

## **GENERAL INFORMATION**

### **EMPLOYMENT ENVIRONMENT**

Malden Community Consolidated School District is an equal opportunity employer. Malden CCSD workplace is drug- and alcohol-free. Smoking of any kind is also prohibited on all school property, whether indoors or outdoors.

Malden CCSD shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment. Sexual harassment will be evaluated in light of all the circumstances. A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge. Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Board Policy 2:260, *Uniform Grievance Procedure*. Issuing a complaint shall not adversely affect the complainant's employment, compensation, or work assignments.

See Board of Education Policy Manual General Personnel 5:10, *Equal Employment Opportunity and Minority Recruitment* and 5:20, *Sexual Harassment* for information on District's current Nondiscrimination Coordinator and Complaint Managers.

### **HIRING**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board Policy on equal employment opportunity and minority recruitment. See Board of Education Policy Manual General Personnel 5:30, *Hiring Process and Criteria*.

### **POSTING OF OPEN POSITIONS**

Open positions will be posted in the Teachers' Lounge for 5 days prior to filling the position except in emergency situations.

### **EMPLOYEE RECORDS**

Employee records will be maintained in the school office in compliance with IL School Code and Fair Labor Standards Act. See 5:35-AP, *Administrative Procedure – Employee Records Required by the Fair Labor Standards Act* and 5:150-AP, *Administrative Procedure – Personnel Records* for a more detailed explanation of what is to be included in personnel records. Employees shall provide the school with all requested records for which they are legally responsible. The Superintendent shall be responsible for ensuring a fingerprint-based criminal history records check, a check of the Statewide Sex Offender Database, and a check of the Child Murder and Violent Offender Against Youth Database. Each employee's immediate supervisor is responsible for timely evaluations being filed.

All new employees will complete the Employee Race Form to provide information needed for school compliance with State and Federal guidelines.

All personnel have access to their own personnel files in the office and may request a copy of any materials in their own file, but may not remove any items from the file. A charge of \$0.10 per copy may be made if excessive copying is requested. Requests for personnel file access should be made on PERSONNEL FILE REQUEST FOR RECORDS Form and submitted to the superintendent/principal. Access to employee's own personnel record will be made as soon as possible, but no later than 7 working days after the request. Granting access to employee's own personnel records is subject to the Personnel Record Review Act.

### **ETHICS**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate

and cooperative, and to maintain professional relationships with students, parents, staff members, and others. Board Policy 2:105, *Ethics and Gift Ban* applies to all District employees.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties or as denied by IL School Code or Board Policy 5:120, *Ethics*.

### **JOB DESCRIPTIONS**

Written job descriptions are available for each position at Malden CCSD. If an employee does not have a copy, please contact your immediate supervisor to obtain one.

### **RELEASE OF CREDIT INFORMATION**

No information other than confirmation of employment will be given for credit information requests, unless the employee requests in writing that employment and salary or wage information are to be released. All released materials will be signed by an administrator.

### **ASBESTOS**

Pursuant to Section 763.84 and Section 763.93 of the EPA Asbestos in School Regulations, you are hereby once again informed that the presence of asbestos material does exist in the Malden Grade School District No. 84. Such material is periodically inspected, maintained and encapsulated as needed by trained technicians. The location of such materials in the District and the management plans for the same are located in the Asbestos file drawer in the school library.

### **CLASSROOM MATERIALS & SUPPLIES**

Most art, classroom, and office supplies have been organized on shelves in the back of the teacher's lounge. These materials are to share for educational needs. Please take only materials needed in your classroom. Please notify the school secretary if you are taking the last of any supplies. If you cannot find what you need check with the school secretary to see if the school normally purchases what you are looking for.

All teaching staff, not working with specific grant funds, will be notified of an allotted dollar amount at the beginning of the school year for individual purchase of classroom supplies or materials to use with his/her students. Teachers may purchase these supplies on a reimbursement basis or may request an order be placed through the school office. The office will place these orders with other school orders if possible. It is the responsibility of each teacher to see that he/she does not go over the allowed dollar amount.

At the discretion of the Malden Booster Club, mini grants have been made available to classroom teachers to purchase educational materials for classroom use. Teachers may request an order be placed through the school office to an educational supplier or may purchase materials on a reimbursement basis. It is the responsibility of each teacher to see that he/she does not go over the dollar amount allowed by the mini grant.

Teachers may purchase for their own classroom only the allotted amounts. Any funds not used by teachers will remain with the district and will be used at the discretion of the administration for the benefit of students.

At the end of each school year, each teacher will be supplied with forms on which to request textbooks, workbooks, and other classroom materials and supplies for the following school year. All orders will be approved by the Superintendent prior to purchase. Approved orders will be processed by the school secretary during the summer for August delivery.

Programs funded by grant dollars may have their own budget and requirements for purchasing materials and supplies. Purchases from these funds also need approval of the administration.

## **DEALING WITH EMERGENCIES**

### **INJURIES AND ACCIDENTS**

All injuries and/or accidents to students and personnel must be reported within 24 hours to the office. An Accident Form must be completed and filed in the office. On the injury of a student the Accident Form should be completed by the supervising teacher of the student involved. On the injury of a staff member the Accident Form should be completed by the injured staff member if possible, or by another responsible adult who is witness to the accident.

A current listing of all personnel certified in first aid, CPR, and AED use can be found at the end of this handbook. First aid supplies are maintained in the office and in each classroom's green box. The supplies in each green box should be maintained for emergency purposes. First Responder's kit is maintained in the superintendent's office.

Students and staff can be sent to the office for minor first aid treatment. If it is unadvisable to move the student or staff member, administer immediate first aid and use intercom, walkie talkie, or available personnel to call for appropriate assistance. If it is believed by the staff member in charge that an ambulance is needed call or direct other personnel to call 911 and give a clear explanation of the problem to the dispatcher.

For injuries to students:

- If 911 has been called, call the parent as soon as possible, inform him/her of the nature of the problem, inform him/her of the call to 911 and that the ambulance will be transporting

their child to Perry Memorial Hospital

- If 911 has not been called, but it is believed that the child may need further treatment and may not be able to return to the regular school routine, call parent to inform him/her of the problem/accident and request that the parent come to school to access the child's needs and/or take the child home or to the doctor.
- If the injury has been cared for and the child seems able to return to the regular school routine, call the parent to inform him/her of the nature of the injury and make sure parent agrees with child returning to regular routine.
- If parent requests, send a copy of accident form home with child.

For injuries to staff:

- If 911 has been called, call the nearest available relative as soon as possible and inform him/her of the nature of the problem, inform him/her of the call to 911 and that the ambulance will be transporting staff member to Perry Memorial Hospital.
- If 911 has not been called, but it is believed that the staff member may need further treatment and may not be able to return to the regular school routine, an administrator or other available member of the staff may transport the injured party to the emergency room or home; or the injured staff member may choose to call someone to pick him/her up and take wherever he/she may wish to go.
- As soon as reasonably possible, the injured staff member should notify the school or when he/she may be returning to work at school and if a substitute is needed for any recovery time.

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The school's AED is located on the west wall of the south entrance to the gymnasium. The Crisis Team can be immediately alerted over the intercom to activate emergency procedures for possible heart attack. The team member close to the AED cabinet

grabs the AED to bring to site of emergency. Opening the cabinet door triggers an alarm that lets everyone in the area know that the AED has been picked up and is being taken to the area of need. Only those staff members with current certification in CPR/AED may administer the AED. Step by Step Emergency Response Plan is written in the school's **Crisis Management Plan and should be reviewed regularly by all personnel.**

### **POSSESSION OF FIREARM**

Any school personnel observing any other person in possession of a firearm on school grounds will immediately notify the school office. When within the school building, staff members will use intercom system. When outside on school property, staff members will use walkie-talkie or cell phone.

The office will immediately call for **Whole School Lock Down** following Crisis Management Plan procedures. Step by Step Emergency Response Plan is written in the school's **Crisis Management Plan and should be reviewed regularly by all personnel.**

## **EDUCATIONAL SUPPORT PERSONNEL**

### **DUTIES AND QUALIFICATIONS**

- a. Must meet qualification specified in job descriptions.
- b. Must be able to perform the essential tasks listed and/or assigned.
- c. Are subject to Board policies as they may change from time-to-time at the Board's sole discretion.

### **BUS DRIVERS**

All school bus drivers must have a valid school bus driver permit and follow all Illinois State and Federal laws, rules, and regulations. All school bus drivers are subject to drug and alcohol testing program

in compliance with the requirements of the Code of Federal Regulations.

### **COACHES**

Coaches may be hired from within school personnel or from the District's community in compliance with Board policy and Collective Bargaining Agreement. When possible to offer and attend, coaches shall complete a course on sport first aid.

Coaches of IESA programs, who are not teacher certified, must complete IESA on-line classes as required by IESA membership.

### **PARAPROFESSIONALS**

Noncertified personnel with instructional duties must have a "statement of approval" issued by ISBE. Paraprofessionals (also termed teacher aide or teacher assistant) will work under the supervision of certified personnel.

## **TERMS AND CONDITIONS OF EMPLOYMENT**

- a. 12-month employees work a Monday through Friday daily schedule, except holidays and earned vacation time.
- b. School-year employees work the school calendar year unless otherwise specified.
- c. Hourly employees work as needed and approved by immediate supervisor.
- d. Employees who work at least 7.5 continuous hours shall receive a 45-minute duty-free meal break.
- e. 12-month and full-time school year employees shall be paid twice a month for 12 months at a salary set by the Board.
- f. Full-time support personnel shall be given the same sick leave and personal leave time as granted full-time certified staff.
- g. Hourly employees shall keep a time card to be turned in at least twice monthly. Hourly employees shall be paid twice monthly for time worked at an hourly amount set by the Board.
- h. Overtime will not be worked unless approved by Superintendent/Principal.
- i. Employees subject to Fair Labor Trades Act may request Compensatory Time-Off in

place of overtime pay if agreed by supervisor.

- j. Annual evaluations shall be conducted by employee's direct supervisor.
- k. Support personnel are requested to provide at least 2 weeks' notice of a resignation.
- l. Unless otherwise specifically provide, District employment is at-will, employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all.
- m. Termination and suspensions shall be in accordance with Board policy, 5:290 Educational Support Personnel, Employee Termination and Suspensions, State and Federal laws, rules, and regulations, and seniority as each applies.

### **PAID VACATION**

Twelve month employees shall be eligible for paid vacation days according to the schedule set in Board policy 5:330

Educational Support Personnel, *Sick Days, Vacation, holidays, and Leaves.*

Beginning of year 2 to End of year 5 = 10 days per year.

Beginning of year 6 to end of year 15 = 15 days per year.

Beginning of year 16 = 20 days per year.

### **FAIR LABOR STANDARDS ACT**

The Fair Labor Standards Act covers non-exempt employees only. Non-exempt employees include secretary, bookkeeper, lunchroom helper, crossing guards, custodians, and teacher aides. Compliance with the Fair Labor Standards Act is covered in Board Policies 5:35 and Administrative Procedures 5:35-AP1, 5:35-AP2, 5:35-AP3, and 5:35-AP4.

### **LEAVES OF ABSENCE**

Determined by Collective Bargaining Agreement, Board Policies 5:180, 5:185, 5:250, and Administrative Procedures 5:185-AP and 5:250-AP

All full-time professionals and all full or part time educational support personnel who work at least 600 hours per year receive the same sick, bereavement, and personal leave.

### **BEREAVEMENT LEAVE**

An employee is entitled to a maximum of three (3) bereavement days of absence per year without loss of pay and without loss of personal or sick leave. If the bereavement leave extends beyond the maximum allowable, the employee shall be allowed to use sick days, with the prior permission of the Superintendent. Bereavement leave can be used in the event of the death of a member of an employee's family, which includes parents, spouse, brothers, sisters, children, stepchildren, aunts, uncles, grandparents, grandchildren, parents-in-law, stepparents, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, legal guardians, and legal dependents.

### **COURTESY LEAVE**

Special allowances will be made for employees to leave earlier than 3:30p.m. for instances of:

- medical emergencies for themselves or their immediate family,
- for doctor's appointments which could not have been scheduled outside of normal school working hours,
- to attend approved college classes,
- to attend approved workshops or meetings related to the employee's job.

The employee must request early leave through the principal/superintendent at least 48 hours prior to the time leave is needed, unless a medical emergency exists. If an employee must leave prior to students leaving, approval must be given by the Superintendent. Employees are encouraged to request this leave no more than 2 times per year and there shall be no accumulation of courtesy leave time in subsequent years.

### **GENERAL ASSEMBLY**

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and Federal Law.

### **PERSONAL LEAVE**

Each full-time employee shall be granted 2 personal leave days at the beginning of the school year. Unused leave time will be converted to accumulated sick days for the following school year.

Personal leave is subject to the following conditions:

- Except in cases of emergency or unavoidable situations, requests should be submitted 3 days in advance of requested date,
- May not be used immediately before or after a holiday unless the Superintendent grants prior approval,
- May be used in increment of whole or one-half days (no less), with the midpoint of the school day being 11:37a.m.,
- Subject to a substitute's availability,
- May not be used during the first and/or last 5 days of the school year,
- May not be used on inservice and/or institute training days,
- May not be used by more than 10% of the teaching staff at the same time.

### **SABBATICAL LEAVE**

Sabbatical leave may be granted in accordance with Illinois School Code.

### **SCHOOL VISITATION LEAVE**

In accordance with the School Visitation Rights Act, a full-time employed staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the staff member's child. This

unpaid leave may be used only after all accrued vacation, personal, compensatory, and any other leave that may be granted is used, except sick and disability leave.

### **SERVICE IN THE MILITARY**

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and Federal Law.

### **SERVICE AS AN OFFICER OF TRUSTEE OF A SPECIFIC ORGANIZATION**

Upon request, the School Board will grant:

- an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or National teacher organization that represents teachers in collective bargaining negotiations,
- 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3,
- a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his/her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

### **SICK LEAVE**

Each full-time employee shall be granted sick leave days at the beginning of the school year, as covered in Collective Bargaining Agreement and Board Policy 5:180. Twelve (12) days for the first ten (10) years of teaching, fourteen (14) days for years eleven (11) through twenty (20), and fifteen (15) of annual sick leave thereafter without loss of pay. Sick leave may be used in increments of whole days or half days, either morning or afternoon. The midpoint of the school day is 11:47a.m. Unused sick leave time will be accumulated up to 340 days in 2017/2018 school year, including the current year's leave. For all following years unused sick leave time will be accumulated up to 340 days.

Sick leave days may be used, without loss of pay, for employee or family illness, medical, and or

dental appointments. Sick leave shall be interpreted to mean leave for medical or dental appointments, illness in the immediate family, or death in the immediate family. Immediate family shall mean parents, spouse, brothers, sisters, children, stepchildren, aunts, uncles, grandparents, grandchildren, parents-in-law, stepparents, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, legal guardians, and legal dependents.

The Board reserves the right to request that a physician certify the employee as incapacitated, and therefore, unable to perform his or her usual or ordinary duties. Furthermore, if the Board has reason to suspect that any employee who has been ill remains unable to perform the usual or ordinary work duties, the employee may be requested to obtain a doctor's statement that the employee is able to return to work and perform his or her usual and customary duties.

Notwithstanding the language contained above, the employee reserves any rights, which they have under the Americans With Disabilities Act, if any.

Pregnancy is classified and treated the same as any other illness or disability.

### **UNPAID FAMILY AND MEDICAL LEAVE**

To be used according to the Family and Medical Leave Act of 1993 and subject to terms and conditions in Board of Education Policy 5:185 *Family and Medical Leave* and Administrative Procedure 5:185-AP *Administrative Procedure – Family and Medical Leave*, up to a total of 12 weeks each year, beginning September 1 and ending August 31 of the next year. An employee eligible for family and medical leave must either:

- be a full-time classroom teacher; or
- have been employed by the District for at least 12 months (need not be

consecutive) and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave.

Up to 12 weeks may be taken continuously or intermittently for one or more of the following instances:

- the birth and first-year care of a son or daughter;
- the adoption or foster placement of a child;
- the serious health condition of an employee's spouse, parent, or child;
- the employee's own serious health condition.

### **VICTIM OF DOMESTIC OR SEXUAL VIOLENCE**

Any staff member may take an unpaid leave from work who:

- is a victim of domestic or sexual violence,
- has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

The unpaid leave is to allow the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

This leave is governed by the Victims' Economic Security and Safety Act. This leave may be part of 12 work weeks of leave governed by the federal Family and Medical Leave Act of 1993. An employee may not exceed 12 work weeks of unpaid leave during any 12-month period.

### **PROCEDURE TO REQUEST LEAVE**

Except in cases of emergency or unavoidable situations, an employee shall notify the Superintendent on District supplied forms of the date the employee will need leave time at least three business days prior to the date employee plans to be absent. Earlier notification as soon as the employee knows of the need to be absent would be a courtesy to the District and aid in acquiring a substitute if necessary. The employee must stipulate whether

the leave time is for professional development, sick leave, or personal leave time. It is not necessary to give a reason for personal leave time, but it is necessary to give a reason for professional development or sick leave time requested. The Superintendent or designee will provide the employee with written notice of approval of the leave and who will be substituting in a teacher's or aide's absence in the classroom. If a substitute is not necessary the Superintendent may give verbal notice that the leave is approved.

If extended family and medical leave will be needed the employee shall notify the Superintendent in writing at least 30 days before a leave is to begin unless this is not practicable, and then the employee should give notice at least 2 business days after the need becomes known to the employee. The notice must provide sufficient information to make the District aware that the employee needs a family and medical leave, and the anticipated timing and duration of the leave. Upon the Superintendent's request an employee will provide a written certificate completed by the employee's or family member's health care provider if leave is necessitated by a serious health condition. Responses to leave requests will be followed by the Superintendent in accordance with 5:185-AP.

#### **RETURN TO WORK FOLLOWING EXTENDED LEAVE**

An employee returning from a family and medical leave will be given the same or an equivalent position to his or her position before the leave. Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by law.

#### **COMMUNICABLE AND CHRONIC INFECTUOUS DISEASE**

All procedures for dealing with known or suspected cases of a communicable and

chronic infectious disease involving a District employee shall be consistent with State and federal law, rules of the Illinois Department of Public Health, and School Board policies. See Board of Education Policy 5:40, *Communicable and Chronic Infectious Disease* and 5:40-AP, *Administrative Procedure – Communicable and Chronic Infectious Disease*. Employees with a communicable or chronic infectious disease will be permitted to retain their positions whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. The recommendation of whether the employee's placement is appropriate shall be made on a case-by-case basis by the District's Communicable and Chronic Infectious Disease Review Team, comprised of superintendent/principal, special education supervisor, and school nurse.

#### **PROFESSIONAL GROWTH AND DEVELOPMENT**

The goal of staff development programs shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certified staff members shall be designed to effectuate the School Improvement Plan so that student learning objectives meet or exceed goals established by the District and State. Employees are encouraged to gain professional growth through taking coursework, attending conferences and workshops, visiting other schools, sharing ideas, and professional reading. All District-sponsored staff development programs, including in-services, shall be approved by the Superintendent. See 5:100-AP, *Administrative Procedure – Staff Development Program*.

Certified teaching staff will attend District programmed Teacher Institute Days as directed by the Superintendent. A teacher may present a written request for an alternative workshop to the Superintendent/Principal. Permission will be given



at the Superintendent/Principal's discretion if the alternative training appears to be more applicable to the teacher's work assignment. Teacher aides and non-certified staff are not required to attend the regularly scheduled Teacher Institute Days.

Each teacher will be limited for professional development reimbursement for the current school year to an equal portion of the dollar amount budgeted by the School Board. See 5:60-AP, *Administrative Procedure – Expenses* for explanation of reimbursable expenses.

Certified teaching staff may request reimbursement for college/university course credits:

- in accordance with contract terms,
- submission of coursework approval form to Superintendent prior to coursework completion,
- based on Superintendent recommendation and Board approval.

## **PROFESSIONAL PERSONNEL**

### **QUALIFICATIONS**

District employees who are required to be certified under IL State law must:

- a. Have a valid IL license that legally qualifies the teacher for the duties for which the teacher is employed.
- b. Annually provide the office with complete official transcripts as needed to keep current listing of credits earned in institutions of higher education.
- c. Notify the Superintendent of any change in the teacher's transcript and/or certification.
- d. Be highly qualified if required by NCLB Act.

### **TERMS AND CONDITIONS OF EMPLOYMENT**

- a. Will have a Duty-Free Lunch of 45 minutes.
- b. Will be paid for, but not required to work on, legal school holidays, unless approved as attendance day by waiver and calendar approved by ISBE.
- c. Work according to the school calendar adopted by the Board and approved by ISBE, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days..
- d. Work the school day adopted by the Board and complying with Collective Bargaining Agreement.
- e. Shall be paid according to the salary schedule adopted by the Board in complying with the Collective Bargaining Agreement. Teachers shall be paid twice monthly on a 12-month basis.
- f. Superintendent is authorized to make teaching and duty assignments in compliance with Board Policy and Collective Bargaining Agreement.
- g. District will follow State law when dismissing a teacher.
- h. District will follow State law and Board Policy 5:240 *Suspension* and 5:240-AP *Administrative Procedure – Suspensions* when suspension of teacher is necessary.
- i. District's teacher evaluation system will be conducted under the plan filed with ISBE, twice annually for non-tenured teachers and at least every 2 years for tenured teachers.

### **STUDENT DISCIPLINE**

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. The teacher should first discuss unacceptable behavior with the student. The teacher should consult with Superintendent/Principal and/or student's parent/guardian if unacceptable behavior continues. Disciplinary methods should be in accordance with acceptable Board policy and Student Handbook, see Board Policy 5:230 *Maintaining Student Discipline*.

### **PROTOCOL AND RESPONSIBILITIES**

### **CASHING OF PERSONAL CHECKS**

The office will be unable to cash personal checks as these checks may be cashed at local banks.

### **COMMUNICATION**

Communication should be channeled as directly as possible to the persons involved. Should parents contact the Superintendent/Principal, the teacher will be directly notified and the resolution should occur between the teacher and the parent. Should there need to be communication among faculty members, this should also be done directly between the persons involved. Should parents contact a faculty member about another faculty or staff member, the parents should be referred directly to the original faculty or staff member. If a follow-up is needed for any request to the superintendent/principal, please put this request in written form.

### **GUIDELINES FOR RECIPROCAL REPORTING OF CRIMINAL OFFENSES**

1. The Principal and/or the Bureau County Sheriff Department School Liaison Officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Sheriff Department School Liaison Officer and the Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:
  - Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
  - A violation of the Illinois Controlled Substances Act
  - A violation of the Cannabis Control Act
  - A forcible felony as defined in Section 2-8 of the Criminal Code of 1961

a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).

b. The report should be made as soon as possible after the Liaison Officer or Principal reasonably suspects that a student is involved in such activity. A verbal or written report shall be made to the Department of State Police's Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack.

c. The Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.

3. The State's Attorney shall provide to the Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24-5 of the Criminal Code (weapons offenses).

### **HOSPITALITY**

Requests are made annually that all staff contribute an equal dollar amount to the Hospitality Fund. This money is used to pay for flowers and plants sent to employees and employee family members for extended injuries, extended illnesses, hospitalization, and funerals.

### **JURY DUTY**

Payment in full by the Board shall be made to an employee on jury duty, provided such employee refunds to the Board the amount received as payment for such service, assuming that pay for jury duty is less than the employee's regular pay. Daily rates received for such duties shall be reimbursed to the Board only for those working days when the employee was absent, and do not include any compensation received for meals or travel.

## **KEYS**

Each teacher is given a set of keys to his/her own classroom, teachers lounge, computer lab, and outside door. Staff members may also be given special keys or sets of keys to perform such jobs as physical education. Keys will be made available as needed, by determination of administration, to such persons as coaches, bus drivers, and temporary custodians. The custodians and administration shall have available copies of all keys.

The Superintendent/Principal, office personnel, or custodian will make arrangements for entrance into the building as necessary for community rental purposes.

Keys are not to be lent to students or others under any circumstances. If keys are lost it is important to let the administration know immediately. An employee is responsible for reimbursing the school for any cost if loss of keys requires re-keying of locks and making copies of new keys. Any requests for keys shall be directed to the Superintendent/Principal.

## **RECORD KEEPING**

### **ABUSED AND NEGLECTED CHILD REPORTING**

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. The employee shall notify the Superintendent/Principal that a report has been made. Employees hired after July 1, 1986 shall sign a Mandated Reporter statement.

### **COPYRIGHT COMPLIANCE**

Personnel will work to comply with Federal Copyright Law of 1976. For further information see Board Policy 5:170

*Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees, Administrative Procedure 5:170-AP Administrative Procedure – Copyright for Publication or Sale of Instructional Materials Developed by Employees, 5:170-API Administrative Procedure – Copyright Compliance, 5:170-AP2 Administrative Procedure – Seeking Permission to Copy or Use Copyrighted Works, 5:170-E Exhibit – Request to Reprint Material.*

## **DAILY ATTENDANCE**

Daily attendance should be taken during the first 15 minutes of the day and attendance slips left outside the classroom door. Any parental notes concerning changes in transportation or after-school destination should be requested, collected, and included with the daily attendance slips. Students arriving late or leaving early should sign in or out in the school office to assist with accurate attendance records. It is requested in the Student Handbook that parents call the office by 9:00a.m. if their child is ill and will not be attending school. Office personnel will call the parent of an absent student at home or work if no notification has come by 9:00a.m.

## **FIELD TRIPS**

Field trips should be planned as an extension of the classroom learning experiences, based on the classroom curriculum. Field trip request forms are located in files in the north teacher's lounge. A field trip request form should be completed and submitted for approval to the superintendent/principal at least 2 weeks in advance of the trip. Advanced notice facilitates arranging for a bus driver for the field trip.

Students permission slips should be signed by parents and/or guardians as far in advance of the trip as possible. A standard permission form is located in the files in the north teacher's lounge. A teacher may also write his/her own permission form. Permission forms should be kept on file in the classroom for the remainder of the school year.

*A field trip may need to be cancelled or rearranged if a bus driver is not available for the requested date and time.*

## **INVENTORY**

Each employee shall be responsible for annually updating inventory for all school materials and equipment for which he/she is immediately responsible. Consumables do not need to be added to the inventory. Annual updates shall be made and turned in to the school office on or prior to the last day of attendance for the school year.

## **LESSON PLANS**

A copy of each teacher's lesson plans should be available upon request the first day of each week of school. Current lesson plans or substitute emergency lesson plans should be available on or near the teacher's desk, for use when needed by substitute teacher.

## **USE OF SCHOOL EQUIPMENT**

All school equipment is to be used for school purposes unless otherwise stated in this manual. It is the responsibility of any staff member to familiarize themselves with us of any equipment. If necessary read the manual or ask another employee or office staff for instructions. Employees may be responsible for repairs for purposeful misuse of equipment.

## **COMPUTERS**

Computers are available in the computer lab and library for any staff member's use. Computers are available in classrooms for use by the professional and paraprofessional staff hired to work in the particular classroom. Each classroom teacher is responsible for proper treatment and use of classroom computers by students and paraprofessionals. Any problems can be reported to the Technology Consultant on Computer Repair Request Forms (purple forms) located in the north lounge. All employees share responsibility for reporting any problems found or observed in the computer lab. Each employee using computers is responsible for obtaining a

personal login and password from the computer technician/consultant. Each employee is responsible for maintaining the confidentiality of his/her password and login information and reporting any possible problems to the Superintendent and/or Technology Consultant. Each employee is responsible for following computer use guidelines as written in this manual.

### **Computer Procedures:**

Computers, Network, and Internet services are provided by the Malden Community Consolidated School District for educational purposes. During the school day, and particularly while students are in the same room, please limit computer use to educational/curriculum related use. Checking of personal email and Internet searches should be limited to staff members' independent time, such as lunchtime, and before or after school. Personal use of the school's computing and Internet resources should be limited and follow all ethical standards.

The following guidelines must be adhered to by all persons who use the Malden Grade School computing and Internet resources. The following does not cover every situation which pertains to proper, or improper, use of the computer resources, but do suggest some of the responsibilities which one accepts if he/she chooses to use a school computing resource or the network access which the school provides.

1. Electronic communications facilities (such as e-mail, office mail, Talk, Network News, and Internet Relay Chat) are for school-related activities only. Fraudulent, harassing, or obscene messages and/or other materials must not be transmitted over the Internet or any other network on or off the school facility. Inappropriate messages include, but are not limited to the following:

Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message.

Messages that harass an individual or group because of sex, race, religious beliefs,

national origin, physical attributes or sexual preference.

2. Messages, sentiments, and declarations sent as electronic mail or sent as electronic posting must meet the same standards for distribution or display as if they were tangible documents or instruments. One certainly may publish opinions, but their origins must be clearly and accurately identified.

If one wishes to participate in a news group of a controversial nature, a disclaimer must be included within the text of any document that states the author speaks for him/herself and not as a representative of Malden Grade School.

3. If acting as the authorized agent of a group recognized by Malden Grade School, one must also identify the information as coming from an authorized representative of the group. Attempts to alter the "From" line or other attribution of origin in electronic mail, messages, or posting, constitute transgressions of school rules.
4. One must not create and send, or forward, electronic chain letters.
5. Creating, altering, or deleting any electronic information contained in, or posted to, any school computer or affiliated network constitutes forgery; if it would be considered so on a tangible document or instrument.
6. One must not intentionally seek information about, browse, obtain copies of, or modify files, passwords, or tapes belonging to other people, whether at Malden Grade School or

elsewhere, unless specifically authorized to do so by those individuals. Also, one must not attempt to intercept, capture, alter, or interfere in any way with information on school property or global network paths.

7. One must not, without authorization or entitlement, attempt to decrypt or translate encrypted material or obtain system privileges. Such attempts constitute serious transgressions.
8. Encounter or observation of a gap in system or network security must be reported to the Superintendent. One must refrain from exploiting any such gaps in security.
9. One must refrain from interference with the supervisory or accounting functions of the systems, or action likely to have such effects.
10. One must be sensitive to the public nature of shared facilities, taking care not to display on screens in such locations images, sounds, or messages which could create an atmosphere of discomfort or harassment for others. One must also refrain from transmitting to others in any location inappropriate images, sounds, or messages which might reasonably be considered harassing.
11. One must not deliberately attempt to degrade the performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system.
12. One must avoid appropriation of computing resources for game playing or other trivial applications, sending frivolous or excessive mail or messages locally or over an affiliated network, printing excessive copies of documents, files, images or data. One must refrain from using unwarranted or excessive amounts of storage; printing documents or files numerous times without

checking thoroughly for all errors and corrections; or running grossly inefficient programs when efficient ones are available. One must be sensitive to special need for software and services available in only one location, and cede place to those whose work requires the special items.

13. One must not prevent others from shared resources by running unattended processes or placing signs on devices to “reserve” them without authorization. A device unattended for more than ten minutes becomes available for someone else, and any process running on that device may be terminated. One must not lock a workstation or computer which is in a public facility.
14. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations constitute sanctions against members of the academic community.
15. One with a computer account becomes responsible for the use of that account. A sophisticated password will protect the account from unauthorized use. If one discovers that another has made unauthorized use of an account, have your password changed and report the intrusion to the Superintendent. Passwords should be changed regularly to assure continued security of the account. Password changes must be done through the school’s Technology Consultant.
16. The school presents programs and data obtained under contracts or licenses, saying they may be used, but not copied, cross-assembled, or reverse-compiled. One becomes responsible for determining that programs or data are not restricted in this manner before copying them in any form, or before reverse-assembling or reverse-compiling them in whole or in any part. If it is unclear whether one has permission to copy such software, assume that permission does not exist.
17. If one creates or maintains electronically-stored information important to one’s work or to the School in general that is not stored on a network filesaver, he/she is responsible for making frequent backups of the information.
18. No software may be installed and/or run on a Malden Grade School computer without consent of the Superintendent or Tech. Consultant.
19. One may not use the resources of the Internet/network for personal financial gain by posting messages that promote the products or services of a local business or one’s own product or services.
20. One may not participate in any activity which violates the spirit of cooperation that is the basis of the Internet. The individual is responsible for his/her image on the Internet, as well as the image of Malden Grade School. Any member of the Malden faculty, staff, students, and designated users who has Internet access must comply with these Appropriate Use Guidelines, the generally accepted policies and practices of the Internet, and the local policies and practices of the Internet, and the local policies and procedures that apply to a resource to which the user may have access.

21. One should be aware of Federal, State, and sometimes local laws governing certain aspects of computer and telecommunications use. Members of the Malden faculty, staff, students, and designated users are expected to respect these laws, as well as to observe and respect School rules and regulations.

Procedure for Alleged Violations of these Guidelines:

In the case of a minor violation, an initial warning letter will be issued to the individual via U.S./campus mail (not electronic mail), and the individual's account will be deactivated until the person responds to the letter. The letter will state that the user's actions violated these Appropriate Use Guidelines as reviewed by the Computer Services staff and that the user must read and sign a copy of this document to regain his/her account.

If a second violation occurs, the user's account will again be deactivated, followed by a letter describing the violation. Where appropriate, the matter will be turned over to the proper office.

Because of the sensitive nature of harassment charges and the need to protect the identity of the parties, all cases of alleged harassment will be brought immediately to the attention of the Superintendent. No warning letter will be sent and no action will be taken against the alleged violator with the authorization of the Superintendent. Any action taken will be in accordance to ILCS and Board Policy 5:10, *Equal Employment Opportunity and Minority Recruitment* and 5:20, *Sexual Harassment*.

If, in the opinion of the Superintendent, a violation that is excessive or a blatant attempt to undermine the use of the Internet, Malden Grade School computer resources,

or the reputation of Malden Grade School is committed, the Superintendent reserves the right to disregard the warning process, immediately disable the user's account, and turn the matter over to the School Board.

The Principal/Superintendent will cooperate fully, upon the advice of the school's legal counsel, with any local, state, or federal officials investigating an alleged crime committed by an individual who has an account on any Malden Grade School computer system.

**FAX MACHINE**

A fax machine is available in the main office. Only faxes pertaining to school business may be sent from Malden Grade School or received at Malden Grade School for a specific employee. An employee must ask for assistance from either the school secretary or administration prior to using the fax machine.

**LAMINATOR**

A 25" laminator is available in the north teacher's lounge for use by staff members. Use is restricted for school need only. Laminator is expensive so employees are requested to be conservative in their use. Any problems should be reported immediately to the school office.

**PHOTO COPIER**

Photo copiers are available in the north and the south teachers' lounges for use by staff members. Photocopying should be done before and after school and/or during planning time. Office personnel will be unavailable to make copies for teaching staff unless there is an emergency. Students should not be left unsupervised while copies are being made. Every classroom should be equipped with a printer/copier that can be used for 1 or 2 emergency copies. Any problems in use of copy machine should be reported to Special Education Supervisor (south lounge copier) or school office (north lounge copier).

An employee will be charged 10 cents per copy for personal use, even if the employee supplies his/her own paper. Copy machine costs are to be paid to the office on an honor system.

### **PROJECTOR**

The school's projector may be used by school personnel for any special projects, such as Power Point presentations or movie projections. The projector is kept locked in the Superintendent/Principal's cabinet and may be obtained through verbal or written request. School personnel are responsible for proper treatment and use of the projector. Any problems can be reported verbally or on the Computer Repair Request Form to the Technology Consultant or the Superintendent/Principal.

### **TYPEWRITERS**

Electric typewriters are available for use in main office and library. Office personnel and library aide have priority use of these typewriters. Other staff members may use when available for school related needs.

### ***USE OF SCHOOL EQUIPMENT and FACILITY OTHER THAN SCHOOL HOURS***

An employee may request use of tables and chairs from an administrator, if they are not needed at the requested time for school use. The employee is responsible for the safe return and proper storage of borrowed materials/equipment. An employee will be assessed a fee for any damaged materials/equipment.

An employee may make a personal request for use of school facilities by filing out USE OF THE MALDEN GRADE SCHOOL FACILITIES Form and turning in to the office. No usage fee will be charged unless custodial services are required.

Use of school facility for private tutoring by employee (tutoring for pay) may only be done before 7:45a.m. and after 3:30p.m. during the school year. During the summer months, use of school facility is contingent upon custodial/maintenance program. Prior approval from the administration must be obtained for any tutoring done in the school building.

The Union shall be granted the right to use the school facilities for Union Teacher membership meetings to be held during non-school hours. No usage fee will be charged unless custodial services are required.