

New Berlin CUSD #16
Support Staff/Non-Certified Handbook



2023 - 2024

Board Approved 07/20/23

INTRODUCTION

The purpose of this handbook is to provide a source of information that can be quickly consulted regarding policies, procedures, rules and regulations that relate to working conditions for non-certified employees of New Berlin Community Unit School District #16.

This handbook is not intended to be the final document regarding matters of concern for non-certified employees. It does contain selected information in the forms of direct quotes and summaries from the Board Policy Manual, legislative enactments, and other sources, to make the information more readily available. Persons seeking more detailed information should refer to the above.

If you cannot find answers to your questions in this handbook, or in the Board Policy Manual, please consult with your supervisor to obtain the desired information.

AT-WILL EMPLOYEES

These policies and procedures establish employment guidelines only; they do not establish an employment contract. Management reserves the right to unilaterally modify and change both policies and guidelines. This school district recognizes and supports that the terms, conditions and duration of employment is all at will.

New Berlin CUSD #16 is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of race, color, gender, sexual orientation, age, national origin or disability.

ABSENCES: Every staff member is granted sick, personal, and bereavement days in accordance with the current contractual language. It is important to review when personal days will not be granted. Each employee is responsible for verifying personal leave availability prior to requesting any paid leave time. If no leave is available, leave will not be granted. Good attendance is imperative. Employees are expected to schedule appointments outside of their work day whenever possible.

Support staff who become ill and unable to report to work are to notify the assigned building secretary **AND** principal (elementary - include AP) between 5:30 am - 6:00 am. If you know the night before, please notify them between the hours of 5:30 pm - 9:00 pm. The sooner we know, the better chances are of finding a person to fill the position. Please input the absence in Skyward within 24 hours of the absence.

If you know in advance of the day you will need a sub (doctor's appointment, professional day), please request this through Skyward.

ABUSED AND NEGLECTED CHILDREN: Illinois law requires that all suspected cases of child abuse and neglect is reported to the Illinois Department of Children and Family Services. All school employees are mandated reporters. You will need to call 1-800-25-ABUSE or 1-800-252-2873. Print out the CANT5 Written Confirmation of Suspected Child Abuse/Neglect

Report.. :Mandated Reporters form which is on the IL DCFS website. You will need to fill out this form as you make the oral report. The written form **does not** replace the oral report. This is a requirement in addition to the oral report. This report is to be mailed at the address on the second page. If you need assistance with the procedures, please see your building principal. The appropriate principal must be advised immediately if a report is to be prepared and filed.

ACCESS TO BUILDING/BUILDING SECURITY: As part of our school security plan, access to the building during school hours is limited to the entrances with key fobs. All other entrances will be kept locked during the school day. If you take a class outside during the school day outside regular scheduled physical education and recess, be sure that you inform the building secretaries and take your keys. Outside doors are NOT to be propped open at any time during the day or during before or after school for practices.

If you are accessing the building outside the normal work hours, access the building through the main entrance with your key fob. You are responsible to make sure the building is properly secured before leaving. Please take care of any breaches in security and report them to the office.

All building keys/fobs will be issued through the Superintendent's office or designee. Keys must be signed for and must be returned when requested. **Do not allow anyone else to have custody of your keys/fobs. This includes students. Report lost keys/fobs to the office immediately. A \$100.00 fine will be issued if keys/fobs are lost.**

All staff members are required to have their classroom keys and key fob at all times. The district will provide lanyards.

ACCIDENTS: Staff members are to be alert to those conditions and situations where accidents are most likely to occur. Rules and procedures are to be adopted by staff members to minimize the chance of injury. Each school has a school nurse, but that person is not always in the building.

If an injury does occur, please observe the following procedures:

1. If there is any question concerning the seriousness of the injury, do not move the student.
2. Immediately notify the school nurse and the building principal. They will decide on the course of action to be taken.
3. Parents will be notified as soon as possible of all serious injuries by the school nurse or the building administration.
4. Assist with the injured student until your help is no longer needed.
5. An accident report must be filled out by the supervisor in charge of the student(s) the day of the accident and turned in to the school nurse who will forward it to the district office. If the nature of the injury appears to occur under questionable circumstances, only the district office shall determine whether or not to send the student accident insurance form to parents.

ADVERTISING/DISTRIBUTING MATERIALS/PROMOTING OWN INTERESTS: No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate

the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

ANIMALS: Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ASBESTOS REPORT PUBLIC NOTIFICATION: This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the U.S. Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the New Berlin Jr/Sr High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. This information was distributed to all building occupants by:

Reliable Environmental Solutions, Inc. 4211
Westgate Dr.
Springfield, IL. 62711

ATHLETIC PASSES: Staff members shall use their staff ID as a pass to all school activities, with the exception of student money-making activities and tournament events. This will entitle an employee and one guest admittance.

BEFORE SCHOOL/AFTER SCHOOL/BUS DUTY: Some support staff may assist in before school and after school supervision as assigned by building administration. Any problems encountered on duty need to be reported to building administration.

BOARD POLICY: It is very important that teachers know and follow the New Berlin Board of Education policy manual. It can be accessed from the district website.

BUILDING AND GROUNDS SAFETY: All personnel share in the responsibility for observing and reporting hazardous conditions in the buildings or on the playgrounds to their immediate supervisor. Custodians play a key role in this respect.

BULLETIN BOARDS: Utilize classroom bulletin boards for appropriate displays. Materials posted on any bulletin board outside the staff workroom or hallway in the buildings must be stamped and approved by the building principal. This includes student groups, outside groups, and individuals. Faculty members are exempt from this requirement if they are posting school related materials on teacher bulletin boards in workrooms. IEA/NBEA business is also exempt from this requirement. Any materials not approved for posting will be removed.

BUS TRANSPORTATION: Most students will ride a school bus from time to time either to and from school or on a field trip. For this reason, all students will receive instruction from their teachers on the rules for school buses. Any student who rides on a bus to a school activity must return on the bus. Only sponsors and/or coaches may release students to a parent.

CAFETERIA SUPPLIES: The cafeteria should NOT be asked to supply paper goods such as plates, cups, and napkins for the classroom or for staff purposes. If you are borrowing any items or equipment from the cafeteria, they will need to get approval from the Food Service Director.

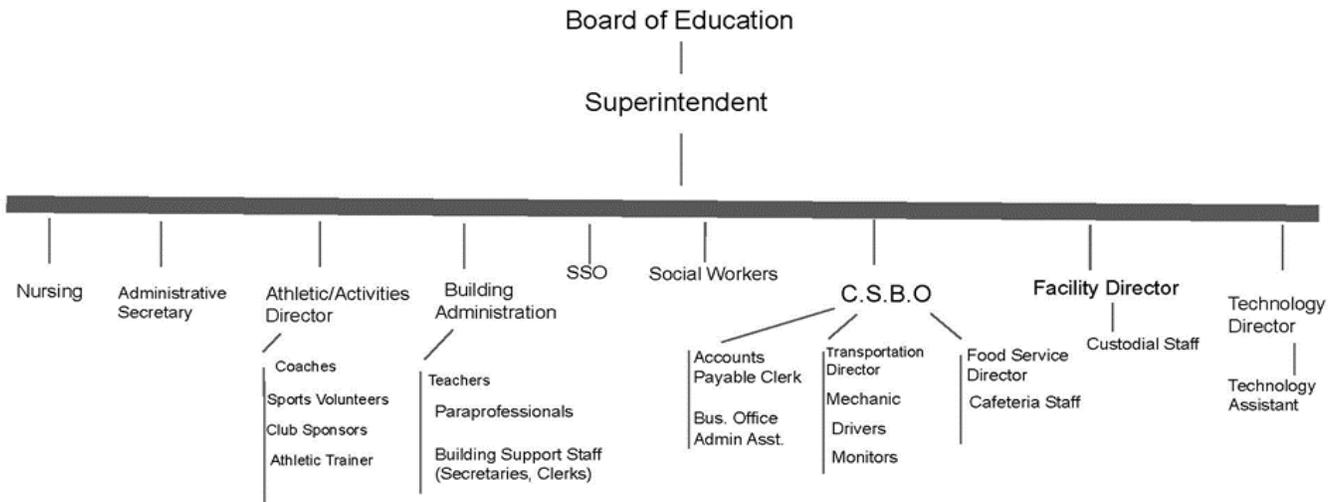
CELL PHONES: New Berlin schools have a policy for student cell phone use. Teachers are required to follow the policy and procedures that are put into place by policy and stated by their building principal. Staff cell phones should not be disruptive to the classroom environment. Cell phones, texting, and classroom phones should only be used for school business or emergency purposes. There are always incidencies where phone use is needed to communicate with family members or to take care of a household situation. Staff members should make every effort to make those calls when students are not present.

Cell phone use by students should be restricted. In the event that you think a phone call is necessary, please send the student to the office to use the main school phone lines.

CERTIFICATION: Support staff are responsible for maintaining updated license and payment of fees.

CHAIN OF COMMAND AND COMPLAINTS: The school system provides an organizational structure commonly called a chain of command. Matters requiring administrative action should always be referred to the person with immediate responsibility for that action.

New Berlin CUSD 16 Organizational Chart



Parents are often discouraged when they attempt to communicate with the superintendent and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command”, or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken before taking it to the next level. This document does not supersede any employee’s or citizen’s right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

1. On Matters Involving Instruction/Curriculum

- a. Classroom Teacher
- b. Principal
- c. Superintendent
- d. Board of Education

2. On Matters Involving Student Discipline

- a. Classroom Teacher
- b. Assistant Principal
- c. Superintendent
- d. Board of Education

3. On Matters Involving Athletics or Extra-Curricular Activity

- a. Coach or Club Sponsor
- b. Athletic Director

- c. Principal (eligibility/student discipline)
- d. Superintendent
- e. Board of Education

4. On Matters Involving Facilities/Grounds/Building

- a. Facilities Directors
- b. Superintendent
- c. Board of Education

5. On Matters Involving Transportation

- a. Transportation Director
- b. Assistant Principal (for student discipline)
- c. Chief Financial Officer
- d. Superintendent
- e. Board of Education

6. On Matters Involving Cafeteria and Food Service

- a. Food Service Director
- b. Assistant Principal (for student discipline)
- c. Chief Financial Officer
- d. Superintendent
- e. Board of Education

7. On Matters Involving Student Health & Wellness

- a. School Nurse
- b. Principal
- c. Superintendent
- d. Board of Education

8. On Matters Involving Administration and All Other District Directors

- a. Superintendent
- b. Board of Education

9. On Matters Involving Superintendent

- a. Board of Education

CHARACTER EDUCATION: Developing good character in children is primarily the responsibilities of families, but is also the shared responsibility of schools and other community organizations. New Berlin CUSD #16 continues to promote character education inside and outside the classroom. Incentives will be developed by the building PBIS teams.

CLASSROOM MANAGEMENT: Student discipline is vital to creating a positive learning atmosphere in which students are physically and emotionally safe and able to learn. A positive approach to learning self-discipline/regulation is most effective and should be used whenever possible.

Approaches to student discipline may vary from one student situation to another. Normally these thoughts should be used as guidelines:

1. Begin the school year building relationships with students.

2. Say what you mean and mean what you say.
3. Be positive when correcting inappropriate behavior and provide choices.
4. Have a reason for what you ask a student to do and when possible, take time to give a reason.
5. Be honest in what you say and do. A student's faith in you is a great help.
6. Be fair. Usually it isn't punishment but perceived injustice that makes a student rebel against authority.
7. SMILE!
8. Praise and commend good qualities and actions.
9. Remember that a sense of humor is extremely important in teaching.
10. Never strike a student. It is indefensible.
11. Do not impose your personal feelings or prejudices on students.
12. Maintain poise at all times. Avoid power struggles. Try not to lose your temper.
13. Really listen to what students say.
14. Have high expectations for ALL students and yourself.
15. Be sincere in your work with students.
16. Demonstrate good character traits.
17. Never hold a student up to public ridicule. It is the surest way to create a discipline problem.
18. Let students know what is expected of them. Distribute the classroom management plan, have students sign off, and post them.
19. Expect ALL students to follow the rules - BE CONSISTENT!
20. Keep students on task the entire class period. This is an extremely important element in classroom management and discipline. This requires the teacher to practice routines with students continually.

CLOCKING IN & OUT ON COMPUTERS: Only the hours worked will be paid.

A. Procedures and policies

- 1) Each employee is responsible daily for the accuracy of their clocking in and out on the computer. Any changes or corrections made on your clocking in and out must be signed by the immediate supervisor.
- 2) The supervisor in each department will supervise clocking in and out when necessary. The supervisor will be allowed to adjust clocking in and out when necessary. All hourly employees will be required to use computers to clock in and out.
- 3) Only the individual employee can clock in or out. Clocking in or out for another employee is prohibited.
- 4) Employees are to clock in immediately before beginning work and immediately following the end of the scheduled work time. Failure to do so may result in pay loss as per recorded time sheets. Overtime must be approved by the supervisor.
- 5) A lunch break of at least 30 minutes must be clocked in and out. Employees are not allowed to skip lunch in order to leave early.
- 6) If an employee leaves during the day for reasons other than school related business, he/she should clock out and back in when they return and report it as personal/sick/vacation time.
- 7) School Emergency Closings-If an emergency day arises and it is a danger for the employee to remain at work, employees will be allowed to leave early and receive pay for the hours worked. No

penalty regarding vacation or personal days will be given. If a non-emergency school situation or closing occurs and the superintendent allows offices to close, it is at the discretion of the employee's supervisor to determine whether employees are to stay or go home. Employees will be paid for the amount of time worked as directed by the supervisor.

8) **EMERGENCY NEEDS PAY FOR 12 MONTH EMPLOYEES** – 12 month employees will receive regular pay for an emergency day when they are not required to work. If they are notified by their immediate supervisor to work, employees will be paid in addition for those hours. Supervisors will develop a rotation list for emergency days.

9) If a 12-month employee is notified by his/her immediate supervisor to work, the employee will be paid overtime compensation in addition to the regular pay for those hours. Supervisors will develop a rotation list for emergency days.

10) **Without prior approval from a supervisor, no overtime will be paid.**

CLOSED CAMPUS: Students are not permitted to leave the school campus from the beginning to the close of the school day. Once a student has parked his/her vehicle they are not to go to the vehicle or leave without permission from building administration.

COMMITTEES/TEAMS: Support staff members will be asked to serve on various building and/or district committees or teams.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE: Employment in the District is contingent upon satisfactory results of a physical examination and freedom from communicable and chronic infectious disease in accordance with the law.

COMMUNICATION - WITH PARENTS: Teachers are the only ones to directly communicate with the parents if support staff are assigned to work with individual and/or group of students in the role of a paraprofessional. If a support staff member is contacted directly by a parent, they are to notify their supervisor immediately.

Support staff should notify their principal if any parental or public contact has a particularly negative connotation. It is important that any threats be reported immediately.

COMMUNICATION - STAFF: All support staff members are expected to check mailboxes, e-mail, and voicemail if applicable each day, in the morning and before leaving. The superintendent will send out a weekly update to all Pretzel staff with the expectation that it will be read on Monday in its' entirety since it has calendar, reminders, updates, and critical information in it. Building principals will provide staff members communication either weekly or bi-weekly. The same expectation of reading and knowing the information as stated above is expected.

Open communication is essential in all aspects of the operation of our building and district. This includes communication between classroom teachers, specials/elective teachers, office staff, support staff, cafeteria staff, and custodians. Before you plan an activity, ask yourself, "Whose work schedule may I be affecting by carrying out this schedule?" Please make sure all involved individuals are notified 48 hours in advance.

COMPLIMENTARY PASS: Staff members shall use their staff ID as a pass to all school activities, with the exception of student money-making activities and tournament events. This will entitle an employee and a guest admittance.

CONFERENCES AND VISITATIONS: After application to, and with the approval of the Superintendent or his/her designee and the immediate supervisor, support staff members may be released with full pay to attend conventions, workshops, conferences, visit exemplary programs and participate in other work-related growth activities.

CONFIDENTIALITY OF INFORMATION: As education professionals we need to be committed to promoting a respectful environment that retains the full trust and confidence of students, staff, and faculty. In our daily work, we are in the unique and responsible position of having access to and being aware of an array of highly sensitive personal and medical information. This information comes to us directly from individuals or third parties associated with them. Information we have received of a personal nature will be disclosed to other parties or colleagues only when it is legally required or on a strict need-to-know basis.

Information on students or staff should not be shared with other students. Discretion should be used when information is communicated orally. Be aware of your surroundings and that others may overhear a conversation, for example, in hallways, offices, classrooms, restaurants, and other public places, such as sporting events or community gatherings.

Staff members must report the confidential nature of information to the administration if the information is deemed necessary or would aid proper decision making by the administration, regarding students, parents, and other staff members.

List of students may not be released unless the superintendent gives approval.

COPY MACHINES: All copy machines are to be used for school related matters. The secretarial staff should not be asked to run copies. **Students are not allowed to use copy machines or collect copies at the copier due to confidential information being printed or left on them.**

It is important that you print one copy to review before sending large print jobs. Do not waste paper nor stockpile materials. Please do large print jobs before or after school. It is strongly encouraged that you send print jobs to the copiers securely since many of the copiers are in central locations where people walk.

CREDIT INFORMATION: When credit information is requested by telephone, the only information that may be provided is verification of employment. If the request is by mail, information may be released with the written permission of the employee about whom the information is requested. An administrator must also sign the released material.

CRIMINAL BACKGROUND INVESTIGATION: This is required prior to employment. Each applicant for employment in the school system shall authorize in writing a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.

CUSTODIAL SERVICES: Although the custodians are responsible for general daily cleaning of the classrooms and office areas, the teachers and support staff that are in offices are responsible for keeping an orderly room/office. Support staff should perform a visual sweep of their assigned work areas before leaving each day to assure that things are in order. Please avoid leaving items on the floor or on trays under students' desks. Due to time schedules placed on the custodial crew, clutter and disorganized rooms may not receive the same service as organized, well-kept rooms/offices. Staff members who have custodial issues should notify the Facilities Director.

DISTRICT FORMS: Copies of these forms are available on the website and/or principal's offices.

DISTRICT STRATEGIC PLAN: The complete plan can be found on the district website.

Vision: New Berlin graduates strive to be the best, be engaged, ready to lead and serve future generations of Pretzels.

Mission: The mission of CUSD #16 is to serve our communities by equipping students with the skills and tools needed to achieve their personal best and demonstrate Pretzel PRIDE--

Perseverance
Respect
Integrity
Discipline
Empathy

Belief Statements

We believe all students have individual talents.

We believe all students have an equitable opportunity to learn and achieve their academic and personal best.

We believe in our teachers' passions.

We believe learning extends beyond the classroom.

We believe our schools serve as a safe and secure environment for all students.

We believe in Pretzel Pride.

We believe in the value of every person.

We believe everyone working together will result in positive and collaborative working relationships that make the community stronger.

We believe that character counts.

We believe that Pretzels serve others and achieve their dreams.

The district strategic goals can be found on the district website.

DOORS: Classroom doors need to be shut and lights turned off when leaving classrooms and offices at any time.

DRESS AND APPEARANCE: The personal dress and appearance of support staff has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. Jeans are acceptable attire for many of the support staff positions as long as they don't have holes in them on purpose. Yoga pants, leggings worn as pants can be worn as long as they aren't see through or have holes in them. Athletic wear would be considered appropriate for individuals in particular job assignments. Footwear should mirror your professional dress and be safe and appropriate for your position.

EMERGENCY CLOSING OF SCHOOL: The district utilizes ThrillShare to alert staff members and families of school closings. Current phone numbers are integral to the success of this system. Please keep the district office informed of any changes in your contact information. School closings will be announced by phone, text, and e-mail along with local radio and/or television stations by 6:30 am unless circumstances prevent such distribution of information.

EMERGENCY PROCEDURES: Staff members need to know all procedures for emergency situations. Teachers and support staff will practice procedures with students as there will be drills during the first three months of school and beyond.

Directions and a map indicating emergency exits from the building must be clearly posted by the exit door of each classroom/office area. Red emergency bags must be kept up to date at all times. Specific procedures will be reviewed periodically.

1. Procedure for reporting to the Principal's office in the event school officials, teachers, and support staff observe any person in possession of firearm on school grounds

Staff members will be instructed on the first day of teacher in-service to report incidents of any person in possession of a firearm on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System

2. Procedure for reporting all incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to the local law enforcement authorities:

Staff members will be instructed on the first day of teacher in-service to report incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to a supervisor immediately. If necessary, staff will complete an accident report and submit it to the supervisor.

Upon Notification of an incident, the supervisor will:

- investigate and evaluate the situation applying discipline measures as per the student handbook and contact the parent/guardian
- ensure that the accident report is completed
- ensure that the staff member involved is seen by the school nurse or if necessary seeks medical treatment
- report the incident to the local law enforcement authorities immediately and to the Department of State Police's Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

3. Procedure for reporting all drug related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.

Staff members will be instructed on the first day of teacher in-service to report incidents of any drug related incidents occurring in a school or on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan if necessary
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

EMPLOYMENT AT-WILL: Employment with the District is at-will, meaning that employment may be terminated by the District or the employee at any time, without restriction.

EMPLOYEE RIGHTS: Employees have certain rights guaranteed by the state and federal constitutions, state and federal statutes, or School Board Policy. Included are:

- 1) Title II of the Americans with Disabilities Act;
- 2) Title IV of the Education Amendments of 1972;
- 3) Section 504 of the Rehabilitation Act of 1973;

- 4) Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; and
- 5) Family and Medical Leave Act.
- 6) Review Asbestos Report
- 7) National Origin/Immigration status

Copies of the above are on file in the Superintendent's Office.

EMPLOYEE USE OF SCHOOL EQUIPMENT AND SUPPLIES: Board of Education policy prohibits the use of school facilities, equipment or materials for outside job interest without the approval of the Superintendent of Schools.

EVALUATIONS - Non-Certified: All staff will have a minimum of one evaluation per year completed by their supervisor. The main purpose of evaluating staff members is for professional growth. Through evaluations, strengths can be recognized and areas of needed improvements will be identified.

EXTRACURRICULAR ACTIVITIES: The school system offers a large range of student activities including clubs, athletics, drama, etc. These activities are an important part of the school program. Staff members are expected to attend all activities, practices or meetings of teams, groups, or clubs, which they sponsor or supervise. Staff members are expected to encourage students to participate in these activities and to be supportive of their participation. Committees may be established by the school district administration to meet the needs and interests of the school system. Support staff are expected to accept assignments to serve on these committees.

FIELD TRIPS: Board of Education policy recognizes the value of field trips and requires the Superintendent of Schools to develop guidelines and regulations for field trips. These guidelines and regulations are necessary because of the many potential consequences involved in taking students out of school for a period of time.

1. All field trips shall be supervised by staff members and other adults.
2. A field trip form must be completed and returned to the principal at least two weeks before the date of the field trip.
3. The field trip must be related to the educational program, include all pupils assigned in the class and be part of the school day.
4. Teachers in grades Pre-K thru 12 may request a field trip each year. The trip must be during the school day.
5. Students taking part in field trips must pay all costs of the trip, unless otherwise provided for by the Board of Education.
6. Parents must give permission in writing for field trips.
7. Volunteer supervisors must be approved by the principal with the appropriate safety checks completed.
8. Participating students and staff members must show proof of accident and health insurance coverage.
9. No students shall be excluded from any field trip because of a lack of funds.
10. Any trip taken out of state must be approved by the Board of Education.

11. Any field trips curriculum related or non-curriculum related that include overnight stay must be Board approved at least one month prior to the trip.

FIRE AND DISASTER DRILLS: Our primary duty in the event of fire or disaster is the safety of the students. At the first sounding of the fire alarm, students should evacuate the building as rapidly as possible, following the assigned routes. In case of a disaster drill, students should go to the area designated on the procedure posted in the classroom. Copies of the fire and disaster drills should be posted in all classrooms. The first drills of the school year will be planned and announced. Others will not be, so you will be expected to know where to take your students should the need occur.

FULL/PART-TIME EMPLOYEES: A full-time employee is an employee that works (12 months with 30 hours of work per week) or works 35/40 hours per week for nine months in the same department.

Part-time employees work less than 35 hours per week.

To qualify for Illinois Municipal Retirement Fund (IMRF) an employee must work 600 hours per year.

To qualify for school hospitalization insurance, an employee must work 30 hours per week.

GIFTS, GRATITUDES, ETC: Staff members shall not accept gifts, gratuities, etc. from anyone who has, or may have, a business relationship with the school district, unless the Superintendent of Schools gives permission. Any such item approved for acceptance becomes the property of the school district.

HALLWAY PASSES/E-HALLWAY PASS: Students need to be in class. If for some reason, a paraprofessional is sending students out of the class during the period, they should make sure that students always have a pass/e-pass. All procedures on sending students out of the classroom will be covered at the beginning of the year by the building administrators.

HANDLING EMERGENCY SITUATIONS - STUDENT FIGHT AND INJURY EMERGENCY

1. Fighting
 - a. Do not ignore the fight situation.
 - b. Don't leave the confrontation area.
 - c. Send another staff member or student for help.
 - d. Scan the situation for evidence of weapons being used.
 - e. Try to step in between the fighters ONLY if you feel that you can control them. If you don't feel like you can, then you need to continue to provide them with verbal commands to stop fighting.
 - f. Yell, "Stop It" several times. Keep repeating, if necessary. If you have a whistle with you, keep blowing until additional help arrives. If you have water with you, throw it on the students.
 - g. If you are able to break up the fight, please wait for additional help to arrive to walk the students to the office. If you feel that you can handle the students, then have one student walk ahead of you while the other student is beside you or one step behind you.

2. Injury Emergency

- a. Don't ignore the situation.
- b. Stay with the injured student.
- c. Stay calm.
- d. Send another staff member or student for help.
- e. Use emergency first aid and/or life-saving training if needed.

HARASSMENT: Our schools and district should be a workplace that is conducive to teaching and learning of all who enter our doors. The workplace will be free from any form of harassment that creates a hostile work environment in which an individual is not able to function in a manner for which he or she is employed. If at any time you feel you are in a harassment situation, notify your supervisor immediately.

HEALTH/LIFE SAFETY GUIDELINES: The classrooms and office areas must follow the below guidelines that are set in place by the Regional Office of Education and the Illinois State Fire Marshal. The below list will be part of the annual building inspections.

- **Emergency signage** is to be posted at all times within each classroom throughout the school year.
- A 42-inch safe, reliable and unobstructed **means of access** travel shall be provided from any location in an occupied room at all times.
- A **door** is required to look like a door. Means of egress doors shall be readily distinguishable from adjacent construction and finishes such that doors are easily recognizable as doors. Curtains, drapes, decorations or similar materials shall not conceal egress doors. (This can be maintained by not covering an area of at least four (4) inches wide on the outside perimeter of the door and door hardware shall be visible or not covering 12 inches at bottom and top of door and leave 8-inches uncovered around the door handle hardware.)
- Glass panels on **classroom doors** are required to have a minimum of 100 square inches of viewing space.
- **Door stops** are to be removed from exit doors and doors should be closed when classrooms are vacant.
- Magnetic slips blocking **locking door hardware** from latching are found throughout the building. Doors are required to latch to prevent the spread of fire.
- There should not be any paper adhered to **ceiling tile** or hanging from the ceiling and/or lights.
- On any **wood frame doors**, please refrain from using tape
- All **chemicals** are to be stored in secure areas and doors locked when a responsible adult is not present.
- Potpourri pot with wax melt is not acceptable or other items that have **hot liquids**.
- Candles and items using **open flames** are not acceptable.
- All **sprinkler heads and smoke detectors** should have a clearance area from the ceiling of at least 18 inches and 24 inches in non-sprinklered areas.
- There are to be no **extension cords**. Please utilize power strips. See Matt if you need one. (An UL approved heavyweight extension cord can be used as a temporary source of power but is required to be unplugged from the wall and removed after each use)

- No storage of flammable products is allowed in **boiler rooms**.
- **Boiler rooms** are not storage rooms. The boiler room shall be kept free of all material and equipment not necessary to the operations of the heating system. **Combustible storage** of any kind is not permitted in boiler rooms.
- Artwork/student work in **hallways/corridors** is to be limited to 20% or less of the wall space.
- Artwork/student work in **classrooms** should be limited to 30% or less of wall space. Decorative paper is not to be used as wallpaper in classrooms.
- **Safe Storage** – items are to remain inside the perimeter of the top of the cabinet and/or shelf. Items are not to be stacked in a manner that they are slanting in the direction of the open portion of the stored area.
- **Hallways/corridors** are to be free of tables, chairs, etc
- Chains and padlocks are never used on **doors** to prevent egress from the building.
- Staff members utilizing science labs, family and consumer sciences and agricultural technology areas should be knowledgeable of **shut-off valves** for power and gas in these areas.
- **Classrooms** are not to contain any upholstered furniture, carpets, pillows or other items covered with fabric or upholstery without proof of materials being non-flammable. These articles are to have original tags stating that they meet the California Flammability code and/or have Class I fire rating.
- All **electrical items** have labels stating they are UL or ETA approved.
- Christmas/**Decorative lights** aren't allowed as decoration on bulletin boards or outlining whiteboards unless the plug is cut off making them inoperable.
- **Personal refrigerators, coffee pots, microwave ovens**, etc are not to be present in classrooms.
- **Fire extinguishers** are to remain unobstructed and visible. Do not hang items on the extinguisher.
- Utilize a **ladder** not a classroom chair when hanging items at a height or when you are needing to get something out that is taller than you.

HOLIDAYS: Only twelve (12) month employees will receive holiday pay. Full time, 12-month employees will be paid for but will not be required to work on the holidays listed below unless the holiday is waived in the official school calendar and considered a day of student attendance. In the event that the holiday is waived and used for student attendance, the full time, 12-month employee will be expected to work on that holiday and will be given an extra vacation day to use at another time, with approval of his/her supervisor, during the fiscal year. That extra vacation day will be allocated immediately following the waived holiday. Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will not be required to work on the following holidays:

Day before New Year's
 New Year's Day
 Martin Luther King Jr. Birthday
 Abraham Lincoln's or President's DAY
 Casimir Pulaski's Birthday
 Good Friday

Labor Day
 Columbus Day
 Veteran's Day
 Thanksgiving DAY
 Day after Thanksgiving
 Day before Christmas

Memorial Day
Juneteenth National Freedom Day
Independence Day

Christmas Day

If the Fourth of July falls on Saturday, the employee will take Friday as the holiday. If it falls on a Sunday, the employee will take Monday as the holiday.

In the case of an emergency or for the continued operation and maintenance of school facilities or property, the District may require non-certified school district employees to work on a legal school holiday.

Full time employees will be eligible for full day pay at their straight time rate, provided they meet the following requirements:

- 1) The employee must work within the payroll period during which the holiday occurs,
- 2) The employee must work the last scheduled working day before the holiday and the first scheduled work day after the holiday, unless on approved vacation or approved personal leave. If a sick day is used, the employee must have a doctor's office notice.

IMRF: There will be no changes made in the IMRF procedures unless the 600 hours of service is not received.

IMMIGRATION INVESTIGATION: All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than three business days following their first working day.

INJURY- STAFF MEMBER: Staff members are protected from financial loss by Worker's Compensation for any injury suffered in an employment related situation. In case of injury, obtain an accident report form from the office. Return the completed form as soon as possible. Staff members are required to notify the office as soon as reasonably possible of any injury that might cause loss of work or visits to hospitals or doctors.

INSURANCE PREMIUMS/PAYROLL DEDUCTIONS: Insurance premiums and other payroll deductions will be made during the months the employees receive a paycheck. **Deductions for employees that work and are paid less than 12 months will be distributed evenly among the dates that they are paid. Should employment terminate, adjustments will be made for any balance due or refund and the employee will be given written notice of the adjustment(s).**

INTERCOM SYSTEM: Every classroom in this facility has a public address system for teacher and/or staff use. Since the intercom system must be answered in the office, they are to be used only in cases of emergency, illness, student discipline and attendance.

JURY DUTY/COURT SUMMONS: The District shall pay full salary during the time an employee is on jury duty. An employee shall give the District a five day notice of impending jury duty, if possible. The

District shall pay full salary during the time an employee serves as a witness upon trial or has his or her deposition taken in any school related matter pending in court.

LEAVE OF ABSENCE: The District offers several different categories of leaves, including, but not necessarily limited to:

- Personal Leave of Absence
- Military Leave
- Family and Medical Leave

Because of the uniqueness of each type of leave, employees are directed to the Human Resources Director for any questions or for additional information.

There are some general guidelines that apply to all types of leave. All leaves of absence must be:

Requested and/or designated and approved in writing. Subject to any applicable legal standards, requests for some leaves of absence will be evaluated based on the employee's work record, length of service, and the District's operating needs. Misrepresenting reasons for applying for or receiving a leave of absence may result in disciplinary action up to and including termination of employment.

All leaves of absence are unpaid unless otherwise indicated or unless the employee qualifies for some other benefit. The District requires employees to first use accrued and applicable paid time off (including vacation time) during a period for which leave is requested. Paid time off shall be used in the order of sick leave, personal leave, and then vacation.

If required by federal or state law, the District will continue to provide health or other insurance that was provided to the employee before the leave of absence and which is provided to other employees. During any leave of absence, employees remain responsible for the employee's share of the premiums and any dependent premiums for those insurance benefits. If the employee fails to pay his/her portion of the insurance premiums for three (3) consecutive months, the District will terminate coverage.

If the period of approved leave exceeds the available paid time off (sick, personal, and vacation), any length of service accrual and any benefits accrual will be suspended and will resume upon the employee's return to active employment with the District. Employees will not lose any length of service or accrued benefits because of time off work for an approved leave of absence in accordance with applicable law.

Employees on leave are required to keep the District's Human Resource Officer updated as to their status and intent to return to work. Employees are required to provide reasonable advance notice of the intended return to work date. If the leave of absence is for the employee's own serious medical condition, the District reserves the right to require a fitness

for duty certification from the employee's treating healthcare provider before the employee returns to work.

Employees returning from an approved family and medical leave (granted pursuant to the FMLA) or other statutory leave, will be granted reinstatement according to the law's requirements. As to non- FMLA or other statutorily mandated leaves, an attempt will be made to return the employee to their same position or one of comparable pay and status unless business or other circumstances make it unreasonable or difficult to do so.

Leave of absence is subject to change at any time, either to meet operating needs of the District or to comply with any changes in law.

Failure to follow any requirements of the leave or to return to work following the expiration of the approved leave of absence will be considered voluntary resignation. All rights to reinstatement cease if the employee does not return to work at the end of the approved leave.

Employees may not use a leave of absence to work at another job without the express written consent of the Superintendent. Should this occur without permission, the employee will be subject to discipline, up to and including termination.

Exceptions to any leave policy may be available to those qualified employees subject to the provisions of the Americans with Disabilities Act and the provisions of the Illinois Human Rights Act relating to pregnancy. Individuals with a disability or pregnancy related issue who wish to request an exception to this policy in order to accommodate a disability or pregnancy should contact the Human Resources Director for the District.

a. Personal Leave of Absence

Employees may request a personal leave of absence for a variety of personal reasons. Whether an employee is granted a personal leave will depend upon a variety of factors, including: job requirements, availability of a temporary replacement, projected ability of the District to return the employee to his/her position at the expiration of leave, and any other considerations that are relevant at the time.

Unless otherwise required by law, reinstatement following a personal leave of absence is not guaranteed. The District will attempt to place the returning employee in the former position or to one with comparable status and pay, however this is not guaranteed.

Unless required by law, personal leaves of absences are limited to a one (1) month duration. Additional one (1) month time increments may be granted, but in no case may personal leave of absence extend beyond a total of six (6) months.

Whether to grant a personal leave of absence and whether to reinstate a returning employee to the same or similar position are matters left to the sole and sound discretion of the District.

b. Military Leave

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces, will be granted leaves of absence for military service, training, or other obligations in compliance with state and federal laws. These employees may use accrued vacation time but are not required to do so.

At the conclusion of the leave, employees generally have a right to be reinstated to the same position held prior to the leave or to one with equivalent seniority, pay and benefits, so long as the employee has followed the legal requirements to qualify.

Employees should notify their immediate supervisors and the Human Resources Director as soon as they become aware of the military obligation.

c. Family and Medical Leave

FMLA allows eligible employees to take up to 12 work weeks unpaid, job protected leave in a 12-month period for the following reasons: the birth of a child; the placement with an employee of a child for adoption or foster care, first year care of a child following birth or placement for adoption or foster care, the need to care for a spouse, child, parent, or parent-in-law who has a serious health condition, an employee's own serious health condition, or a qualifying exigency arising as a result of a spouse, child, parent, or parent-in-law on active military duty or being notified of impending call or order to active duty in the Armed Forces.

FMLA allows eligible employees to take up to 26 work weeks of unpaid job protected leave in a 12-month period to care for a spouse, child, parent, parent-in-law, or next of kin who is a member of the Armed Forces who has a seriously injury or illness incurred by the service member in the line of active duty (military caregiver leave).

There may be times when the District becomes aware that an employee is or may be eligible for leave for an FMLA-qualifying reason and the employee has not requested FMLA leave. When this occurs, the District will notify the employee, detail the employee's responsibilities and explain any consequences for failing to meet those responsibilities. When the District has sufficient information to determine whether leave qualifies for FMLA coverage, it will notify the employee within five (5) business days (unless extenuating circumstances exist) of making that determination whether the leave is or is not designated as FMLA leave and the amount of leave that will be counted against the employee's entitlement.

Under the Military Exigency Leave, the District will grant a qualifying employee leave up to 12 weeks in a 12-month period because of "any qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

A qualifying exigency is defined as follows:

- Short notice deployment of seven (7) or less calendar days prior to the date of deployment;
- Military events and related activities (in advance of and deployment, including family support assistance programs information briefings);
- Childcare and school activities (e.g., to arrange for alternative childcare, provide childcare on an urgent, immediate need basis or to attend meetings at a school or daycare facility);
- Financial and legal arrangements (e.g., to prepare and powers of attorney, enroll for military health care, or to prepare a will or living trust);
- Counseling (non-medical, for oneself, the service member, or a child of the service member);
- Rest and recuperation (up to five (5) days for each);
- Post-deployment activities (to attend ceremonies and briefings a period of 90 days or to address issues arising from the service member's death); and
- Additional activities agreed to by the District and employee.

Under the Military Caregiver provisions, the District will grant military caregiver leave to eligible employees for up to 26 weeks in a 12-month period to an eligible employee who is a spouse, son, daughter, parent, parent-in-law, or next of kin of a covered service member, who is recovering from a serious illness or injury sustained in the line of duty on active duty, in order to care for the service member. Next of kin is defined as the nearest blood relative of a service member. Serious illness or injury is defined as one that renders the service member medically unfit to perform the duties of a member's military position. This covered service member is one who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list due to the injury or illness. An eligible employee is entitled to this Military Caregiver Leave intermittently or continuously, but only during a single 12-month period. If you take this Military Caregiver Leave, any leave you have used of your 12-week allotment or other FMLA leave will be deducted from the 26-week period.

The 12-week or 26-week period is measured beginning on the first date the employee commences FMLA leave. The District recognizes the 12-month period as January 1 through December 31. The District's policy requires the employee taking FMLA leave to use accrued sick, personal, and vacation leave, depending on the circumstance, concurrently with the FMLA leave. This means that, under certain circumstances, an employee may receive pay for all or part of an approved FMLA leave. For example, if the employee required FMLA leave for a medical-related condition, the employee will be required to use all sick leave, then personal leave, and then vacation leave during the duration of the FMLA leave. If FMLA leave continues after exhausted of paid leave, then the FMLA leave will be unpaid.

To be eligible under this policy, the law requires that an employee must have been employed by the District for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. Under certain circumstances, leave may be taken all at once,

intermittently, or on a reduced schedule basis. Arrangements should be discussed with the employee's supervisor and Human Resources Manager and additional documentation indicating the medical necessity may be required.

If both spouses are employed by the District, the total combined leave time may be limited to 12 weeks in a single 12-month period for the birth of a child or the placement of a child for adoption or foster care, to care for the employee's parent with a serious health condition, or because of a qualifying exigency related to military leave. However, each employee may use up to 12 weeks of FMLA leave during the 12-month period if the leave is to care for the employee's spouse or child with a serious health condition or for the employee's own serious health condition. If both spouses are employed by the District, they are limited to a combined total of 26 work weeks during the single 12-month period if leave is military caregiver leave or a combination of military caregiver leave and other family leave.

If the employee takes any leave covered by this FMLA policy, coverage under the District's group health insurance plan will be continued. During the FMLA leave, the employee will be responsible for his or her portion of the insurance premium just as if he or she were continuing on active employment. Vacation, sick, and personal time does not accrue during an unpaid leave under this policy.

An employee who foresees the need for leave under the FMLA must notify his or her supervisor and the Human Resources Director in writing as early as possible. Such notice must be at least thirty (30) days in advance of the start of the planned leave, unless impracticable under the circumstances, in which case, the employee must provide written notice as early as the circumstances permit, generally within no more than two (2) days of learning of the need for leave.

If the requested leave is to care for a spouse, child, parent, or parent-in-law who has a serious health condition or to care for a covered service member, the employee may be required to file with the Human Resources Director, in a timely manner, a healthcare provider's certification providing information as to the condition, probable duration of the condition, and the medical facts regarding the condition. The District may request subsequent certifications during the course of the leave if circumstances warrant.

The District will ordinarily return an employee to the same position or to a position equivalent to the one held before the employee went on leave unless the employee is a "key employee." Although the job an employee returns to may not be identical, it will offer equivalent working conditions, pay, and benefits.

LEAVING THE CLASSROOM: It is our responsibility to supervise children throughout the day. We are held "in loco parentis" meaning "in place of parent". Teachers and/or support staff members are not to leave students unsupervised in the classroom. If it is necessary that a teacher and/or support staff member be absent from class for a period of time, arrangements should be made with the principal to provide supervision. If an emergency should develop, ask another teacher or support staff member to supervise the class.

LEAVING SCHOOL DURING THE DAY: Staff members are expected to check with the main office before leaving between the hours of 8:00 am and 3:31 pm for safety purposes. Staff members

needing to leave campus during this time must receive supervisor approval prior to leaving. Departure time, destination, and expected time of return must be recorded in the staff checkout binder in the main offices.

LIABILITY INSURANCE: In accordance with Illinois law, New Berlin CUSD #16 provides liability insurance for the protections of each staff member.

LINE AND STAFF RELATIONS: Each employee is responsible to only one immediate supervisor. If this is not possible, the employee shall understand to whom he is responsible for which functions.

All matters of concern are to be communicated to the immediate supervisor, except in the most unusual situations.

LUNCH PROGRAM: School breakfast and lunch will be served daily and is available to all staff members. Meals should be paid for in advance either by check made payable to CUSD #16 or by credit card in the school office. Each staff member will be given a lunch card/ID which can be scanned by the computer. All accounts must have a positive balance at all times.

LOUNGE/FACULTY WORKROOM: This is for adult use only. Students and staff children should not use the teachers' lounge/workroom areas. If a student must enter the lounge, he/she must have permission from a faculty/staff member and be supervised.

MAILBOXES: Mailboxes for teachers and/or support staff members are located in their respective offices or workrooms. These mailboxes and school email should be checked each morning and evening. Please do not ask students to get mail from your mailbox since confidential information may be in mailboxes.

MEDICATION GUIDELINES: Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases, where failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. Medications of any kind are **not** to be dispensed or approved by any staff member. All medications being taken by students must be given to the school nurse and used under her/his supervision. If the school nurse is unavailable, medication shall be administered through the school office by the principal or designee.

1. **ALL** prescription medications that are brought to school must be sent to the nurse's office to be stored in a locked cabinet. It is recommended that medications be delivered to the school by a parent.
2. Over the counter non-prescription medications such as cough syrups are discouraged at school. Only with specific written requests from the parent shall it be allowed.
3. Prescription medications must be sent to school in the original container as dispensed by the pharmacy or physician and accompanied by a written note from the parent and physician including the name of the drug, dosage, route of administration, time of

administration, and duration of therapy. Any change in the dosage or administration must have written authorization from the prescriber. Medication forms are available in the nurse's office.

4. The morning doses of medications should be given at home.
5. Students who require acetaminophen (generic Tylenol) for complaints of headache or pain must have the permission slip on the enrollment form signed by the parent. Generic Tylenol is kept in a locked cabinet in the nurse's office for self-administration by the student with the nurse monitoring the storage and safety of administration.
6. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
7. Questions concerning medications will be referred to your physician.
8. Self-managed medications will be evaluated individually by the school nurse (i.e.: asthma inhalers). Written directions for self-managed medications must be obtained from the physician and parent.
9. The school has not only the right, but also the responsibility, to refuse to administer any medication at school if properly qualified individuals are not available. The District cannot require a teacher to administer medicines to students. School guidelines state clearly that medicine should be stored in the nurse's office and administered by either the nurse or the principal. It is allowable by law that a teacher can administer medicine by choice if an unusual situation should arise that would require medication and the nurse or principal would not be available.
10. The school will ascertain from the parent and/or the physician the necessity for administering medication during the school hours and will retain the discretion to reject requests that do not meet the medication guidelines.

NEWS RELEASES: The Superintendent of Schools is designated by the Board of Education as having responsibility for the dissemination of information regarding the school district to the news media. Staff members are strongly encouraged to submit items to the Principal for approval prior to placement in media. If you are contacted by the news media, please let the Principal know. Parent permission must be obtained annually for a student's name, picture, work, or information about the students to appear in the media. Members of the news media entering the school building should be referred to the office of the Superintendent of Schools.

NURSE: Nurses are assigned to cover all attendance centers in the school district. The nurses' schedule will be available to all staff members. When the nurse is in an attendance center, students who are ill should be sent to her as per building procedure. Otherwise, students must be sent to the principal's office. In the junior/senior high school all students should report to the office before reporting to the nurse, unless emergency conditions exist.

Any student leaving is to report to the office. If the student is ill, he/she should also report to the nurse. Any student, who does not follow the above procedures and leaves without notification to the office, is unexcused.

All school accidents must be reported by the teacher/supervisor to the nurse's office by the end of the school day. An incident form must be included. Document everything.

School accidents include any accident happening on the way to and from school, on the school grounds, in the school building or during school-sponsored activities.

OUTSIDE EMPLOYMENT - CONFLICT OF INTEREST: Employees shall not engage in any other employment or in any private business during required work hours and additional times necessary to fulfill appropriate assigned duties. Work for the district must take precedence over other employment opportunities.

OVERTIME COMPENSATION: Overtime compensation is consistent with the Fair Labor Standards Act, Board Policy and District Administrative Procedures.

PERFORMANCE EVALUATION: The supervisor of each full-time employee will complete each year a performance report for the employee in his/her area of responsibility. A copy shall be given to the employee and discussed with him/her. The original shall be signed by the employee and filed with the Superintendent. The supervisor of each part-time employee will complete, when appropriate, a performance report for the employee's record.

PERSONAL/SPECIAL LEAVE: First year employees will receive (1) personal day immediately upon employment. Employees will then be on a nine (9) month probation and receive a second personal day after four (4) months of employment accumulating two (2) personal days a year.

Employees shall be given two (2) personal leave days per year by the School Board subject to the following conditions:

- 1) Employees can accumulate up to 4 days of personal leave. Any days not used in excess of 4 will be transferred to sick leave.
- 2) No reason need be given if five working days prior notice is given.
- 3) With less than five working days' notice, a written reason must be given to the immediate supervisor.
- 4) No days may be used immediately before or immediately after a holiday unless prior approval is granted by the immediate supervisor.
- 5) There are times during the year when personal days may be denied by the supervisor/superintendent due to the amount of workload. Employees should have alternate dates for personal days planned. No more than two (2) employees may be gone at the same time in their department unless approved by the supervisor.
- 6) Teachers' Aides must follow the guidelines listed above. In addition to the above, aides will also go by the guidelines listed below:
 - a) Personal Day requests must be made to the appropriate principal forty-eight (48) hours in advance of the day for which the leave is requested.
 - b) No personal leave will be granted for an absence occurring the day before or after the following holidays: Thanksgiving, Christmas, Easter or during the first 5 student attendance days or last 5 student attendance days of the school year or a day on which semester tests are scheduled.
 - c) No more than 2 aides, district wide, may be granted personal leave on the same day.

7) All non-certified employees will be allowed to use Personal Time in hours instead of ½ or full day increments.

PESTICIDE NOTIFICATION REGISTRATION: District #16 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective use of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, we are creating voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Superintendent's Office if you wish to be added to the registry.

PHONE NUMBER/ADDRESS CHANGES: All staff members are required to notify the district office if phone numbers and/or addresses change. This is to keep the automated call-out system current. Secretaries will not give out cell phones and addresses of staff to anyone.

PLAYGROUND SAFETY: All teachers are to go over the expectations for playground safety, which are in the student handbook. This is to be done on a regular basis. This is for each teacher's protection in case of an accident or injury and any possible lawsuits arising out of the accident.

Staff members supervising students on the playground need to move around to properly oversee the children.

POLITICAL ACTIVITIES: Board of Education policy prohibits staff members from engaging in partisan political activity during the hours the staff member is employed by the school district. Nor shall students be used in any manner to promote partisan political activity. This policy does not prohibit those activities of a political nature that constitute legitimate subject matter in the appropriate classrooms. When teaching, be informative and present a balanced view. Be respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.

PROFESSIONAL ETHICS: Professionalism is of the utmost importance in our buildings. This includes teacher/support staff to teacher/support staff, teacher/support staff to students, and support staff to parents, and support staff to administrators should be kept on a high level. Poor language, lack of confidentiality, and speaking negatively of the school or district in public are examples of poor professional ethics.

PUBLIC INFORMATION PROCEDURES: The public relations representative of the school is the Principal. If you are contacted by the news media, please let the Principal know.

For a student's name, picture, work or information about a student to appear on a school/district website, television broadcast and print media, parental permission must be obtained. Students will not be identified by name in any photos published on the website. Each teacher will need to verify that parents have agreed to release their child's identity for public relations purposes.

PURCHASES OF GOODS, SERVICES AND EQUIPMENT: All such purchases must be made in accordance with school district procedures, which detail the purchasing, receiving, and disbursements of supplies, equipment and services.

RECOGNITION FOR SERVICE: Upon retirement or death, employees who began IMRF participation prior to January 1, 2012, shall receive a single payment in the amount of one hundred (100) dollars for each year of service. In the event any recognition of service payment in conjunction with any retirement bonus (if applicable) would trigger a penalty or accelerated payment to IMRF, the recognition of service and/or the retirement bonus shall be reduced so that no penalty or accelerated payment is owed by the District. This recognition of service payment is not available to employees beginning IMRF participation January 1, 2012 or after. This payment shall be paid after 75 days from the last paycheck received by the employee for services rendered.

RELIGIOUS HOLIDAYS: An employee may request time off to observe a religious holiday. The supervisor will make every effort to grant the request if the employee makes the request at least **five (5) working days** before the absence. The employee may use earned vacation time, holiday time or personal leave. The employee may elect deferred work consistent with the school district's operational needs.

RETIREMENT BONUS: The Board will provide a retirement bonus to Educational Support Staff who began IMRF participation prior to January 1, 2012, and retire into IMRF according to the following schedule:

With Early Retirement Option Costs:	Without Early Retirement Option Cost:
15 years within District-\$1,000	15 years within District - \$6,000
20 years within District-\$1,500	20 years within District - \$7,000
25 years within District-\$2,000	25 years within District - \$8,000
30 years within District-\$3,000	30 years within District - \$9,000

In the event any retirement bonus in conjunction with any recognition of service bonus would trigger a penalty or accelerated payment to IMRF, the retirement bonus and/or the recognition of service bonus shall be reduced so that no penalty or accelerated payment is owed by the District. This retirement bonus payment is not available to employees beginning IMRF participation January 1, 2012 or after. This payment shall be paid after 75 days from the last paycheck received by the employee for services rendered.

SAFETY PLAN - SCHOOL AND/OR DISTRICT: . All personnel share in the responsibility for observing and reporting hazardous conditions in the buildings or on the playgrounds to their immediate supervisor. Custodians play a key role in this respect. Staff members are responsible for knowing what to do in case of a fire, disaster, lockdown or other emergency situation.

SALES/DONATIONS IN A SCHOOL BUILDING: Board of Education policy prohibits staff members and students from requesting donations, or participating in sales projects, unless permission is given by the appropriate principal and approved by the Superintendent of Schools.

SCHOOL BUS SAFETY: Students shall be provided with instruction in safe bus riding practices each school year. The instruction shall include operation and use of the emergency door, windows (as means of escape) and fire extinguishers.

SCHOOL EQUIPMENT, USE OF: School equipment must not be used for any purpose other than school use.

SECRETARIES: We are fortunate to have full time secretarial support. Daily preparation of lessons, tests, and materials for use by the teachers are not to be the responsibility of the secretary.

SENIORITY LIST: Each year a seniority list, by categories, shall be established for full-time educational support personnel. If the decision is made to reduce or eliminate educational support service, the seniority list shall determine the progression of dismissals.

SEXUAL HARASSMENT (EMPLOYEES): The practice of sexual harassment is contrary to law and the policy of the school district. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees who engage in conduct which constitutes sexual harassment shall be subject to disciplinary action including termination for cause.

Any person who believes himself or herself to be subject to sexual harassment may file a written complaint with the Superintendent who shall promptly conduct an investigation. The investigation may include interviews and hearings at which testimony is taken under oath. At the conclusion of the investigation, and in no case later than 30 days from the filing of the complaint, the Superintendent shall make a written report of his conclusions and recommendations, which he may have drawn. In the event the person presenting the complaint is dissatisfied with the recommendation and the conclusion of the Superintendent, an appeal may be taken to the Board of Education. An appeal shall be filed with the Board of Education by service at the Board office. The Board of Education shall uphold or reject the

Superintendent's recommendations and conclusions within 30 days of the presentation of the appeal.

Nothing herein shall operate to affect any rights granted any person by other statutes.

The hearing shall commence by the district presenting through direct testimony and evidence those facts upon which the proposed action is based. In addition, the district shall present any portions of the employee's record, which shall have bearing upon the proposed action. All testimony shall be under oath and shall be subject to cross-examination.

Following the presentation of the testimony and evidence in support of the proposed action, the employee shall have an opportunity to present testimony, evidence, and argument bearing upon the charge and the proposed action.

At the close of the evidence, or as promptly thereafter as may be practicable, the person conducting the hearing shall make a written decision, which shall include findings of fact upon which the decision is based.

SICK LEAVE: All non-certified employees will receive one (1) **sick day per month**, accumulating ten (10) days per year. Twelve-month employees will receive 13 days per year.

Employees (full or part-time) who are eligible to participate in IMRF under the 600 hour standard or other such IMRF standards shall be entitled to no less than ten (10) days sick leave at full pay each year. Part-time employees will receive sick day pay equivalent to their regular work day.

The following scale describes the “years of service” increases which are available to employees working 600 hours or 9 months as follows: (Employees with contracts exceeding 9 months will receive an additional day of sick leave for each additional month worked)

- After 5 years of service..... 11 days
- After 10 years of service..... 13 days
- If 80 days are accumulated after 15 years of service..... 15 days
- If 110 days are accumulated after 20 years of service..... 17 days
- If 140 days are accumulated after 25 years of service..... 20 days

Sick leave benefits represent time accrued and available for absence from work due to personal illness, injury, or medical appointment. Pursuant to the Employee Sick Leave Act, a portion of the sick leave may be used for absences due to an illness, injury, or medical appointment of the employee’s child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, or step-parent. The Superintendent and/or designee shall monitor the use of employee’s sick leave.

All non-certified employees will be allowed to use their Sick, Personal, and Vacation time in hours instead of ½ or full day increments.

After three (3) consecutive days absent for personal illness, or as may be deemed necessary in other cases, the employee may be required to furnish a note from the employee’s healthcare provider confirming the need for absence from work and providing information on an expected return date.

SKYWARD: New Berlin School District uses Skyward as their student management system as well as financial software. Teachers are required to maintain current attendance, assignments, and grades using Skyward Management. Individual payroll information is available to employees through Skyward Employee Access.

STAFF MEETINGS: Your direct supervisor will schedule staff meetings when necessary. Staff should reserve these dates and avoid scheduling any appointments, etc. In addition, paraprofessionals may have additional night activities to attend such as parent-teacher activities, music concerts, open houses, etc. .

STAFF MEMBER'S OWN CHILDREN: There will be times where staff members will want to have special considerations for their own children who are part of our education system or those that may or may not attend New Berlin schools.. The following are **prohibited**:

1. Eating lunch with their parent/staff member in classrooms or in their workspace. All New Berlin students are expected to eat in the assigned cafeterias with their peers.
2. Going on a field trip with their parents. All students are expected to be doing what their assigned peers are doing for the school day.
3. Coming to work with their parent due to the lack of childcare, their school not in session, or for part of the day due to an appointment. The staff member will need to find another alternative.

STAFF MEETINGS: Staff meetings will be held monthly. A yearly calendar with all faculty meeting dates will be sent out to all staff at the beginning of the year. Staff will be reminded by their building principals of upcoming meeting dates internally. Staff should reserve these dates and avoid scheduling any appointments, etc. Attendance is expected for all staff.

STUDENT AIDES/TEACHER ASSISTANTS: No unauthorized person is to serve as a classroom assistant or teacher's aide without approval from the principal.

SUBSTITUTE FOLDER: Each paraprofessional shall construct a substitute folder/file that must be turned into the main office. This file should include but is not limited to the following:

1. Regularly updated (REMEMBER 2ND SEMESTER CHANGES) students by hour/class period that you assist.
2. Fire escape map/tornado drill instructions
3. Map of the school
4. Your daily schedule
5. Copy of disciplinary procedures
6. Copy of attendance procedures
7. Classroom procedures and regulations
8. Bus dismissal procedures
9. Any other material you feel appropriate for carrying on your class in your absence.

This file should be updated regularly. All substitute folders should be turned in by the end of the first week of school to the Principal's secretary.

SUPERVISION GUIDELINES: It is our responsibility to supervise children throughout the day. We are held “in loco parentis” meaning “in place of the parent.” Students are to never be “unsupervised” in the classroom. If paraprofessionals leave their assigned classroom or work area in an emergency, they are to arrange for a teacher or another staff member to supervise your students and instruct your students as to what they must do.

This responsibility starts before school and is with us all the time that we are here or have students under our supervision. All paraprofessionals are to be in their assigned areas when their work day begins. .

TECHNOLOGY: Our schools are provided with many levels of technology that must be used to enhance instruction. All technology equipment is inventoried by the district. All staff members are required to follow the acceptable use policy outlining the expectations for the use of district technology.

TERMINATION OF EMPLOYMENT: 1) Resignation - Employees shall provide two weeks notice of termination. 2) Involuntary termination - The School Board may terminate an at-will employee at any time, with or without cause. 3) Retirement - An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

THEFT REPORTING: On the discovery of theft of school or personal property, teachers are to contact the building principal. A written report describing the time, place and details (identifying missing or damaged materials/equipment) should be completed as soon as possible and given to the building principal.

TIME SCHEDULES - EMPLOYMENT YEAR:

1) TWELVE MONTH EMPLOYEES

These employees work daily (Monday through Friday) except holidays and earned vacation time.

On days when school is canceled due to emergency situations and certified personnel are not required to work; hourly employees will not be required to work. Emergency situations that would cause severe damage to the buildings, if certain personnel are not on duty, may require non-certified employees to work on holidays or when certified personnel are not required to work due to conditions.

Custodians and maintenance personnel work a forty (40) hour week.

Administrative office personnel work from 8:00 a.m. until 4:00 p.m. Summer hours may be adjusted at the discretion of the Superintendent.

2) NINE AND ONE-HALF MONTH EMPLOYEES

These employees begin five (5) working days prior to the beginning of the school calendar year; work the school calendar year, and five (5) working days after the close

of the school year. The school calendar is defined by teacher work days which are equal to 180 days. Therefore, nine and one-half month employees work 190 days per year. A calendar to demonstrate the work schedule will be created annually by the Business Office.

On days when school is canceled due to emergency situations and certified personnel are not required to work; these employees will not be required to work.

3) TEN-MONTH EMPLOYEES

These employees begin ten (10) working days prior to the beginning of the school calendar year; work the school calendar year and ten (10) working days after the close of the school year. The school calendar is defined by teacher work days which are equal to 180 days. Therefore, ten month employees work 200 days per year. A calendar to demonstrate the work schedule will be created annually by the Business Office.

On days when school is canceled due to emergency situations and certified personnel are not required to work; these employees will not be required to work.

4) SCHOOL YEAR EMPLOYEES

These employees work the school calendar year unless otherwise specified. A calendar to demonstrate the work schedule for each discipline will be created annually by the Business Office.

5) SUMMER EMPLOYMENT

Employees who accept summer positions do not qualify for 12-month benefits. Summer employment does not extend a contract for 12 months since it is out of the regular school year category.

6) HOURLY EMPLOYEES

Hourly employees work as needed with the approval of the Supervisor or Superintendent.

7) EMERGENCY DAYS

Supervisors shall inform each employee whether he/she is needed during an emergency day.

8) SUPERVISORY STAFF

The work day and work year shall be similar to other personnel except that it is understood that supervisors are employed for specific tasks, and they are expected to work beyond the regular workday in order to accomplish such tasks when necessary.

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

- Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being under the influence of any illegal substance or any

detectable use of any illegal substance regardless of when or where the use occurred.

- Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
- Possession or use of medical cannabis.

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

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

TRANSPORTING STUDENTS: The only time staff members are to transport students is when they are in a district vehicle. Staff are to never use their own personal vehicle to transport students for any reason. If you have to in an emergency situation, you will need to get principal and/or superintendent approval.

TRANSPORTATION VEHICLES: All vehicles used for transportation of students must be kept at the garage. Drivers will be allowed to remain on the clock to complete all preparation for the bus routes. This includes maintaining the log, pre-trip inspection, fueling, cleaning, etc.

TRAVEL EXPENSE RECORD: When traveling or attending a district-approved workshop, convention, or seminar, traveling expenses may be reimbursed. Keep your mileage log and food receipts (must be itemized) and request for reimbursement using the appropriate district forms. Your building principal will approve the expenses and forward them to the district office for final approval. This information should be completed within one week of the return to school.

UNEMPLOYMENT BENEFITS: Employees shall be ineligible for unemployment benefits during an established and customary vacation period or holiday recess, if the employee works in the period immediately before such times, and there is a reasonable assurance that the employee will work immediately after such time.

VACATION: After one (1) year of continuous employment, year-round employees shall be eligible for paid vacation days. Since the fiscal year runs from July 1 to June 30, vacation days are generally awarded on July 1 of each year according to the following schedule:

After one (1) year continuous employment.....	10 working days
After ten (10) years continuous employment.....	15 working days
After fifteen (15) years continuous employment.....	17.5 working days
After twenty (20) years continuous employment.....	20 working days

For those employees who begin employment on any day other than July 1, upon attaining their one- year anniversary, those employees will earn a pro-rated number of vacation days based on the number of months between their anniversary date and the start of the next fiscal year (July 1). The pro-ration will be based on a 10-day total number of vacation days. The above-schedule will commence therefore on July 1 following the employee's first full year of employment.

If someone starts working mid-year, they must work a full year before they receive any vacation days.

For instance, the employee starts working on February 1st. When February 1st of the next year comes around, he/she will receive 10 days of vacation.

When July 1 of that year comes around, he/she will receive prorated vacation days - .83 per month (10/12) for 5 months = $5 \times .83 = 4.15 = 4$ days.

After that, every July 1st he/she will receive the vacation days coming to them for that year:

- After 1 year – 10 days
- After 10 years – 15 days
- After 15 years – 17.5 days
- After 20 years – 20 days

Vacation days earned in one fiscal year must be used by the end of the following 15 months or the employee will lose them. Confidential/Supervisors may carry over vacation for 1 year & 6 months before losing it. Employees terminating their employment are entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the District for at least one year. Vacation remuneration shall be paid only when employment is terminated by the action of the School Board or by a two week notice in writing by the employee.

Requests for vacation should be submitted to the employee's supervisor for approval at least one (1) week in advance. Every effort will be made to meet the desires of the employee and the needs of the school system.

All non-certified employees will be allowed to use their Sick, Personal, and Vacation time in hours instead of ½ or full day increments.

There are times during the year when vacations may be denied by the supervisor/superintendent due to the amount of workload. Employees should have alternate dates for vacation planned.

VENDORS RELATIONS: Employees shall have no pecuniary interest in the sale, proceeds, or benefits of any books, apparatus or furniture used or to be used in any school in the District.

VISITORS: All visitors must sign in and out of the main office where they will receive a visitor badge. It is the responsibility of all staff members to direct any unidentified person to the office to sign in and receive proper identification. Building safety and security is everyone's business.

VOLUNTEERS: For the safety and welfare of our students, "volunteer background checks" are required annually. All volunteers will be required to fill out the paperwork in order to go through the required checks before they are allowed to volunteer in our classrooms, etc. If a parent has not filled out the required paperwork, please direct them to the building secretaries and/or principals to follow the process. A list of approved volunteers will be maintained in Skyward and can be accessed by building secretaries and administrators.

WORK RELATED INJURY: Employees are responsible for reporting accidents that occur on-the-job to their supervisor immediately on the day of occurrence. If the situation is not an emergency, the employee should report to the school nurse for evaluation. The employee is responsible for immediately filing an accident report with the supervisor, nurse and the district office. Should an employee need non-emergency medical attention under workman's compensation, the employee needs to contact the Chief School Business Official prior to the medical visit for the appropriate information needed prior to treatment.

In case of an emergency, please go to a hospital or doctor's office. Contact the Business Office as soon as possible following the visit.

WORKERS' COMPENSATION: Employees are protected against financial loss in case of injury, certain types of disease, or death incurred in an employment related situation under the provisions of the Illinois Workers' Compensation Act.