

ATTACHMENT NO. IX-D: First Reading and Approval of Policies

Suggested Motion: Move to approve Board Policies as presented.

Recommended Action: Approve the motion.

On April 9, 2012, the Policy Committee reviewed the following policies to be amended pursuant to IASB PRESS recommendations and existing policies modified pursuant to administrative recommendation:

2:120	Board Member Development
2:200	Types of School Board Meetings
4:110	Transportation
4:170	Safety
5:10	Equal Employment Opportunity and Minority Recruitment
5:30	Hiring Process and Criteria
5:202-E1	Teacher Evaluation Process
5:202-E2	Certified Evaluation – Summative Evaluation of the Teacher
5:220	Substitute Teachers
5:240	Suspension
5:260	Student Teachers
5:285	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
6:110	Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
6:280	Grading and Promotion
7:100	Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
7:270	Administering Medicines to Students

Board Policy 2:240 states that when policies are changed/adopted to comply with state law or regulation, two readings are not required. The above policies were changed/adopted to comply with state law or regulation; therefore, it is recommended that the Board give final approval to the above policies.

## **Board of Education**

### **Board Member Development**

The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

#### *Mandatory Board Member Training*

*Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:*

- 1. Each Board member taking office after June 13, 2011 must complete at least 4 hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term that begins after that date.*
- 2. Each Board member who was in office on January 1, 2012 must complete training on the Open Meetings Act within one year of that date. Each Board member taking office after January 1, 2012 must complete this training no later than 90 days after taking the oath of office. After completing the training, each Board member must file a copy of his or her certificate of completion with his or her Board.*
- 3. After the District's implementation of the Performance Evaluation Reform Act (PERA) evaluations, each Board member must complete a training program on PERA evaluations before participating in a vote on a dismissal based on an optional alternative evaluative dismissal process.*

*The Superintendent or designee shall maintain on the District website a log identifying the completion of mandatory training of each Board member.*

### **Board Self-Evaluation**

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

### **New Board Member Orientation**

The orientation process for newly elected or appointed Board of Education members includes:

1. The Board President or Superintendent or their designees, shall give each new Board member a copy **of** or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

### **Candidates**

The Superintendent or designee shall invite all current candidates for the office of School Board member to attend (1) Board of Education meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF: 5 ILCS 120/*1.05 and 120/2.*  
*105 ILCS 5/10-16a and 5/24-16.5.*

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Expenses), 2:200 (Types of School Board Meetings)

ADOPTED: November 6, 2001

AMENDED: ~~November 21, 2006~~  
November 24, 2008



## **School Board**

### **Types of School Board Meetings**

#### **General**

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board of Education. Unless otherwise specified, all meetings are held in the North Boone District Office. Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

Unless the Board designates otherwise, the Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is ~~administered~~ *required* by the Illinois Attorney General's Public Access Counselor *Section 1.05(a) of that Act*. The Superintendent may identify other employees to receive the training. Each Board member ~~is encouraged to take the~~ *must complete a course of* training ~~once during his or her term~~ *on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act*.

#### **Regular Meetings**

The School Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular School Board meetings. Meeting dates may be changed with 10 days' notice in accordance with State law. A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. Items not specifically on the agenda may still be added to the agenda as a discussion item, but no action shall be taken.

#### **Closed Meetings**

The School Board and School Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).



7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meeting Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. *Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).*

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board of Education member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final School Board action will be taken at a closed meeting.

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

#### Special Meetings

Special meetings may be called by the President or by any 3 members of the Board of Education by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to

remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

No matters will be discussed, considered, or brought before the Board of Education at any special meeting other than such matters as were included in the stated purpose of the meeting.

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical but in any event, before the meeting to news media that have filed a written request for notice.

#### Posting on the District's Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF.: 5 ILCS 120/ Open Meetings Act  
5 ILCS 140/, Freedom of Information Act  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: *2:110 (Qualifications, Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)*

ADOPTED: November 6, 2001

AMENDED: March 15, 2010



## **Operational Services**

### **Transportation**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in the student's individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with *Section 45/1-15 of the McKinney Education for Homeless Assistance Children Act*.

Bus schedules and routes shall be determined by the Superintendent or designee and approved by the School Board. Bus schedules and routes shall only be altered by the Superintendent or designee and require the approval of the School Board. In setting the routes, the pickup and discharge points should be as safe for students as possible. Type I (full size) buses will not enter private driveways to pick-up or discharge passengers unless the driveway is used for a turn-around or unless the issue of the bus stopping in the main thoroughfare presents a traffic related safety issue to the students on the bus or the students boarding or departing the bus at that stop.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Transportation will be provided to the student's home or designated childcare provider only if the bus stop is in the student's home assigned attendance center area. Childcare provider must be consistent throughout the entire week and cannot be changed on a daily bases. Exceptions may be considered in an extreme emergency. If a student's bus stop is not that of his/her home, then a bus stop change request form must be completed and on file with the student's attendance center and with the transportation secretary. Any further change(s) in the student's designated bus stop will require completion of another bus stop change request form. The Parent/Guardian is limited to one day care provider change per semester. The District reserves the right to deny transportation for an individual if the Superintendent and the Transportation Coordinator deem that such a change would not be in the best interest of the District. The decision shall be based upon consideration of safety, amount of time or length of the bus route, or capacity of the bus. Parents who use a childcare provider who reside in another attendance center area must provide their own transportation unless the student(s) are in attendance as a result of Policy 7-30.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated ~~any time~~ *only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.* The Superintendent shall implement procedures in accordance with state law for accepting comment calls about school bus driving.



All contracts for charter bus services must contain the clause prescribed by state law regarding criminal background checks for bus drivers.

#### Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

School buses are also available for special trips by school groups when such trips do not interfere with the regular bus schedule. Guidelines for use of buses by outside groups are as follows:

1. Mileage, including the cost of the driver will be charged to the outside group. The cost will be set annually by the Superintendent.
2. Use of school buses will be limited to formal, recognized organizations in the North Boone area, such as 4-H, PTO, little league, churches, etc., having an address within the North Boone School District.
3. In the event of an accident, the group renting the school bus will be responsible for paying the deductible portion of the insurance policy.
4. Each group must have a properly licensed school bus driver in the State of Illinois to drive the bus on any rentals. This driver must be an employee of North Boone School District 200.
5. All other decisions with regard to the rentals will be left up to the discretion of the administration.

LEGAL REF.:	McKinney Homeless Assistance Act, 42 U.S.C. §11431 <u>et seq.</u> 105 ILCS 5/10-22.22 and 5/29-1 <u>et seq.</u> 105 ILCS 45/1-15. 625 ILCS 5/1-143.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109. 23 Ill.Admin.Code §§1.510 and 226.750; Part 120. 92 Ill.Admin.Code §440-3.
CROSS REF.:	4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics <i>and Conduct</i> ), 5:280 (Educational Support Personnel – Duties and Qualifications), 6:140 (Education of Homeless Children), 7:220 (Bus Conduct)
ADMIN. PROC.:	4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; <i>and</i> Bus Driving Comments), 4:170-AP3 (School Bus Safety Rules), 4:170-E3 (Emergency Medical Information <i>Form</i> for Students <i>Having with</i> Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)
ADOPTED:	November 6, 2001
AMENDED:	November 3, 2010

## **Operational Services**

### **Safety**

#### **Safety Program**

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program; tornado protection, instruction in safe bus riding practices, emergency aid, post-crisis management and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills
2. One bus evacuation drill, ~~and~~
3. *One severe weather and shelter-in-place drill, and*
4. *One law enforcement drill.*

~~The Superintendent or appropriate designee must conduct a law enforcement drill in one of the District's school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in this law enforcement drill.~~ The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan ~~and it~~ *with the participation of the appropriate law enforcement agency. This drill* may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

*The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.*

#### **Convicted Child Sex Offender and Notification Laws**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building principal of his or her presence at the school for the purpose of (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion, or
2. The offender received permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board



President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent, or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the ~~Child~~ Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

*If the District receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it.*

#### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Student Insurance

The School Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the company. Students participating in athletics,



cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

#### Emergency Closing

The Superintendent or designee is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.28, 5/10-21.3a ~~21B-80~~, 5/10-21.9, and 128/.  
210 ILCS 74.  
625 ILCS 5/12-813.1.  
720 ILCS 5/11-9.3.  
730 ILCS 152/101 et seq.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADMIN. PROC.: 4:170-AP2 (Criminal Offender Notification Laws), 4:170-AP3 (School Bus Safety Rules), 4:170-AP6 (Responding to Medical Emergencies Occurring at Physical Fitness Facilities *with an AED*), 5:30-AP2 (Investigations)

ADOPTED: November 6, 2001

AMENDED: February 28, 2011

## **General Personnel**

### **Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, 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 other medical conditions*, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator 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 or Stat or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### **Administrative Implementation**

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

#### *Complaint Manager:*

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Complaint Manager and the District's Nondiscrimination Coordinator.

#### *Complaint Manager:*

Name	Jacob Hubert, Assistant Principal
Address	17823 Poplar Grove Road, Poplar Grove, IL 61065
Telephone No.	815-765-3311

#### *Nondiscrimination Coordinator*

Name	Kim Moore, Director of Special Education
Address	6248 North Boone School Road, Poplar Grove, IL 61065
Telephone No.	815-765-3322



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

#### Minority Recruitment

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

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 §12104 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).  
~~Employee Credit Privacy Act, 820 ILCS 70/.~~  
Genetic Information Nondiscrimination Act, 42 U.S.C. §20000ff 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 VII of the Civil Rights Act of 1964, 42 U.S.C. §20000d et seq.  
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 513/24.  
Ill. Whistleblower Act 740 ILCS 174 et seq.  
Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102.  
Religious Freedom Restoration Act, 775 ILCS 35/5.  
~~Employee Credit Privacy Act, 820 ILCS 70/.~~  
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.

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: November 6, 2001

AMENDED: July 2011



## **General Personnel**

### **Hiring Process and Criteria**

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. *Administrators must document each applicant's certifications, qualifications, merit and ability (including performance evaluations, if available) and relevant experience.* The Superintendent is responsible for recruiting personnel and making hiring recommendations to the School Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80-23a of *The School Code*. ~~No substitute teacher will be employed without first presenting his or her certificate of authorization from the Regional Superintendent.~~ The Superintendent may select personnel for an emergency condition before the School Board's next regular scheduled meeting or temporary hire. The employment will be reviewed and may be approved by the Board.

All applicants must complete a District application in order to be considered for employment.

### **Job Descriptions**

The Superintendent shall develop and maintain a current, comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

### **Investigations**

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database are performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. *The School Code* requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification *Educator Preparation and Licensure* Board, or any other person necessary to the hiring decision or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

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.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21-2a21B-80 of *The School Code* or who falsifies, or omits facts from, his or her employment application 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. 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 who has a written collaborative agreement with a collaborating physician that authorizes the 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 and designated by the school district. The employee must have the physical examination and the tuberculin tests must have been taken by the employee no more than 90 days before submitting evidence of it to the School Board. A form shall be provided for the physical examination.

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 who has a written collaborative agreement with a collaborating physician that authorized the 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 School Board will pay the expenses of any such examination, as long as it is a physician designated by the school district.

#### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's 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 5/10-16.7, 5/10-5/10-20.7, 5/10-21.4, 5/10-21.9, ~~5/21-23a~~ *21B-10, 5/21B-80,*  
5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.  
820 ISCS 55/ and 70/.  
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (1st Dist. Ill. 1985), *aff'd*  
*in part and remanded* 505 N.E.2d 314 (Ill. 1987).  
Kaiser v. Dixon, 468 N.E.2d 822 (2<sup>nd</sup> Dist. Ill. 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (1st Dist. Ill. 1945).

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), *5:220 (Substitute Teachers)*, 5:280 (Education Support Personnel – Duties and Qualifications)

ADOPTED: November 6, 2001

AMENDED: February 28, 2011



## Teacher Evaluation Process

The primary objective of the teacher evaluation process is to improve the quality of instruction. It is recognized that there is an inherent importance and value of having a procedure for assisting and evaluating the progress and success or failure of all teachers.

**TENURED TEACHER:** Each teacher is to be evaluated annually. Tenured teachers will be ~~observed/evaluated~~ a minimum of one (1) time during the year ~~established for review~~. The teacher may request a second observation/~~evaluation~~ to be completed within a month. A teacher, who is in contractual continued service and has received a ~~satisfactory~~ *proficient* or better rating during the previous evaluation period, may waive the annual evaluation for no more than one year. A teacher completing a remediation plan shall be ~~evaluated~~ *observed* three (3) times in the year following *successful* completion of the remediation plan. The teacher is then returned to the regular evaluation schedule. The evaluation period for a tenured teacher is a school term.

**NON-TENURED TEACHER:** a non-tenured teacher will be ~~observed/evaluated~~ a minimum of three (3) times per year the first and second year of employment and a minimum of two (2) times the third year of employment and a minimum of one (1) time the fourth year of employment. The evaluation period for a non-tenured teacher is from the beginning of the school year until March 15<sup>th</sup>.

The evaluation process:

1. The evaluator will explain the teacher evaluation process to all new faculty members during the first quarter of the school term.
2. During the first quarter, the evaluator will meet with each teacher being evaluated to discuss goals related to teaching activities and to establish a timeline for observations, conferences and a final summative evaluation conference.
3. The evaluator and the teacher will meet for a pre-evaluation conference prior to any formal observation.
4. The evaluator and the teacher will meet for a post-evaluation conference following each observation within ten (10) working days.
5. The evaluator will use the Observation Narrative Form as found in the District policy. All Observation Narrative Forms are to be placed in the teacher's personnel file with the written summative evaluation form at the conclusion of the evaluation period.
6. In composing narratives and establishing ratings for the summative evaluation form. Administrators may use all pertinent information previously shared in writing with the teacher. This information must be filed in the personnel file with the completed Teacher Evaluation Forms at the conclusion of the evaluation period.

Evaluations shall be completed in accordance with the directions contained in the policy adopted by the District of Education. A failure by the District or administration to follow the procedures set forth shall be subject for a grievance.

The Association shall be consulted concerning any changes in the adopted teacher evaluation process.

The principals shall provide the teacher with the assistance to improve the quality of teaching.

The teacher may exercise the option to write remarks on the Teacher Evaluation Forms.

The evaluation instruments shall be in the hands of the teacher and the final evaluation conference held prior to the termination of the agreed on evaluation period.

Qualitative indicators on said evaluations will be scored as follows:

E – Excellent

~~S – Satisfactory~~ *P – Proficient*

NI – Needs Improvement

*U – Unsatisfactory*

NA – Not Applicable



Pre-Conference Date:

Teacher's Name:

Subject / Grade Level:

Observer's Name:

Date of Observation:

Time:

Number of Students Present:

### Instructional Planning

NA	Is properly prepared for start of instruction
NA	Properly maintains plans necessary for effective instruction
NA	Revises plans on an ongoing basis, considering student needs, abilities, and interests
NA	Adapts district curriculum and Illinois Learning Standards to particular classroom situations

### Instructional Methods

NA	Conveys enthusiasm for lesson content
NA	Conveys the objective(s) of the lesson to the students
NA	Varies the pace of instruction
NA	Employs a questioning strategy to move beyond the lower levels of thinking
NA	Provides modeling and guided practice at appropriate times during the lesson
NA	Applies instructional techniques, which focus on various learning modalities
NA	Uses classroom time efficiently
NA	Reinforces skills and concepts previously covered
NA	Makes assignments pertinent to objectives
NA	Brings appropriate closure to the lesson
NA	Provides time to work on assignments with teacher assistance
NA	Recognizes and attempts to adjust to individual student's needs and abilities
NA	Speaks and presents lessons clearly and effectively

### Classroom Management

NA	Develops a safe, orderly and academically focused environment for learning
NA	Classroom rules and consequences are posted if appropriate
NA	Communicates to students objectives, assignments, classroom procedures and teacher expectations of students
NA	Classroom arrangement is conducive to optimum learning
NA	Enforces classroom rules and discipline procedures in accordance with all policies
NA	Students are actively engaged in learning
NA	Addresses student situations appropriately
NA	Is respectful and empathetic to students
NA	Employs non-verbal cues effectively (i.e. proximity control)
NA	Communicates grading procedures and maintains consistency of assessment

Competency in Subject Matter Taught

NA Is knowledgeable in content area (must relate to teacher certification or approval only)  
NA Possesses knowledge of available and current research as it applies to subject matter

Commendations & Recommendations

Professional Concerns

Professional Suggestions

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Date



Pre-Conference Date:  
 Teacher's Name:  
 Subject / Grade Level:  
 Observer's Name:  
 Date of Observation:  
 Time:  
 Number of Students Present:

### Teacher's Goals

#### Attendance & Punctuality

- |    |  |
|----|--|
| NA | Attends and is punctual reporting to job assignments (for example: teaching duties, conferences, institutes) |
| NA | Communicates reason for absence or tardiness to supervisor when circumstances prevent punctuality            |

#### Instructional Planning

- |    |   |
|----|---|
| NA | Is properly prepared for start of instruction   |
| NA | Properly maintains plans necessary for effective instruction                                  |
| NA | Revises plans on an ongoing basis, considering student needs, abilities, and interests        |
| NA | Adapts district curriculum and Illinois Learning Standards to particular classroom situations |

#### Instructional Methods

- |    |   |
|----|---|
| NA | Conveys enthusiasm for lesson content   |
| NA | Conveys the objectives) of the lesson to the students                         |
| NA | Varies the pace of instruction  |
| NA | Employs a questioning strategy to move beyond the lower levels of thinking    |
| NA | Provides modeling and guided practice at appropriate times during the lesson  |
| NA | Applies instructional techniques, which focus on various learning modalities  |
| NA | Uses classroom time efficiently   |
| NA | Reinforces skills and concepts previously covered                             |
| NA | Makes assignments pertinent to objectives                                     |
| NA | Brings appropriate closure to the lesson                                      |
| NA | Provides time to work on assignments with teacher assistance                  |
| NA | Recognizes and attempts to adjust to individual student's needs and abilities |
| NA | Speaks and presents lessons clearly and effectively                           |

### Classroom Management

- NA Develops a safe; orderly and academically focused environment for learning
- NA Classroom rules and consequences are posted if appropriate
- NA Communicates to students objectives, assignments, classroom procedures and teacher expectations of students
- NA Classroom arrangement is conducive to optimum learning
- NA Enforces classroom rules and discipline procedures in accordance with all policies
- NA Students are actively engaged in learning
- NA Addresses student situations appropriately
- NA Is respectful and empathetic to students
- NA Employs non-verbal cues effectively (i.e. proximity control)
- NA Communicates grading procedures and maintains consistency of assessment

### Competency in Subject Matter Taught

- NA Is knowledgeable in content area (must relate to teacher certification or approval only)
- NA Possesses knowledge of available and current research as it applies to subject matter

### School District and Community Relations

- NA Demonstrates willingness to participate in district sponsored activities, for example: extracurricular events (athletic events, and/or concerts, and/or plays), and/or Parent Teacher Groups, and/or graduation exercises.
- NA Involves oneself in projects to benefit school and/or district, for example: science fairs, and/or Board of Education meetings, and/or annual fundraisers
- NA Is aware of and properly utilizes district approved community support services when appropriate, for example: local field trips, and/or D.A.R.E.
- NA Maintains positive working relationship with all staff
- NA Adheres to approved district and school policies and procedures
- NA Promptly communicates with Principal and/or parent when a problem needs supportive help

### Commendations & Recommendations

### Professional Concerns

### Professional Suggestions

### Evaluator's Statement Concerning Teacher's Accomplishment of Goal(s)

### Evaluator's Overall Rating



Evaluator's Basis Concerning this Rating (Optional if Satisfactory)

Remarks by the Teacher (Optional)

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Date

## **Certified Evaluation – Summative Evaluation of the Teacher**

The evaluator shall use the following items to focus his/her observation(s), narrative(s) concerning the observation(s), and rating(s) of the teacher in the six categories contained in the Summative Evaluation portion of the Teacher Evaluation Form.

- I. Attendance and Punctuality  
Makes every effort to attend and be punctual reporting to job assignments (for example: teaching duties, conferences, institutes) and communicates reason for absence or tardiness to evaluator when circumstances prevent punctuality.
- II. Instructional Planning
  - A. Is properly prepared for start of instruction.
  - B. Properly maintains lesson plans necessary for effective instruction.
  - C. Revises plans on an ongoing basis, considering student needs, abilities and interests.
  - D. Adapts district curriculum to particular classroom situations.
- III. Instructional Methods
  - A. Employs a questioning strategy to move beyond lower levels of thinking.
  - B. Provides modeling and guided practice at appropriate times during the lesson.
  - C. Applies instructional techniques, which focus on various learning modalities.
  - D. Uses classroom time efficiently.
  - E. Reinforces skills and concepts previously covered.
  - F. Makes assignments pertinent to objectives.
  - G. Recognizes and attempts to adjust to individual students' needs and abilities.
  - H. Conveys enthusiasm for lesson content.
  - I. Conveys the objective(s) of the lesson to the students.
  - J. Varies the pace of instruction
  - K. Brings appropriate closure to the lesson.
  - L. Provides time to work on assignments with teacher assistance.
  - M. Speaks and presents lessons clearly and effectively.
- IV. Classroom Management
  - A. Develops a safe, orderly and academically focused environment for learning.
  - B. Communicates to student's long term and short term objectives, assignments, classroom procedures and teacher expectations of students.
  - C. Communicates grading procedures and maintains consistency of assessment.
  - D. Enforces classroom rules and discipline procedures in accordance with school and district policies.
  - E. Classroom rules and consequences are posted if appropriate.
  - F. Classroom arrangement is conducive to optimum learning.
  - G. Students are actively engaged in learning.
  - H. Addresses student situations appropriately.
  - I. Is respectful and empathetic to students.
  - J. Employs non-verbal cues effectively (i.e. proximity control).



- V. Competency in Subject Matter Taught
  - A. Is knowledgeable in content area.
  - B. Possesses knowledge of current research as it applies to subject matter.
- VI. School District and Community Relations
  - A. Demonstrates willingness to participate in district-sponsored activities, for example: extracurricular events (athletic events, and/or concerts, and/or plays), and/or Parent Teacher Groups, and/or graduation exercises.
  - B. Involves oneself in projects to benefit school and/or district, for example: science fairs, and/or Board of Education meetings, and/or annual fundraisers.
  - C. Is aware of and appropriately utilizes district approved community support services when appropriate, for example: local field trips, ~~and/or D.A.R.E.~~ and/or 4-H, and/or In Touch, and/or ~~S.A.S.S.A.D.D.~~, and/or *other* Boone County Community Services.
  - D. Maintains positive working relationship with all staff.
  - E. Adheres to approved district and school policies and procedures.
  - F. Promptly communicates with Principal and/or parent when a problem needs supportive help.

#### Definitions of Ratings in Each Category

The evaluator is to rate each of six categories on the Teacher Evaluation Form. The ratings to be used are:

E – ~~Commendable~~ *Excellent*

~~S P~~ – ~~Acceptable~~ *Proficient*

NI – Needs Improvement

*U – Unsatisfactory*

#### I. Attendance and Punctuality

E – Attends and is punctual reporting to job assignments and meetings in the contractual day.

~~S P~~ – Is normally on time and attends job assignments and meetings.

*NI – Occasionally late reporting to meetings or assignments, etc.*

U – Frequently late reporting to job assignments and meetings or is absent without a legitimate leave, i.e., a leave as defined in the Basic Agreement.

#### II. Instructional Planning

E – Consistently evidences prior planning and thorough preparation and has the appropriate materials available for implementation.

~~S P~~ – ~~Usually in~~ *Makes adequate plans and evidences good preparation.*

*NI – Makes plans which are not always complete or struggles with preparation.*

U – Makes limited plans and shows little preparation.

#### III. Instructional Methods

E – Consistently evidences success in execution of instructional methods.

~~S P~~ – ~~Usually successful in execution~~ *Successfully executes* of instructional methods.

*NI – Shows occasional areas for improvement in the execution of instructional methods.*

U – Displays limited ability in the execution of instructional methods.

#### IV. Classroom Management

E – Consistently provides and maintains a classroom atmosphere appropriate for optimum student achievement.

~~S P~~ – Maintains an atmosphere appropriate for student achievement.

*NI – Management is not always conducive to student achievement.*

- U – Existing management does not provide an atmosphere conducive to student achievement.
- V. Competency in Subject Matter Taught
- E – Demonstrates a thorough knowledge and makes an effort to stay current in the discipline.
- ~~S~~ ~~P~~ – ~~Generally~~ *Demonstrates proficiency* knowledgeable in the discipline.
- NI – Displays occasional lack of knowledge in the discipline.*
- U – Displays insufficient knowledge of the discipline.
- VI. School and Community Relations
- E – Consistently works to maintain good school-community relations.
- ~~S~~ ~~P~~ – Maintains good school-community relations.
- NI – Makes minimal efforts to maintain good school-community relations.*
- U – Makes little effort to maintain good school-community relations.

### Overall Ratings

After rating each of the six categories, the evaluator is to assign an “Overall Rating” of Excellent, ~~Satisfactory~~ *Proficient*, *Needs Improvement*, or Unsatisfactory. The evaluator is to determine an “Overall Rating” as follows:

- Excellent:** ~~Commendable~~ *Excellent* in at least four categories and ~~acceptable~~ *proficient in all others.*
- ~~Satisfactory~~ *Proficient*:** ~~Five~~ *All* categories ~~acceptable~~ *proficient* or better.
- Needs Improvement*:** *Needs improvement in any category.*
- Unsatisfactory:** Needs improvement in two or more areas *or unsatisfactory in one or more areas.*

### Responsibilities of the Principals

The Principals shall provide the teacher with assistance to improve the quality of teaching.

The evaluation instruments shall be in the hands of the teacher and the Post-Evaluation conference shall be held prior to the termination of the agreed upon evaluation period.

The Principals shall provide the teacher with a complete copy of the original. The original shall be placed and maintained in the teacher's personnel file in the Office of the Board of Education.

### Use of the Teacher Evaluation Process

1. The Teacher Evaluation Process is to be used to evaluate personnel who hold a position for which an Illinois Teacher Certificate is required except those employees classified as administrators and except those positions classified as "extracurricular", e.g., coaches, activity sponsors, etc.
2. In the evaluation of the elementary and secondary librarians, the school guidance personnel, and the school nurse, the evaluator *may modify* ~~is to use the items for~~ *the* summative evaluation ~~instrument that pertain to that area rather than the items for summative evaluation of the teacher.~~

### Procedures when a Teacher is Found “Unsatisfactory”

When a teacher is found satisfactory, Remediation Plan will be developed in accordance with *School Code*.

Nothing in this plan shall be construed as preventing immediate dismissal of a teacher for deficiencies, which are deemed irremediable. Failure to strictly comply with the time requirements contained in this Teacher Evaluation Plan shall not invalidate the results of the remediation plan.



## **Professional Personnel**

### **Substitute Teachers**

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold *either* a valid teaching or substitute certificate and ~~present a certificate~~ *may teach in the place* of ~~authorization from the Regional Superintendent showing that he or she is approved to substitute teach.~~ *Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated is unavailable a certified teacher who is under contract with the Board. There is no limit on the number of days that* a substitute teacher may teach ~~only for a period not to exceed 90 paid in the District during the school days or 450 paid school hours in any one school district in any one school term year.~~ *However, a teacher holding an there is a limit on the number of days that a substitute teacher may teach for any one certified teacher under contract with the District in the same school year. The following limitations apply:*

- 1. A substitute teacher holding a substitute certificate may teach only for a period not to exceed 90 school days.*
- 2. A teacher holding a valid early childhood, elementary, high school, or special certificate may substitute teach only for a period not to exceed 120 paid school days.*

*The Teachers' Retirement System (TRS) in Illinois limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 600 500 paid school hours in any one school district in any one school term year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.*

The ~~School Board of Education~~ *School* Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

If the substitute teacher's term of service in the same assignment goes beyond 15 consecutive school days, his or her rate of pay will be \$100/day. Pay shall be retroactive to the beginning of his/her employment for that particular assignment. Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the District. Retired teachers may be employed as substitute teachers.

### **Emergency Situations**

*A substitute teacher may teach when no certified teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent will notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.*

LEGAL REF.: 105 ILCS 5/21-9, *5/21B-20(3), and* 24-5.  
23 Ill.Admin.Code §1.790.

CROSS REF.: *5:30 (Hiring Process and Criteria)*

ADOPTED: November 6, 2001

AMENDED: February 28, 2011



## **Professional Personnel**

### **Suspension**

**For Professional Personnel covered under the “Basic Agreement between the North Boone Education Association and North Boone Community Unit School District No. 200 Board of Education”:**

#### **Suspension Without Pay**

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure ~~for up to 30 employment days~~ for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

*The Superintendent may suspend without pay up to five days a teacher as a disciplinary measure for misconduct that is detrimental to the School District.*

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee’s duties; and
- Other sufficient causes.

At the request of the professional employee made within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence.

#### **Suspension With Pay**

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee’s continued presence in his or her position would not be in the School District’s best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the

value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430/5-60(b).

105 ILCS 5/24-12.

Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).

Barszcz v. Community College District No. 504, 400F.Supp.675 (N.D. Ill., 1975).

Massie v. East St. Louis School District No. 189, 561 N.E.2d 246 (Ill.App.5, 1990).

CROSS REF.: 5:290 (Educational Support Personnel – Employment Termination and Suspensions)

ADOPTED: February 23, 2009

AMENDED: December 19, 2011



## **Professional Personnel**

### **Student Teachers**

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. The Superintendent or designee shall coordinate with each student teacher's higher education institution a fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and Statewide ~~Child~~ Murderer and Violent Offender Against Youth Database prior to any participation in field experiences in a school

### **Assignment**

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.

LEGAL REF.: 105 ILCS 5/10-22.34.  
105 ILCS 5/21-14(e)(3)(E)(viii).  
23 Ill.Admin.Code §25.875.

CROSS REF.: 5:190 (Teacher Qualifications)

ADOPTED: November 6, 2001

AMENDED: February 28, 2011

## **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 manages 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.: *625 ILCS 5/6-106.1 and 5/6-106.1c.*

49 U.S.C. §2717 31301 et seq., Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).

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), 5:280 (Duties and Qualifications)

ADOPTED: November 6, 2001

AMENDED: April 4, 2011



## **Instruction**

### **Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include *without limitation one or more of the following:*

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program
- Illinois Hope and Opportunity Pathways through Education (IHOPE) Program
- *Remediation program*

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

#### **Illinois Hope and Opportunity Pathways through Education (IHOPE) Program**

The Superintendent or designee shall develop the required partnerships necessary to build a comprehensive plan to re-enroll high school dropouts in the District through the IHOPE Program. The IHOPE Program shall include all components required by state law and regulations. Any student who wishes to earn a high school diploma must meet the prerequisites to receiving a high school diploma in Policy 6:300, *Graduation Requirements*.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.64, 5/2-3.66, 5/2-3.66b, 5/13B-1, et seq., 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.  
23 Ill.Admin.Code Part 210.

CROSS REF.: *6:280 (Grading and Promotion)*, 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

ADOPTED: November 6, 2001

AMENDED: February 22, 2010

## **Instruction**

### **Grading and Promotion**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement tests and standardized tests. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

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

- a miscalculation of test scores,
- a technical error in assigning a particular grade or score,
- the teacher agrees to allow the student to do extra work that may impact the grade,
- an inappropriate grading system used to determine the grade, or
- an inappropriate grade based on an appropriate grading system.

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

### **General Guidelines**

1. Formal Grade Reports will be given to parents/guardians a minimum of four (4) times during the school year. Normally, these four (4) reports will include each nine (9) week grading period as established by the Superintendent. Informal reports may be arranged on an individual basis.
2. The Formal Grade Report Form shall be approved by the Superintendent.
3. Any high school student who withdraws from a course later than four (4) weeks after the beginning of the semester will receive a grade of W/P and no credit or W/F and no credit.

LEGAL REF.: 105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 7:50 (School Admissions and Student Transfers to and from Non-District Schools)

ADOPTED: November 6, 2001

AMENDED: March 30, 2012



## **Students**

### **Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

#### **Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, head-start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/ guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless or transferring from out-of-state *an exemption or extension applies*, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

*Until June 30, 2015, a student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.*

#### **Eye Examination**

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A ~~physician licensed to practice medicine in all of its branches or~~ a licensed optometrist *or ophthalmologist* must perform the required eye examination.

If a student fails to present proof by October 15, the *student may not attend* school ~~may hold the student's report card~~ until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. ~~Schools shall not exclude a student from attending school due to failure to obtain an eye examination.~~

#### Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

#### Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious ~~or medical~~ grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunizations requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent(s)/guardian(s) show an undue burden or lack of access to an *optometrist or ophthalmologist* ~~physician licensed to practice medicine in all of its branches~~ who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist. *A student waiver form must be signed by the parent.*

#### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.



LEGAL REF.: Mc Kinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/27-8.1 *and 45/1-20*.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180  
(Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To  
and From Non-District Schools)

ADOPTED: November 6, 2001

AMENDED: February 28, 2011

## **Students**

### **Administering Medicines to Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

~~A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel.~~

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

### **Self-Administration of Medication**

*A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel.*



LEGAL REF.: 105 ILCS 5/10-20.14b and 5/10-22.21b.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN. PROC.: *7:270-API (Dispensing Medication), 7:270-E1 (School Medication Authorization Form)*

ADOPTED: November 6, 2001

AMENDED: February 4, 2011