every person connected with the school athletic program to exemplify the principles of good sportsmanship and clean competition in his/her own actions and earnestly advocate it in others. Teachers and administrators are expected to provide a mature model of behavior.

Management of Funds

All financial management of student activity funds shall be the responsibility of the activity sponsor until the funds are deposited with the principal or principal designee. Records shall be maintained by office staff and the school district office to insure financial accountability by the school district and to facilitate the annual audit.

All student activity organizations should maintain simplified accounts under a uniform system under the supervision of faculty sponsors and the school's principal.

All activity money is to be turned in to the school office daily. No money shall be kept in possession of staff members at any time.

Reporting to Parents

Good communication between parent and teacher is important in the educational process. Contact between parent and teacher should be varied and frequent. All forms and methods of communication, such as parent-teacher conferences, mail, e-mail, Rooms, telephone and school visitation by parents will be utilized.

The progress report should reflect the educational growth and achievement of the student. If an unsatisfactory grade is being considered, the parents should be notified before the end of the grading period. It is recommended that teachers contact parents as early as possible regarding any deficiencies in pupil achievement or behavior. This should be done through a personal contact, such as a conference or telephone conversation or by letter. All such remarks, either on the report card or in a letter, should be reviewed by the principal before being sent home.

Reporting student progress and achievement by means of parent conferences and report cards is to be accomplished according to a specified calendar. Teachers must also maintain up-to-date records in Skyward. This does not restrict teachers from providing other interim reports to parents.

Parent Conferences

Staff may be asked to participate in a parent teacher conference(s) by the building principal, if he/she deems it appropriate.

Parent-Student Complaints Procedures

The principal shall attempt to resolve the complaints by any person. If employees or students are a part of the investigation of any complaint, the employee against whom the complaint has been lodged shall be notified as soon as possible but no later than 48 hours, except that in emergency matters which could result in criminal prosecution, notification may take up to 72 hours. Before any such complaint is placed in the employee's personnel file, the complaint shall be investigated by an administrator who shall attach a statement to the complaint noting the results of his investigation. If the complaint is resolved, the principal shall inform the teacher of the complaint and its resolution. If the complaint cannot be resolved and, in the judgment of the principal, it is serious, the complaint shall be channeled through the employee and no action against an employee shall be initiated by the administration until a scheduled parent-teacher conference has taken place, except in emergency matters which could result in criminal prosecution or civil complaint. The employee may request the presence of a member of the administrative staff at such conference. If the parent or the employee is not satisfied with the results of this conference, or if the parent refuses to have a conference, the following sequence of conferences shall be employed as needed to seek resolution of the problem:

1. Parent-employee-building principal
2. Parent- employee -superintendent or his/her designee
3. Parent- employee -Board

The employee involved, at his/her request, shall have (a) an Association representative who is a employee present where applicable as an observer and, (b) an Association representative at the conference where applicable with the

Superintendent and the Board. The employee may not refuse to be present at the initial conference with the parent and/or student, except with the approval of the principal. Upon the employee's request, the specific nature of the complaint and the names of the complainant shall be made known to the employee. In no case shall any material concerning such complaint be placed in the employee's personnel file before said information is provided to the employee.

School Rules and Student Conduct

Students and staff are expected to maintain appropriate behavior in school. School rules and regulations are published annually by the principal via student handbooks, school letters or other such means at the principal's discretion. See your building principal for a listing of the school rules.

All staff are expected to understand and adhere to all school rules. Staff should also ensure that students understand and respect these rules and regulations. Teachers are responsible for the behavior of students under their supervision.

Search & Seizure

School officials have the right to open and inspect all school facilities and equipment, including lockers as well as vehicles parked on school district property.

Student Records

Student records shall be maintained for each pupil from his/her entrance into Illini Central CUSD 189 through twelfth grade.

The fundamental principle underlying the collection of student information is to utilize that information in a purposeful manner to assist students in planning educational and career objectives. Administrators, teachers and educational support personnel should take opportunities to interpret the data collected to both students and their parents with the intention that students and parents will make wise and realistic decisions. All records pertaining to the individual pupil may be used only for the benefit, development and welfare of the student.

All data recorded in student records shall be treated as confidential and shall be directly accessible only to the office staff of the schools and to the pupil's parents or guardian. Such information demands judicious use and should always contribute to the welfare of the individuals under consideration. Upon the request of the parents or students, materials will be translated in meaningful terms for their benefit and emphasis will be placed upon the relationships of all known factors influencing educational development of the student.

Two primary classifications of student records will be maintained by appropriate district personnel:

- Permanent record. Illini Central CUSD 189 Student Personal Record.
- Temporary record. Illini Central CUSD 189 Student Development Folder.

All Student Personal Records shall be kept in the school office in lockable, confidential files. The principal may authorize specialized records kept in the nurse's office or counselor's offices. Office staff members may consult a Student's Personal Record with authorization from the building principal. It is the responsibility of the principal or his/her designee to keep a Student's Personal Record current.

Permanent Student Record Materials

- student's name, gender, birth date, address
- grades and grade level
- parent's name and address
- attendance records
- academic transcripts
- accident reports and health records
- record of release of permanent record information

Permanent records will be retained for at least 60 years after a student has left the district.

Temporary Student Record Materials

- family background information
- test scores including aptitude and intelligence tests
- special education records
- teacher evaluations

- activities and awards
- disciplinary records
- teacher anecdotal records
- other information of clear relevance to the education of the student

Temporary records will be maintained for at least five (5) years after a student has graduated, transferred or otherwise permanently withdrawn.

Student Temporary Records shall be available annually to the student's homeroom teacher for purposes of diagnosis, instructional planning and evaluation of each student's growth and development. It is the responsibility of the teacher to work in conjunction with the office staff to accurately maintain and keep current the Student's Development Folder.

Parent Requests for Records or Reports

Occasionally, parents will ask teachers to fill out recommendations or referral forms for third party providers of instructional, support or medical services. Teachers need to check with their building administrator and/or district special education director before completing such forms. Teachers must also retain a copy of the forms with the student's records, if information is provided to the parent.

Confidentiality of Student Records

In collecting appraisal information, the staff can justify an intrusion into another's privacy only if the information will be used by the school in a way that is helpful to the student. When a staff member asks the student or parent to reveal personal information in the course of a conference, testing situation or other inventory, or when the student divulges such information of his/her own accord, the staff member shall make an effort to make the student aware of the purpose of this information and the manner in which it is to be used.

The staff member must determine the difference in data that describes student behavior and data that describes student personality. This latter kind of information will be shared by the school only if the student, his/her parents or legal guardian and those persons who will use the information for the professional purpose of aiding and assisting the growth and development of the student. Discipline records will be made available to legal authority upon request.

Where a student specifically requests that certain information be kept in confidence or, when such intent may reasonably be interpreted from the content of the counseling interview or the content of the relationship, the counselor or teacher shall reveal such information only under exceptional circumstances. All other information revealed in the course of a counseling relationship is considered confidential and a staff member shall reveal such information to other professional colleagues in Illini Central CUSD 189 only when there is a specific reason for doing so and where the purpose is clearly to help the student.

Data Collection

Illini Central CUSD 189 collects student performance and test data in order to improve instruction. Illini Central CUSD 189 reserves the right to conduct a system-wide testing program involving the periodic administration and assessment of standardized achievement, intelligence, diagnostic and aptitude tests, as well as interest and vocational inventories and college placement examinations.

The following apply to student data collection:

- Prior written consent of the student's parents or legal guardians is required before individual psychological /achievement examinations or other individual screening is administered.
- The Board of Education, through the superintendent of schools or his/her designee, must review and approve or deny requests submitted by employees of the District, out-of-school agencies, individuals representing institutions of higher education or students to use the district's population as subjects in conducting research-related activities.
- Individual pupil responses to tests or questionnaires administered to secure statistical group, school or school-system data useful in program improvement shall be anonymous.

The student's right to privacy may be subservient in certain circumstances to the school's duty to collect information to be used by the school in a manner that is beneficial to the student. The school shall share information only with the student, his/her parents or legal guardian and those persons who shall use the information for the professional purpose of aiding and assisting the student.

ILLINI CENTRAL CUSD #189'S POLICY AGAINST DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT

Statement of Policy

It is the policy of Illini Central CUSD #189 that it will not tolerate or condone discrimination or harassment on the basis of actual or perceived race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, association with a disabled person, ancestry, marital status, military status, arrest record, conviction record, unfavorable discharge from military service, order of protection status, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence, citizenship status, work authorization status, family responsibilities, reproductive health decisions, traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, or twists, or any other classification protected under federal or state law. Sexual misconduct is also prohibited. The [public body] will neither tolerate nor condone discrimination, harassment or sexual misconduct directed against anyone by employees, managers, supervisors, elected officials, co-workers, or non-employees. "Employee," for purposes of this policy only, includes any individual performing work for [public body], an apprentice, an applicant for apprenticeship, or an unpaid intern.

Retaliation against an individual who complains about or reports any act of discrimination, harassment or misconduct in violation of this policy is prohibited. Retaliation against any individual who participates in an investigation pursuant to this policy is likewise prohibited. Illini Central CUSD #189 is committed to ensuring and providing a work place free of discrimination, harassment, sexual misconduct and retaliation. Illini Central CUSD #189 will take disciplinary action, up to and including termination, against an employee who violates this policy.

"Harassment" means any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, association with a disabled person, ancestry, marital status, military status, arrest record, conviction record, unfavorable discharge from military service, order of protection status, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence, citizenship status, work authorization status, family responsibilities, reproductive health decisions, traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, or twists, or any other classification protected under federal or state law that has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties.

As set forth above, sexual harassment and sexual misconduct are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of this conduct explicitly or implicitly affects a term or condition of the individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or;
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive work environment because of the persistent, severe or pervasive nature of the conduct.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The harasser may be any sex or gender. The harassed employee does not have to be of a different sex or gender.
- The harasser can be the employee's supervisor, an agent of the public body, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that [public body] deems inappropriate and in violation of our policy:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Retaliating or threatening retaliation after a negative response to a sexual advance or after an employee has made or threatened to make a harassment complaint.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
5. Verbal conduct such as making derogatory comments, using epithets or slurs, making sexually explicit jokes or suggestive comments about a person's body or dress.
6. Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes about disabled individuals.
7. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

Sexual misconduct is strictly prohibited by [public body] and can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or ANY sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual or physical).

Responsibilities

Management - Each member of management shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment or sexual misconduct;
2. Immediately notifying law enforcement where there is a reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois.
3. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor.
4. Immediately stopping any observed acts of discrimination, harassment or sexual misconduct and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision;
5. Immediately reporting any complaint of harassment, discrimination or sexual misconduct to the state's attorney or to the Ethics Officer, and;
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment or sexual misconduct, pending investigation.

Employees-Each employee is responsible for assisting in the prevention of discrimination, harassment and sexual misconduct through the following acts:

1. Refraining from participation in, or encouragement of actions that could be perceived as discrimination, harassment or sexual misconduct;
2. Immediately reporting any violations of this policy to a supervisor, the Ethics Officer, the state's attorney or the County Clerk and law enforcement (if appropriate under the circumstances) and/or DCFS (if appropriate under the circumstances); Employees are obligated to report violations of this policy as soon as they occur. An employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All employees are obligated to report instances of prohibited conduct even if the conduct is merely observed and directed toward another individual and even if the other person does not appear to be bothered or offended by the conduct. All employees are obligated to report instances of prohibited conduct regardless of the sex, gender, or identity of the alleged offender (e.g. supervisor, elected official, co-worker, volunteer, vendor, member of public).
3. Encouraging any employee who is the victim of conduct in violation of this policy to report these acts to Illini Central CUSD #189.

Failure to take action to stop known discrimination, harassment or sexual misconduct may be grounds for discipline.

There is a clear line most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one individual is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An individual confronted with these actions is encouraged to

inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

Illini Central CUSD #189 does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction conduct in violation of this policy on the part of any employee, member of management, elected official, appointed official or non-employee.

Applicable Procedures

Illini Central CUSD #189 takes allegations of discrimination, harassment and sexual misconduct very seriously. It will actively investigate all complaints.

Any person who is subject to conduct in violation of this policy is encouraged to directly inform the offending individual that the conduct is unwelcome and must stop. The individual should use Illini Central CUSD #189's complaint procedure to advise the District of any perceived violation of this policy as soon as it occurs.

Bringing a Complaint

Any person, who believes that there has been a violation of this policy, may bring the matter to the attention of Illini Central CUSD #189 using any of the following reporting methods:

1. Advising their own supervisor or the Complaint Manager; or
2. Advising the offending employee's supervisor,
3. An elected official of a governmental unit can bring a complaint against an elected official of Illini Central CUSD #189 by advising the Complaint Manager or the County State's Attorney, or the County Clerk. Illini Central CUSD #189 will assign an independent reviewer to investigate such complaints.

If the complaint involves someone in an employee's direct line of command, then the employee should go directly to the State's Attorney or the Complaint Manager.

The complaint should be presented as promptly as possible after the alleged violation of this policy occurs.

Illini Central CUSD #189 will take steps to ensure that complaints made are kept confidential to the extent permissible under the law. Individuals who are involved in an investigation under this policy are required to keep the matter confidential to the fullest extent permitted under the law.

Resolution of a Complaint

Promptly after a complaint is submitted, the Illini Central CUSD #189 will undertake such investigation, corrective and preventive actions as are appropriate, including, but not limited to ensuring impartial investigation of the matter. In general, the procedure for reviewing and resolving any complaints can (but will not necessarily) include any of the following items:

1. A meeting between the individual making the complaint and an impartial individual designated by Illini Central CUSD #189 to investigate such complaints. Important data to be provided by the complaining individual includes the following:
 - a. A description of the specific offensive conduct;
 - b. Identification of all person(s) who engaged in the conduct;
 - c. The location where the conduct occurred;
 - d. The time when the conduct occurred;
 - e. Whether there were any witnesses to the conduct;
 - f. Whether conduct of a similar nature has occurred on prior occasions;
 - g. Whether there are any documents which would support the complaining individual's allegations;
 - h. What impact the conduct had on the complaining individual.
2. While not required, Illini Central CUSD #189 encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.

3. After a complaint is submitted, the alleged offending individual should be contacted by a designated representative of Illini Central CUSD #189. The alleged offending individual should be advised of the charges, and may be provided with a copy of the written statement of complaint (if applicable). The alleged offending individual should have an opportunity to provide a full explanation, and may also submit a written statement, if desired.
4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining individual or the alleged offending individual may be interviewed separately.
5. Once this investigation is completed, Illini Central CUSD #189 will take such action as is appropriate based upon the information obtained in the investigation. In the event that Illini Central CUSD #189 finds merit in the charges made against an employee, disciplinary action will be taken against the offending employee. This disciplinary action may, but need not necessarily, include:
 - a. Verbal or written reprimand;
 - b. Placing the offending employee on a corrective action plan for a period of time to be identified;
 - c. Delay in pay increases or promotions;
 - d. Suspending the offending employee from work without pay;
 - e. Demotion;
 - f. Immediate termination.
6. Upon completion of the investigation, [public body] will advise the complaining individual of the results of the investigation, including action taken, if any, against the offending individual.

When investigating alleged violations of this policy, Illini Central CUSD #189 looks at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.

Discipline, Fines and Penalties

In addition to any and all other discipline that may be applicable pursuant to Illini Central CUSD #189 policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the prohibition on sexual harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by Illini Central CUSD #189 and any applicable fines and penalties established pursuant to local ordinance, state law or federal law. Each violation may constitute a separate offense. Any discipline imposed by Illini Central CUSD #189 shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

Non-Retaliation

Under no circumstances will there be any retaliation against any individual making a complaint of discrimination, harassment or sexual misconduct. Any act of retaliation by any party directed against a complaining individual, an accused individual, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Complaints of retaliation should be addressed to the Complaint Manager, State's Attorney, or County Clerk. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act, 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

False Reports Prohibited

It is a violation of this policy to knowingly make a false report of discrimination, harassment, sexual misconduct, or retaliation. An employee who is found to have knowingly made a false report is subject to disciplinary action, as set forth in Section III.B.5, above.

Sexual Harassment Prevention Training

All employees are required to complete sexual harassment prevention training on an annual basis in accordance with the Workplace Transparency Act. Records of employee attendance will be maintained by the district office.

Additional Resources

If you have any questions concerning the Illini Central CUSD #189's policies on this matter, please see your supervisor, the Ethics Officer, or the State's Attorney.

Equal Employment Opportunity Commission

Federal law provides protection against unlawful discrimination and harassment. Further information may be obtained from the Equal Employment Opportunity Commission (EEOC), 800-669-4000.

Illinois Department of Human Rights

The Illinois Human Rights Act ("the Act") states that you have the right to be free from unlawful discrimination and sexual harassment. This means that an employer may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employment actions including hiring, promotion, discipline and discharge.

Employees also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.

It is unlawful for an employer to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

Confidential reports of harassment or discrimination may be made to the Ethics Officer, the offending employee's supervisor, your own supervisor, the County State's Attorney, or the County Clerk, in the event that the alleged harasser is the State's Attorney.

You can also contact the Illinois Department of Human Rights (IDHR) to file a charge at the locations listed below. You can also call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

IDHR Chicago Office
555 W Monroe St., Ste 700
Chicago, IL 60661
(312) 814-6200
(866) 740-3952 (TTY)
(312) 814-6251 (Fax)

IDHR Springfield Office
524 S. 2nd Street, Suite 300
Springfield, IL 62701
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Department of Children and Family Services

For matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS) may be contacted by dialing 800-25-ABUSE.

SOCIAL MEDIA POLICY AND GUIDELINES

This is the official policy for social media use at Illini Central CUSD #189 and provides guidance for employees and elected officials on their professional and personal use of social media.

All employees are responsible for knowing and understanding the policy.

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as Facebook, LinkedIn, X (formerly Twitter), Threads, Instagram, TikTok, Snapchat, Discord, and YouTube.

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

Usage and Conduct

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

1. Adhere to the high standards for Professional and Appropriate Conduct required by Board policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by Board policies 5:20, Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest; 6:235, Access to Electronic Networks; and 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under Board policy 5:90, Abused and Neglected Child Reporting.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with Board policy 5:130, Responsibilities Concerning Internal Information. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

A violation of this policy may subject an employee to discipline, up to and including termination.

TECHNOLOGY RESOURCES POLICY

Illini Central CUSD #189 may provide employees with access to technology resources to assist in the performance of their work (including, but not limited to, telephones, cell phones, voice mail, text messaging, email, software, laptop computers, tablets, desktop computers, hard drives, servers, internet and intranet access). Illini Central CUSD #189 reserves the right to monitor employee usage of technology resources. The technology resources are the sole property of the District. The technology resources are in place for business related to the District. Employees may use the technology resources for limited personal purposes as long as that use does not interfere with the employee's work, violate [employer]'s policies, or jeopardize the integrity of Illini Central CUSD #189's technology resources. The technology resources may not be used for any purpose which would violate Illini Central CUSD #189's policies or state or federal law. If an employee is found to be abusing the technology resources, the employee is subject to disciplinary action up to and including termination. Illini Central CUSD #189 also reserves the right to limit or eliminate an employee's use of or access to its technology resources. Nothing stored on Illini Central CUSD #189's technology resources is or can become the private property of any employee.

There can be no expectation of privacy or assurance of confidentiality with respect to any data or information stored on Illini Central CUSD #189's technology resources, nor can there be any expectation of privacy or assurance of confidentiality with respect to an employee's use or pattern of use of Illini Central CUSD #189's technology resources.

Illini Central CUSD #189 reserves the right to search, monitor, and inspect all data and information stored on District's technology resources. Illini Central CUSD #189 reserves the right to monitor employee use of District's technology resources as well as employee usage patterns. No employee should have any expectation of privacy as to any use of Illini Central CUSD #189's technology resources regardless of whether the employee accesses Illini Central CUSD #189's technology resources through a password.

The technology resources must never be used in violation of our policy against discrimination and harassment. The creation, display or access of any kind of sexually explicit image or record on any of Illini Central CUSD #189's technology resources violates both this policy and the Illini Central CUSD #189's policy against discrimination, harassment and sexual misconduct. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our technology resources. Illini Central CUSD #189 may use software and data to identify inappropriate or sexually-explicit internet sites. Illini Central CUSD #189 may block access from within our networks to all such sites. If you find yourself inadvertently connected to a site that contains sexually explicit or offensive material, you must immediately disconnect from that site, regardless of whether that site has been previously deemed acceptable by any monitoring, screening or rating program.

Illini Central CUSD #189's technology resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, province or local jurisdiction. Use of any District technology resources for illegal activity is grounds for disciplinary action, up to and including, immediate dismissal, and Illini Central CUSD #189 will cooperate with any legitimate law enforcement agency in the investigation of such activity.

Any software or files downloaded via the internet into the Illini Central CUSD #189's technology resources become the property of the District. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

No employee may use Illini Central CUSD #189 technology resources to knowingly download or distribute pirated software or data. No employee may use the District's technology resources to deliberately propagate any malware, virus, worm, "Trojan horse," or trap-door program code. No employee may use the District's technology resources knowingly to disable or overload any computer system or network or to circumvent any system intended to protect the privacy or security of Illini Central CUSD #189 or another user.

Each employee using the technology resources of the Illini Central CUSD #189 shall identify himself or herself honestly, accurately and completely, including the Illini Central CUSD #189's affiliation and function, when participating in District-related chat groups, newsgroups, message boards, or discussion lists, or when setting up accounts on outside computer systems on behalf of the District. Employees may not represent their statements as official Illini Central CUSD

#189 policy or practice without proper authorization. Participating in non-District-related chat groups, newsgroups, message boards or discussion lists by use of the Illini Central CUSD #189 technology resources is prohibited.

Any material posted to any forum, newsgroup, chat group, or internet site in the course of an employee's duties, remains the property of Illini Central CUSD #189.

Employees are reminded that chat groups and newsgroups are public forums where it is inappropriate to reveal confidential [employer] information as defined in this manual. Employees releasing confidential information via any technology resource, whether intentional or inadvertent, may subject employee to disciplinary action, including termination.

Use of the District technology resources to commit infractions such as misuse of Illini Central CUSD #189 assets or resources, harassment or discrimination, unauthorized public speaking, misappropriation or theft of intellectual property is prohibited and will subject an employee to discipline, up to and including termination.

It is a violation of the Illini Central CUSD #189 policy to store, view, print or redistribute any document or graphic file that is not directly related to the employee's job or the District's business activities and which would constitute a violation of Illini Central CUSD #189's policy against discrimination and harassment.

Employees may from time to time use the Illini Central CUSD #189 technology resources for non-business research outside of work hours provided they request permission from their supervisor before engaging in such use, and provided all other usage policies are observed.

Illini Central CUSD #189 will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives relating to an employee's use of the District's technology resources.

Employees must take care to understand federal and state copyright, trademark, libel, slander and public speech laws so that use of the District's technology resources does not violate the law.

Employees may download only software with direct business use, and must confer with Illini Central CUSD #189's IT staff to ensure that such software is safe to download, properly licensed, and registered. Downloaded software must be used only under the terms of its license.

Employees may not use the District's technology resources to download entertainment software or games, or to play games over the internet, including games against opponents.

Employees may not use the District's technology resources to download images or videos unless there is a legitimate business-related use for the material.

Employees may not download any software licensed to Illini Central CUSD #189 or data owned or licensed by the District without explicit authorization from the supervisor responsible for the software or data.

No employee may create or implement any password other than the password issued by the District for access to Illini Central CUSD #189's technology resources without permission of the employee's department head.

Illini Central CUSD #189 may use firewalls, proxies, address screening programs and other security systems to assure the safety and security of the District's technology resources. Any employee who attempts to disable, defeat or circumvent any District security facility will be subject to discipline, up to and including immediate termination.

Computers that use their own modems to create independent data connections sidestep our network security mechanisms. An individual computer's private connection to any outside network can be used by an attacker to compromise any Illini Central CUSD #189 technology resources to which that computer is attached. That is why any computer used for independent access to any outside computer or network must be physically isolated from the District's internal networks. Only those internet services and functions with documented business purposes for the District will be enabled at the internet firewall.

Employees who misuse Illini Central CUSD #189 technology resources may be subject to discipline up to and including termination. Remember that you have no expectation of privacy when using any of Illini Central CUSD #189's technology resources, including but not limited to, telephones, cell phones, voice mail, text messaging, email, software, laptop computers, tablets, desktop computers, hard drives, servers, internet and intranet access.

Security of Portable Data Storage Devices

Illini Central CUSD #189 requires that employees who have been issued District laptop or tablet computers, cell phones and other information storage devices take certain precautions to prevent theft or data breach.

With all portable data storage devices such as laptop or tablet computers, cell phones or other information storage devices Illini Central CUSD #189 requires that:

- Strong passwords are used to secure information on the device;
- No unauthorized persons are allowed to access to the information storage device;
- Usernames or passwords are not shared with any person, with the exception of authorized employees;
- Only authorized hardware, software or information security programs are installed on the device with authorization and approval from management;
- Care is taken to ensure the device is properly locked and secured when it is not in the immediate possession of the employee.

In the event that a device is lost or stolen, or in the event that information security has been breached, employees are to advise the Director of Technology immediately.

WHISTLEBLOWER POLICY

Protections of Section 4.1 of the Public Officer Prohibited Activities Act, 50 ILCS 105/4.1:

Summary of the Law:

Section 4.1 of the Public Officer Prohibited Activities Act ("the Act") prohibits a unit of local government, any agent or representative of a unit of local government, or another employee from retaliating against an employee or contractor who:

1. Reports an improper governmental action;
2. Cooperates with an investigation by an auditing official related to a report of improper governmental action; or
3. Testifies in a proceeding or prosecution arising out of an improper governmental action.

To invoke the protections of Section 4.1 of the Act, an employee must make a written report of improper governmental action to the appropriate "auditing official."

An employee who believes that he or she has been retaliated against in violation of Section 4.1 of the Act must submit a written report to the auditing official within 60 days of gaining knowledge of the retaliatory action. If the auditing official is the individual accused of improper government action, then the report may be submitted to any State's Attorney.

Each auditing official is required by Section 4.1 of the Act to establish written processes and procedures for managing complaints filed under Section 4.1 of the Act, and each auditing official is required to investigate and dispose of reports of improper governmental action in accordance with the processes and procedures. If an auditing official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the chief executive of the unit of local government and any other individual or entity the auditing official deems necessary in the circumstances.

An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the appropriate State's Attorney.

To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

Pursuant to Section 4.1 of the Act, the following remedies are available to employees subjected to adverse actions for reporting improper government action:

1. Auditing officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.
2. In instances where an auditing official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

A person who engages in prohibited retaliatory action under Section 4.1 of the Act is subject to the following penalties: A fine of no less than \$500 and no more than \$5,000; Suspension without pay; Demotion; Discharge; Civil or criminal prosecution; Or any combination of these penalties, as appropriate.

Every employee shall receive a written summary or a complete copy of Section 4.1 of the Act upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official.

As used in Section 4.1 of the Act, "auditing official" means any elected, appointed or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs, and promoting economy, efficiency, effectiveness, and integrity in the administration of the programs and operations of the municipality. If a unit of local government does not have an auditing official, the auditing official shall be the State's Attorney of the county in which the unit of local government sits.

As used in Section 4.1 of the Act, “employee” means anyone employed by a unit of local government, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers, members of appointed boards or commissions, whether or not paid, and persons who have been terminated because of any report or complaint submitted under Section 4.1 of the Act.

“Improper Governmental Action,” as used in Section 4.1 of the Act, means any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, state, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the official duties of an employee, elected official, board member, commission member, or committee member to be subject to a claim of “improper governmental action.” “Improper governmental action” does not include a personnel action of a unit of local government regarding, but not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

“Retaliate,” “retaliation,” or “retaliatory action,” as used in Section 4.1 of the Act means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under Section 4.1 of the Act. “Retaliatory action” includes, but is not limited to, denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, reduction in pay, denial of promotion, transfer or reassignment, suspension or dismissal, or other disciplinary action made because of an employee's protected activity under Section 4.1 of the Act.

Policy and Procedure of Illini Central CUSD #189 Pursuant to Section 4.1 of the Act:

Retaliation Prohibited:

In accordance with Section 4.1 of the Public Officer Prohibited Activity Act, Illini Central CUSD #189 prohibits retaliation against any employee or contractor who:

1. Reports an improper governmental action;
2. Cooperates with an investigation by an auditing official related to a report of improper governmental action; or
3. Testifies in a proceeding or prosecution arising out of an improper governmental action.

For purposes of this policy, “Improper Governmental Action,” means any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, state, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the official duties of an employee, elected official, board member, commission member, or committee member to be subject to a claim of “improper governmental action.” “Improper governmental action” does not include a personnel action of a unit of local government regarding, but not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

Auditing Official:

Illini Central CUSD #189 has appointed Dr. Jennifer Durbin, Superintendent as its Auditing Official who can be reached at jdurbin@illinicentral.org or 217-482-5180 ex. 1171.

Reporting Responsibility:

Employees are encouraged and expected to report in writing to the Auditing Official any suspected improper governmental action as well any retaliatory action in violation of Section 4.1 of the Act and this policy. Complaints of retaliation must be submitted within 60 days of gaining knowledge of the alleged retaliatory action.

Confidentiality:

To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. The Auditing Official may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

Process and Procedure for Reporting and Investigating Complaints:

All complaints pursuant to this policy will be investigated and resolved in a timely manner by the Auditing Official, his or her designee, or State's Attorney of Mason County (where appropriate). Where a complaint alleges improper governmental action or retaliatory action on the part of the Auditing Official, the complaining individual should submit the complaint to the State's Attorney of [insert name of County]. Employees may use the form attached to this handbook when making a report.

The Auditing Official, designee, or State's Attorney of Mason will acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

The process and procedure for reviewing and resolving complaints will typically involve the following steps, although the Auditing Official, designee, or State's Attorney may, in his or her discretion, modify the process and procedure as deemed necessary to conduct an appropriate investigation:

1. A meeting will typically be held between the individual making the complaint and Auditing Official, designee, or State's Attorney to investigate the complaint. Important data to be provided by the complaining individual includes the following:
 - a. A description of the specific improper governmental action or retaliatory action;
 - b. Identification of all person(s) who engaged in the conduct;
 - c. The location where the conduct occurred;
 - d. The time when the conduct occurred;
 - e. Whether there were any witnesses to the conduct;
 - f. Whether conduct of a similar nature has occurred on prior occasions;
 - g. Whether there are any records which would support the complaining individual's allegations;
 - h. What impact the conduct has had on the complaining individual.
2. The alleged offending individual will be contacted by the Auditing Official, designee, or the State's Attorney. The alleged offending individual will be advised of the charges brought against him or her. The alleged offending individual will have an opportunity to fully explain his or her position, and may also submit a written statement, and any supporting records, if desired.
3. After the alleged offending individual is interviewed, any witnesses identified by either the complaining individual or the alleged offending individual may be interviewed separately.
4. Any relevant records will be reviewed, and any other investigation deemed necessary will be conducted.
5. Once this investigation is completed, the Auditing Official, designee, or the State's Attorney will take such action as is appropriate based upon the information obtained in the investigation.
6. The following remedies are available to employees subjected to adverse actions for reporting improper government action:
 - a. The Auditing Official may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.
 - b. In instances where the Auditing Official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

A person who engages in prohibited retaliatory action under Section 4.1 of the Act is subject to the following penalties: A fine of no less than \$500 and no more than \$5,000; Suspension without pay; Demotion; Discharge; Civil or criminal prosecution; Or any combination of these penalties, as appropriate.

TITLE IX AND NONDISCRIMINATION POLICY

Illini Central CUSD #189 does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law and prohibits discrimination, including harassment, in any education program or activity that it operates. Retaliation against anyone who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation or grievance process is also a violation of Illini Central CUSD #189's nondiscrimination policy and is prohibited.

Illini Central CUSD #189 has designated the following individual(s) to coordinate efforts to comply with and carry out its nondiscrimination responsibilities and questions regarding the Illini Central CUSD #189's nondiscrimination commitments, as well as related laws, regulations, and District policies, may be referred to the designated employees:

Illini Central CUSD #189's Title IX Coordinator is:

Dr. Elizabeth Galka
208 N. West Avenue
Mason City, IL 62664
(217)482-5180
egalka@illinicentral.org

Title IX and its implementing regulations require Illini Central CUSD #189 not to discriminate on the basis of sex. Inquiries about Title IX may be referred to the Illini Central CUSD #189's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sexual discrimination under Title IX, please contact one of the building principals or the District Superintendent. Any person may also report sex discrimination, including harassment, using the contact information for the Title IX Coordinator.

Illini Central CUSD #189's nondiscrimination policy and grievance procedures can be located at www.illinicentral.org.

Soliciting, Selling, and Advertising

Except as may be expressly authorized by the Board of Education or the superintendent, a district employee:

- shall not read or distribute any advertisement or allow any advertisements to be read or distributed in school or allow any agent or any person to promote or exhibit material or the equivalent without the approval of the administration.
- shall not permit the solicitation or collection of subscriptions or contributions from pupils or their parents in or through the schools.
- shall not accept compensation from producers of instructional supplies and materials for recommendations affecting the purchase or use of such teaching materials in this school district. Employees shall not permit their time to be occupied in or about the school building during school hours by agents, lecturers, exhibitors or any other person having a commercial purpose in view without the approval of the administrative officer of the school.

ILLINOIS EDUCATOR CODE OF ETHICS

Preamble

Educators fundamentally believe that meeting the educational needs of each student is critical to the profession. The Illinois Educators' Code of Ethics is a set of core principles, values, and responsibilities that sets expectations to guide practice and inspire professional excellence in relation to federal, state, and local policies, rules, regulations, and collective bargaining agreements. Illinois educators encourage the application of these core principles throughout the education community.

Definition of Educator: An educator is a person who holds or is applying for a certificate or approval, or is enrolled in an Illinois pre-service education preparation program.

Principles

The Illinois Educator Code of Ethics contains five core principles that provide a foundation for the responsibilities and commitments of Illinois Educators.

1. Responsibility to Students
2. Responsibility to Self
3. Responsibility to Colleagues and the Profession
4. Responsibility to Parents, Families and Communities
5. Responsibility to the Illinois State Board of Education

PRINCIPLE 1: RESPONSIBILITY TO STUDENTS

The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:

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

PRINCIPLE 2: RESPONSIBILITY TO SELF

The Illinois Educator is committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois Educators:

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

PRINCIPLE 3: RESPONSIBILITY TO COLLEAGUES AND THE PROFESSION

The Illinois Educator is committed to collaborating with school colleagues and other professionals in the interest of student learning. Illinois Educators:

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

PRINCIPLE 4: RESPONSIBILITY TO PARENTS, FAMILIES, AND COMMUNITIES

The Illinois Educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois Educators:

- Aspire to understand and respect the values and traditions of the diversity represented in the community and their learning environments;
- Encourage and advocate for fair and equal educational opportunities for each student;
- Develop and maintain professional relationships with parents, families, and communities;
- Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
- Cooperate with community agencies that provide resources and services to enhance the learning environment.

PRINCIPLE 5: RESPONSIBILITY TO THE ILLINOIS STATE BOARD OF EDUCATION

The Illinois Educator is committed to compliance with the School Code and its implementing regulations, and to State and Federal laws and regulations, relevant to their profession. Illinois Educators:

- Provide accurate communication to the Illinois State Board of Education concerning all certification matters;
- Maintain appropriate certification for employment; and comply with state and federal codes, laws, and regulations.