

**NORTH SHORE SCHOOL DISTRICT 112
BOARD OF EDUCATION POLICY MANUAL
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GENERAL PERSONNEL

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth or related medical conditions, credit history, unless satisfactory credit history is an established bona fide occupational requirement of a particular position, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a District Complaint Manager for the Uniform Grievance Policy (Board Policy 2:260). These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy, state or federal laws or rules or regulations provided the employee or applicant intentionally did not make a false accusation or provide false information. No employee will be discriminated against because he or she attended, participated in, prepared for, or requested leave to attend, participate in or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a family or household member of the individual was a victim, requested an adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic or sexual violence, regardless of whether the request was granted.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a District Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and District Complaint Managers.

Nondiscrimination Coordinator:

Name	Assistant Superintendent for Personnel Services
Address	1936 Green Bay Rd., Highland Park, IL 60035
Telephone No.	224-765-3044

District Complaint Managers:

Name: Assistant Superintendent for Student Services
Address: 1936 Green Bay Road
Highland Park, IL 60035
Phone Number: 224-765-3048

Name Assistant Superintendent for Personnel Services
Address 1936 Green Bay Rd.
Highland Park, IL 60035
Phone Number: 224-765-3044

Name: Assistant Superintendent for Teaching and Learning
Address: 1936 Green Bay Road
Highland Park, IL 60035
Phone Number: 224-765-3051

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

Minority Recruitment

The Board of Education shall attempt to recruit and hire qualified minority personnel for the District, including teachers, other certificated employees and non-certificated employees, in accordance with the requirements of Section 10-20.7a of The School Code. The implementation of this policy may include advertising openings in minority-orientated publications, participating in minority job fairs and recruiting at colleges and universities with significant minority enrollments.

The Superintendent shall periodically report to the Board of Education on the status of minority recruitment and hiring in the School District.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
 Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
 Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq., §2000e et seq., and §12101 et seq.
 Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
 Equal Pay Act, 29 U.S.C. §206(d).
 Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
 Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
 Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
 Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.
 Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).
 Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106.
 Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.
Ill. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
 Genetic Information Protection Act, 410 ILCS 513/25.
 Ill. Whistleblower Act, 740 ILCS 174/.
 Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102.
 Religious Freedom Restoration Act, 775 ILCS 35/5.
 Ill. Equal Pay Act of 2003, 820 ILCS 112/.
 Victims' Economic Security and Safety Act, 820 ILCS 180/30.
 23 Ill.Admin.Code §1.230.
 Employee Credit Privacy Act, 820 ILCS 70

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 5:30 (Hiring Process and Criteria, 5:40 (Communicable and Chronic Infectious Disease), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300, (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: August 21, 2001
 REVISED: February 17, 2004, April 18, 2006, April 15, 2008,
 October 20, 2009, August 17, 2010, June 21, 2011,
 August 21, 2012, November 15, 2016

GENERAL PERSONNEL

Workplace Harassment Prohibited

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

Sexual Harassment Prohibited

The school district shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or requests for sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Workplace and sexual harassment prohibited by this policy include verbal or physical conduct or written communication regardless of the format. The terms intimidating, hostile or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment or discomfort. Workplace and sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint; Enforcement

A violation of this policy may result in discipline, up to and including discharge. The level of discipline imposed will depend on the totality of the circumstances, including the amount of harm inflicted, the severity or pervasiveness of the conduct or communication and the violating employee's disciplinary record. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about

harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited.

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

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use Board Policy 2:260 Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name: Assistant Superintendent for Personnel Services
Address: 1936 Green Bay Road
Highland Park, IL 60035
Phone: 224-765-3044

District Complaint Managers:

Name: Assistant Superintendent for Student Services
Address: 1936 Green Bay Road
Highland Park, IL 60035
Phone Number: 224-765-3048

Name: Assistant Superintendent for Personnel Services
Address: 1936 Green Bay Road
Highland Park, IL 60035
Phone Number: 224-765-3044

Name: Assistant Superintendent for Teaching and Learning
Address: 1936 Green Bay Road
Highland Park, IL 60035
Phone Number: 224-765-3051

Name: Assistant Superintendent for Teaching and Learning
Address: 1936 Green Bay Road
Highland Park, IL 60035
Phone Number: 224-765-3051

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks and/or making the policy available on the district's website.

LEGAL REF.: Title VII of the *Civil Rights Act of 1964* (42 U.S.C. § 2000e et seq., 29 C.F.R. § 1604.11(a)). Title IX of the *Education Amendments of 1972*, 20 U.S.C. § 1681 et seq.

CROSS REF.: *Illinois Human Rights Act* (775 ILCS 5/1-101 et seq.)
2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED: August 21, 2001

REVISED: July 15, 2008, October 20, 2009, August 17, 2010, November 15, 2016

GENERAL PERSONNEL

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board of Education policy, and making hiring recommendations to the Board of Education. The District shall hire the best-qualified personnel consistent with budget and staffing requirements, and shall comply with Board of Education policy on equal employment opportunities and minority recruitment. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the School Board's approval.

Job Descriptions

The Superintendent shall develop and maintain a current, comprehensive job description for each job category, other than the Superintendentcy.

Staff Assignment

When making staff assignments after the date this provision is adopted, the Superintendent may make reasonable efforts to avoid assigning adults residing in the same household, related to one another or who have a significant personal relationship with one another, to the same school site.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in the Database as a sex offender. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent of Schools, State Education Preparation and Licensure Board, or any other person necessary to the hiring decision. Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.

The District is mandated by law to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in § 10-21.9 of The School Code or who falsifies, or omits facts from, his or her employment application, resume, or other employment documents.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis, within 30 days of employment. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches or an advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board of Education.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches or an advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board of Education will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program or materials for new employees to acquaint them with the District's policies and procedures, the school rules and regulations, and the responsibilities of their position.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12112, 29 C.F.R. Part 1630.

Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
105 ILCS 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80,
5/10-22.34, 5/10-22.34b, 5/22-6.5, 5/22-6.5 and 5/24-1 et seq.

CROSS REF.: 3:50 (Administrative Personnel Other than the Superintendent),
5:10 (Equal Employment Opportunity and Minority Recruitment),
5:40 (Communicable and Chronic Infectious Disease)

ADOPTED: August 21, 2001

REVISED: April 18, 2006, February 17, 2009 (including language related to same site staff assignments), August 16, 2011, August 21, 2012

GENERAL PERSONNEL

Prohibition on Employment of Board Members' Relatives and Individuals Residing in Board Members' Households

The Board of Education finds that the potential exists for the appearance of impropriety and abuse of power of the office of Member of the Board of Education in the employment process in the School District. To reduce the opportunity for such perceived or actual influence, the following individuals shall not be eligible for employment in the District during a Board Member's term of office:

1. Individuals residing in a Board Member's household, or with whom a Board Member resides, and,
2. Parents, spouses, siblings, and children, regardless of whether they reside in the same household as the related Board Member.

This Policy shall not render an existing employee ineligible for continued employment in the District due to the assumption of office by a Board Member with whom the existing employee has a relationship described above.

ADOPTED: August 21, 2001

GENERAL PERSONNEL

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent or designee will ensure that all job positions are identified as either “exempt” or “non-exempt” according to the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by the FLSA minimum wage and overtime provisions.

Workweek and Compensation

The workweek for district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

Overtime

The Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor’s express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent’s or designee’s written pre-approval for any long-term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time off, according to Board Policy 5:310, Compensatory Time Off.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status.

Certificated employees may be suspended without pay in accordance with the NSEA union contract. Non-certificated employees may be suspended without pay in accordance with the NSSSA union contract.

Administration Implementation

The Superintendent or designee shall implement this policy to ensure FLSA compliance.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §201 et seq., C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:290 Employment Termination and Suspensions, 5:310, Compensatory Time Off

ADOPTED: November 13, 2007

GENERAL PERSONNEL

Identification Badges

The purpose of this policy is to authorize and require the use of identification badges by all school district employees, volunteers and specified building visitors in order to promote and enhance the security of students and staff.

It is the School District's policy that all full and part-time employees, all substitute employees, volunteers and visitors to the District buildings and facilities will display on their person, a District-provided identification badge during working hours, while on duty, or when visiting District buildings and facilities.

ADOPTED: May 17, 2011

GENERAL PERSONNEL**Communicable and Chronic Infectious Disease**

The Superintendent shall develop and implement procedures for dealing with known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and federal law, rules of the Illinois Department of Public Health, and Board of Education policies.

An employee with a communicable or chronic infectious disease shall be evaluated by the District's Communicable and Chronic Infectious Disease Review Team. The employee's medical records shall be held in strictest confidence by the Team, except to the extent allowed by law.

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. Employees who cannot retain their positions shall remain subject to the Board's employment policies including sick leave, physical examinations, temporary and permanent disability, and termination. Determining whether an employee with a communicable or chronic infectious disease may retain his or her position will be made in accordance with established procedures.

The District's Communicable and Chronic Infectious Disease Review Team shall make the recommendation of whether the employee's placement is appropriate on a case-by-case basis.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.
Rehabilitation Act of 1973, 29 U.S.C. § 791.
820 ILCS 40/1 et seq.
20 ILCS 2305/6.
105 ILCS 5/24-5.
Rules and Regulations for the Control of Communicable Diseases,
issued by the Illinois Department of Public Health.

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria)

ADOPTED: August 21, 2001

GENERAL PERSONNEL**Drug- and Alcohol-Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

1. reporting to district property for any reason having consumed any alcoholic beverage(s) or used any controlled substance.
2. unlawful manufacture, dispensing, distribution, possession or use of alcohol or a controlled substance while on District premises or while performing work for the District.

For the purposes of this policy, a controlled substance is one that is:

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

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

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. annually provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy or provide each employee with a web link to the policy;
2. post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;

3. make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
4. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. inform employees of available drug and alcohol counseling, rehabilitation, re-entry and any employee assistance programs.

District Action Upon Violation of Policy

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

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

Should the District be a current participant in a federal education program in which the District is the prime grantee and a direct receiver of federal funds, the Superintendent shall notify the appropriate federal agency from which the District receives grant monies of the employee conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Drug-Free Workplace Act, 30 ILCS § 58/1 et seq.

Drug-Free Workplace Act of 1988, 41 U.S.C. § 701 et seq.

Controlled Substances Act, 21 U.S.C. § 812; 21 C.F.R. 1308.11 - 1308.15.

Drug-Free School and Communities Act, 20 U.S.C. § 7101 et seq.

Drug-Free School and Communities Act Amendments of 1989, 20 U.S.C. § 3171 et seq.

Americans With Disabilities Act, 42 U.S.C. § 12114.

ADOPTED: August 21, 2001

REVISED: April 15, 2008, August 16, 2011

GENERAL PERSONNEL**Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall immediately: (1) report or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report. The employee shall also promptly notify the Superintendent and Building Principal that a report has been made. All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

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

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

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

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

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

LEGAL REF.: 105 ILCS 5/10-21.9.
20 ILCS 1305/1-1 et seq.
20 ILCS 2435/.
325 ILCS 5/.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: August 21, 2001
REVISED: March 20, 2007, December 13, 2011

GENERAL PERSONNEL**Staff Development Program**

The superintendent shall implement a staff development program. The goal of such program 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.

At least once every two years, the in-service training of certified school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-aged children. This policy is intended to mandate the training of staff and is not intended to recommend whether or not students should take medication.

All staff members are encouraged to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques, including the Heimlich maneuver and rescue breathing, in accordance with a nationally recognized certifying organization.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-222.39, 5/10-23.12, 5/24-5 and 110/3.
745 ILCS 49/1 et seq. (Good Samaritan Act)

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other than the Superintendent), 4:160 (Hazardous and Infectious Materials), 5:90 (General Personnel – Abused and Neglected Child Reporting), 5:250 (Leaves of Absence), 6:20 (School Year Calendar and Day)

ADOPTION: May 16, 2006

GENERAL PERSONNEL

Ethics and Conduct

All district employees are expected to act in accordance with the Six Pillars of Character, maintain high standards in their school relationships, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents, staff members and others.

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

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

Ethics and Gift Ban

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

Outside Employment and Conflict of Interest

No district employee shall be directly or indirectly interested in any contract, work, or business of the district, or in the sale of any article by or to the district, except when (1) an employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board or (2) an employee is the author or developer of educational materials that the Superintendent deems to be of significant educational or administrative value to the district and the Board approves any resulting contract. An employee having an interest in instructional materials must file an annual statement with the board secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the district nor shall an employee act as an agent of any business in any transaction with the district.

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.

LEGAL REF.: U.S. Constitution, First Amendment

5 ILCS 420/4A-101 and 430/1-1 et seq.

50 ILCS 135/1 et seq.

105 ILCS 5/10-22.29, 5/22-5 and 5/24-22

775 ILCS 5/5A-102

Pickering v. Board of Township H.S. District 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (ETHICS AND GIFT BAN)

ADOPTED: June 15, 2004

REVISED: March 16, 2010, June 21, 2011, June 16, 2015

General Personnel

Electronic Network, Electronic Communications and Social Media

The electronic network (hereinafter referred to as the network), including the Internet, is a part of the District's instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. In addition, electronic communication tools, including social media, are useful for communicating with students and their families about educational matters.

The purpose of this policy is to set forth expectations and responsibilities for employees regarding their use of the District's electronic network, electronic communications and social media. This policy will also address staff responsibilities for monitoring and managing student use of the District's electronic network, communications and social media.

The Board of Education recognizes that electronic communications by staff, including communication via social networking sites or utilizing personal technology, may be useful for parent/guardian/student/staff member communication regarding district matters. The Board also recognizes the right to free speech of its employees. However, electronic communications also have the potential of creating a disruption in the school environment. This policy is intended to minimize that possible disruption and ensure that electronic communications between employees and students, between employees and parent/guardians, or between employees are appropriate and within the goals and policies of the District and the professional responsibilities of our staff.

I. Definitions

A. District Electronic Network (hereinafter referred to as the "network") - district computers, the District's local and/or wide area network, and access to the Internet through district computers or the District's local and/or wide area network. Use of the District's electronic network also shall include any use of computers outside the District's electronic network during those times when those computers are used to access the District's electronic network. Additionally, use of the District's electronic network shall include use of other electronic communication devices owned and/or issued by the District or used to access the District's electronic network, including, but not limited to cellular or mobile phones, smart phones, and text messaging devices.

B. Electronic Communication – For purposes of this policy, forms of electronic communication include, but are not limited to, communication via telephone, text messaging, electronic mail, facsimile, instant messaging, and social networking sites.

C. Social Media – Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples include, but are not limited to, *Facebook, LinkedIn, MySpace, Twitter, Xanga, Yahoo Groups, iGoogle, Wikipedia and other Wikis, YouTube, Pinterest, and Instagram.*

D. Personal Technology – Any device that is not owned or leased by the District or otherwise authorized for district use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptops, digital cameras, smartphones such as BlackBerry®, android®, iPhone®, and other devices, such as, iPads® and iPods®.

II. District's Electronic Network

The District's electronic network, including the Internet, is a part of the District's instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. In addition, electronic communication tools, including social media, are useful for communicating with students and their families about educational matters.

A. Employees' Acceptable Use of the District's Electronic Network

All use of the District's network must be: (1) in support of education and/or research, and be in furtherance of the district's mission. Access to and use of the District electronic network is a privilege, not a right. The Board of Education has a duty to insure that the manner in which the electronic network is used does not conflict with the mission of the School District. Staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's network or District computers. Electronic communications and downloaded material, including files deleted from a user's account may be monitored or read by school officials.

All users of the District's computers who access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unauthorized access shall be taken before confidential student information is loaded onto the network.

Employees are prohibited from making statements that contain defamatory, harassing, confidential, unlawful or otherwise inappropriate information as determined by the administration. The expectations for employee use of the District network and communications are set forth in the District's *Authorization*

for *Electronic Network Access* form (5:125 E-1), which all employees are required to read and agree to annually.

B. Curriculum

Staff members may use the Internet throughout the curriculum. The use of the District's network shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with selection criteria for instructional materials and library resource center materials. The District's network is part of the curriculum and is not a public forum for general use.

C. Student Supervision

Employees are responsible for supervising students using the District network. They will not permit student use of the network which: (a) causes substantial disruption of the proper and orderly operation of the school or school activities; (b) violates the rights of others; and/or (c) is socially or developmentally inappropriate.

III. Electronic Communications

Classroom teachers may maintain a classroom website, blog or other electronic communication vehicle for instructional purposes. All such pages must either be hosted or directly linked from the official district or school home page. Employees shall not use these pages or links contained in these pages for personal profit or gain. Additionally, if linking from their classroom website to external online resources, employees should be careful to evaluate the appropriateness of the content and images for use by students.

IV. Personal Technology and Social Media

The District recognizes that employees may maintain *personal* blogs or websites, and/or contribute posts to the blogs, websites or web pages of others and/or participate in social media. All District employee who use personal technology and social media shall:

A. Adhere to the high standards for appropriate school relationships in *Policy 5:120 Ethics and Conduct*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes district employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by this Policy, *Policy 5:20 Workplace Harassment Prohibited*; *Policy 5:120 Ethics and Conduct*; *Policy 5:130 Responsibilities Concerning Internal*

Information; Policy 6:235 Computer Network and Internet Access and Use; Policy 7:20 Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.

B. Adhere to all legal requirements and district policies, including compliance with student privacy laws. Some examples of behavior that would violate these policies include, but are not limited to:

- Disclosing student record information.
- Engaging in any communication or activity which violates the expectations outlined in the *Authorization for Electronic Network Access* form (5:125 E-1).
- Making or posting discriminatory, confidential, threatening, libelous, disparaging, obscene or slanderous comments about the district, its employees, students or parents. Employees are personally liable for their own commentary.
- Unless authorized by the Superintendent or designee, including the District's logos, mascots, symbols or other insignias in personal web posts. (See Policy 5:170 *Copyright*)
- Sharing, publishing or transmitting information about or images of students. (See Policy 5:130 *Responsibilities Concerning Internal Information*)

V. Sanctions

The failure of any staff member to follow the terms of the *Authorization for Electronic Network Access* (5:125 E-1), or to adhere to the expectations outlined in this policy, will be subject to any or all of the following: loss of network privileges, disciplinary action, and/or appropriate legal action.

VI. Security Disclaimer

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

Employees assume all risks associated with the use of electronic communications with students, parents/guardians, or other staff members that are not in compliance with this policy. Additionally, employees assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials, photographs, video or other sexually explicit materials through the District employee's personal technology or social media. The

District expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

The Superintendent shall ensure that this policy is communicated annually to all district employees and shall develop an administrative procedure for the use of electronic communications with students, parents, and other staff members.

LEGAL REF:

Enhancing Technology Through Technology Act, 20 U.S.C. 6751 et sq.

105 ILCS 5/21B-75 and 5/21B-80

Ill. Human Rights Act, 775 ILCS 5/5A-102.

Illinois Criminal Code, 720 ILCS 5/26.5-3

Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.

Garcetti v. Ceballos, 547 U.S. 410 (2006).

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Works Made for Hire and Copyright Compliance), 6:235 (Computer Network and Internet Access Use), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: September 17, 2013

GENERAL PERSONNEL**Responsibilities Concerning Internal Information**

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall implement procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.: 20 U.S.C. §1232g.
45 C.F.R. §164.502.
5 ILCS 140/1 et seq.
50 ILCS 205/1 et seq.
105 ILCS 10/1 et seq.
820 ILCS 40/1 et seq.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

Adopted: November 15, 2011

GENERAL PERSONNEL

5:140 Tutoring

The Board of Education recognizes that from time to time, staff members earn additional income by providing tutoring and/or personal services to students and families in the District. Staff must consult with their building administrator prior to providing tutoring or personal services (house sitting, student care coverage for traveling parents) to any student or family in their building or to students who will reasonably be anticipated to become students in their building. District personnel may not tutor or provide personal services to students or siblings of students assigned to their classroom.

Staff members are prohibited from using school district property for the purpose of providing private tutoring service for income.

The District will not develop or distribute a list of tutors or private service providers. The District will not endorse or recommend tutors.

This policy and the procedures developed regarding this policy will be periodically reviewed.

Adopted June 19, 2007

GENERAL PERSONNEL*Personnel Records*

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's or designee's direct supervision.

An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. No one else may have access to an employee's personnel files and personal information except for: (1) a supervisor or management employee who has an employment or business-related reason to inspect the record, or (2) anyone who has the employee's written consent.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 745 ILCS 46/10.
820 ILCS 40/1 et seq.
23 Ill. Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

ADOPTED: March 16, 2010

GENERAL PERSONNELWorks Made for Hire

The Superintendent or designee shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. A staff member should contact the Superintendent, or the person designated as the copyright compliance officer, whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. § 101 et seq.
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Computer Network and Internet Access and Use)

ADOPTED: August 21, 2001

REVISED: November 15, 2011

GENERAL PERSONNELFamily and Medical LeaveLeave DescriptionA. General Requirements For Family and Medical Leave (“FMLA Leave”)Eligibility for Leave, Duration and Purpose of Leave

Pursuant to the Family and Medical Leave Act (the “FMLA”), any employee who has been employed by the Board of Education for at least 12 months, and is either a full-time instructional employee, or has worked at least 1,250 hours during the preceding 12 months, shall be entitled to an unpaid leave of absence of up to 12 work weeks during a 12-month period for the following purposes. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to the National Guard or Reserve military service or when a written agreement exists concerning the District’s intention to rehire the employee. Such leave is available for the following purposes:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee’s spouse, child, or parent.
4. The employee’s own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. A “covered military member” must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. “Qualifying exigencies” exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.
6. To care for the employee’s spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. A “covered employee” is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with FMLA regulations.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered service member with a serious injury or illness.

Calculation of 12-Month Period

The 12-month period for purposes of calculating FMLA leave shall be September 1 - August 31.

Intermittent or Reduced Schedule Leave

When medically necessary, FMLA leave may be taken on an intermittent or on a reduced schedule basis for an employee's own illness or injury or to care for a sick family member. FMLA leave may not be taken on such basis for the birth or adoption of a child or placement of a child in foster care unless approved by the Board. If the request for intermittent leave or leave on a reduced schedule is foreseeable based upon planned medical treatment, the Board may require the employee to transfer temporarily to an available alternate position which better accommodates recurring periods of leave.

Health Insurance

During FMLA leave, the Board shall maintain group health insurance coverage under the same conditions that would have been provided if the employee was working. If an employee does not return to work after FMLA leave, the employee shall repay the cost of health insurance premiums paid by the Board unless the employee's failure to return is due to (a) the continuation, recurrence or onset of a serious health condition which would entitle the employee to FMLA leave or (b) other circumstances beyond the employee's control.

Return to Work

Upon return from FMLA leave, the employee shall be placed in the same position the employee held when the leave commenced or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Nothing herein shall grant the employee greater rights to reinstatement, benefits or conditions of employment than if the employee has been continuously employed. A key employee may be denied restoration to employment if it is necessary to prevent serious and grievous economic injury to the operations of the Board.

B. Combination With Other Leave

Any employee requesting FMLA leave may first utilize any other applicable paid leave (e.g., sick leave) and/or vacation leave or personal leave prior to qualifying for FMLA leave. If such paid leave is less than 12 weeks, FMLA leave may then be used to allow for a total leave (whether paid or unpaid) of 12 work weeks duration. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that would extend the employee's leave beyond 12 work weeks, provided use of FMLA leave shall not serve to extend such available unpaid leave.

C. Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

D. Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider.
3. When the leave is to care for a covered employee with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered employee.
4. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months. Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

E. Special Leave Rules for Instructional Employees

1. Required Continuation of Leave

The Board may require an instructional employee to continue taking FMLA leave until the end of the semester if:

- a. The leave begins more than five weeks before the end of the semester, the leave will last at least three weeks and the instructional employee would otherwise return to work during the last three weeks of the semester; or
- b. The leave (which is for a purpose other than the instructional employee's own serious health condition) begins during the last five weeks of the semester, the
- c. The leave will last for more than two weeks and the instructional employee would otherwise return to work during the last two weeks of the semester; or
- d. The leave (which is for a purpose other than the instructional employee's own serious health condition) begins during the last three weeks of the semester and the leave lasts more than five working days.

2. Reduced Schedule or Intermittent Leave

If an instructional employee requests FMLA intermittent leave or leave on a reduced schedule that is foreseeable based on planned medical treatment that would cause such employee to be on leave for more than 20% of the total number of working days over the duration of the leave, the Board may require the employee to choose either to:

- a. Take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave.

F. Spouses Employed by Same Employer

If leave is taken by spouses who are both employed by the Board for birth or placement of a child for adoption or foster care, or to care for the employee's parent with a serious health condition, such leave is limited to a combined total of 12 work weeks. This limitation does not apply to leave taken by either spouse to care for serious health conditions of the other spouse, a child or the employee's own health condition.

G. Rules and Regulations

The Superintendent is authorized to adopt rules and regulations, consistent with the FMLA, regarding the provision of notice of leave, medical certification, distribution of FMLA information, and record keeping requirements and such other matters necessary to implement the FMLA.

H. FMLA Controlling

In the event this Policy or its Rules or Regulations conflict with the FMLA, the FMLA shall control. To the extent that this Policy or its Rules and Regulations is silent on a matter covered by the FMLA, the FMLA and its implementing rules and regulations shall control.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. § 2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays and Leaves), Professional Agreement Between the Board of Education of the North Shore School District 112 and the North Shore Education Association, IEA/NEA

ADOPTED: August 21, 2001

REVISED: June 21, 2011

PROFESSIONAL PERSONNEL

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before August 31 of each year, as specified in the collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and *highly qualified* for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for four or more consecutive weeks by, a teacher who is not *highly qualified*.

LEGAL REF.: 20 U.S.C. §6329
34 C.F.R. §200.55, 56, 57 and 61
105 ILCS 5/10-20.15, 5/21-1, 5/21-10, 5/21-11.4, and 5/24-23.
23 Ill. Admin. Code § 1.620 et. seq., §1.705 et. seq., and Part 25.

CROSS REF.: 6:170 Title 1 Programs

ADOPTED: August 21, 2001

REVISED: September 17, 2002, June 15, 2004, January 18, 2011

PROFESSIONAL PERSONNEL**Maintaining Student Discipline**

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students; a student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods which may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.

CROSS REF.: 7:190 (Student Discipline)

ADOPTED: August 21, 2001

PROFESSIONAL PERSONNEL

Leaves of Absence

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Parental Leave, Leaves for Service in the Military and General Assembly, Disability Leave, General Leave, Reduced Schedule or Intermittent Leave

Please refer to the “Professional Agreement Between the Board of Education of the North Shore School District 112 and the North Shore Education Association, IEA/NEA”.

LEGAL REF.: 105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
 820 ILCS 147/1 et seq.
 820 ILCS 147/15.

CROSS REF.: 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays and Leaves)

ADOPTED: August 21, 2001

EDUCATIONAL SUPPORT PERSONNEL

Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol- testing program for school bus and commercial vehicle drivers. The Superintendent or designee manage a program to implement federal and State law defining the circumstances and procedures for the testing.

This program shall comply with the requirements of federal law. The Superintendent or designee shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing.

- LEGAL REF.: 49 U.S.C. § 31301 et. seq. , Alcohol and Controlled Substances Testing.
 49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).
- CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria)
- ADOPTED: August 21, 2001
- REVISED: August 16, 2011, December 18, 2012

EDUCATIONAL SUPPORT PERSONNEL

Employment Termination and Suspensions

Non-RIF Dismissal

Please refer to the “Professional Agreement Between the Board of Education of the North Shore School District 112 and the North Shore Support Staff Association, IEA/NEA”.

For non-certified employees not covered by this agreement:

Unless otherwise specified in individual employment contracts, non-certified employees not covered by the collective bargaining agreement shall receive non-RIF dismissal under the same terms and conditions as those employees covered by the collective bargaining agreement.

Reduction In Force and Recall

Please refer to the “Professional Agreement Between the Board of Education of the North Shore School District 112 and the North Shore Support Staff Association, IEA/NEA”.

For non-certified employees not covered by this agreement:

Unless otherwise specified in individual employment contracts, non-certified employees not covered by the collective bargaining agreement shall receive reduction in force and recall dismissal under the same terms and conditions as those employees covered by the collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees and employees dismissed due to a reduction in force will receive their final pay on the next regular payday following the date of termination.

Suspension

Please refer to the “Professional Agreement Between the Board of Education of the North Shore School District 112 and the North Shore Support Staff Association, IEA/NEA”.

For non-certified employees not covered by this agreement:

Unless otherwise specified in individual employment contracts, non-certified employees not covered by the collective bargaining agreement shall receive disciplinary suspension under

the same terms and conditions as those employees covered by the collective bargaining agreement.

LEGAL REF.: 105 ILCS 5/10-23.5 and 5/10-22.34.

ADOPTED: August 21, 2001, January 18, 2011

EDUCATIONAL SUPPORT PERSONNEL**Maintaining Student Discipline**

Teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for, or with respect to a student, shall maintain discipline in the schools, including school grounds which are owned or leased by the Board and are used for school purposes and activities. These individuals may use reasonable force as needed to maintain safety for the other students, school personnel or persons, or for the purpose of self defense or the defense of property. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used.

LEGAL REF.: 105 ILCS 5/24-24.

CROSS REF.: 7:190 (Student Discipline)

ADOPTED: August 21, 2001

EDUCATIONAL SUPPORT PERSONNEL

Compensatory Time-Off and Overtime

Please refer to the “Professional Agreement Between the Board of Education of the North Shore School District 112 and the North Shore Support Staff Association, IEA/NEA”.

For employees not covered by this agreement:

Unless otherwise specified in individual contracts, employees not covered by the collective bargaining agreement shall receive compensatory time-off and overtime under the same terms and conditions as those employees covered by the collective bargaining agreement.

Employees may be given 1 1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee’s accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked at the rate of 1 1/2 times the employee’s regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

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

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as “hours worked” for the purposes of overtime compensation. Upon termination of employment, an employee will be paid for unused compensatory time.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.; 29 C.F.R. § Part 553.

CROSS REF.: 5:35, Compliance with the Fair Labor Standards Act

ADOPTED: August 21, 2001

EDUCATIONAL SUPPORT PERSONNEL

Sick Days, Vacation, Holidays, and Leaves

I. Employees covered by the Collective Bargaining Agreement:

Sick Leave, Vacations, Paid Holidays, Personal Business Leave, Unpaid Leave of Absence, Bereavement Leave, Religious Leave, and Association Leave

Please refer to the “Professional Agreement Between the Board of Education of the North Shore School District 112 and the North Shore Support Staff Association, IEA/NEA”.

Leaves For Service in the Military

Educational support personnel shall receive the same military leave that is granted professional staff.

School Visitation Leave

An eligible employee is entitled to a school visitation leave that is granted professional staff.

II. Employees not covered by the Collective Bargaining Agreement:

Sick Leave, Vacations, Paid Holidays, Personal Business Leave, Unpaid Leave of Absence, Bereavement Leave, Religious Leave, and Association Leave

Unless otherwise specified in individual contracts, employees not covered by the collective bargaining agreement shall receive the above under the same terms and conditions as those employees covered by the collective bargaining agreement.

Leaves For Service in the Military

Unless otherwise specified in individual contracts, employees not covered by the collective bargaining agreement shall receive the above under the same terms and conditions as those employees covered by the collective bargaining agreement.

School Visitation Leave

An eligible employee is entitled to a school visitation leave that is granted professional staff.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
820 ILCS 147.

CROSS REF.: 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

ADOPTED: August 21, 2001