

North Boone CUSD 200

Teacher Handbook

Revised 2016

North Boone CUSD 200
Teachers' Handbook
Revised 2014

Foreword

Greetings!

North Boone CUSD 200 prides itself on being student focused and adaptive to the needs of the individual student. The Board of Education and the administrative team pride themselves on being supportive of teacher initiative and innovation in the cause of student, school and district improvement. Together, we are involved in one of the most important missions of any society: educating our youth. Each of you is a valued member of the NBCUSD 200 staff and has an integral part in accomplishing that mission.

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful school year for you and your students as well as other staff. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Superintendent's Office.

This handbook is neither a contract nor a substitute for the official district policy manual. Rather, it is a guide to and a brief explanation of district policies and administrative procedures. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Not all district policies and procedures are included. Those that are included have been summarized. For more information, employees should refer to the policy codes that are associated with handbook topics, confer with their supervisor, or contact the appropriate administrator. Policy manuals are located in the Superintendent's Office and are available on the Board of Education Section of the NBCUSD 200 website.

Remember, each new school day offers us the opportunity for professional growth and improvement. Let's work hard to take advantage of each day as we work with the children of NBCUSD 200.

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Mission Statement

The Mission of the North Boone educational community is to provide students with exceptional experiences that continuously develop their minds and character, fostering life-long learning and responsible citizenship.

Important Phone Numbers

North Boone District Office	815-765-3322
North Boone High School	815-765-3311
North Boone Middle School	815-765-9274
North Boone Upper Elementary School	815-765-9006
Capron Elementary	815-569-2314
Manchester Elementary	815-765-2826
Poplar Grove Elementary	815-765-3113

Teacher Absences

Teachers must call AESOP at 1-800-942-3767 or log in to www.aesoponline.com when they will be absent. A request for a substitute should be made before the end of the prior school day whenever possible. In the event of an emergency or sudden illness, requests for a substitute should be made before 6:00 a.m.

Personnel

The personnel policies of a school district are an essential part of the program of public education in a community. Through its personnel policies, the Board establishes conditions that will attract qualified personnel who will devote themselves to the education and welfare of students.

Policy development must be approached with an attitude of mutual faith and good will. Cooperation and understanding of the teachers, the administration, and the Board are essential to the formulation and implementation of personnel policies.

Appointment

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

No discrimination due to ancestry, race, color, national origin, marital status, gender, sexual orientation, age, creed, sexual orientation, military service, handicap or other protected categories shall be practiced in employment, assignment, or transfer of employees.

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

Certification/HQT Qualification

Each teacher shall hold a valid certificate, issued by the Illinois State Board of Education. The teacher cannot be paid for services prior to the date of issuance of the certificate. In addition to certification, teachers must maintain their status as highly qualified under NCLB.

Before a contract of any certified teacher becomes valid, the teacher must file his/her teaching certificate(s) with the Regional Office of Education. It is the sole responsibility of the teacher to maintain a valid state certificate and to file this certificate with the Regional Office of Education. The teacher must also report to the ISBE their qualification status as required by federal NCLB statutes. Withholding of pay or dismissal will result for failure to comply with these requirements.¹

Community Relations

A teacher's behavior and actions in the community reflect not only upon the individual, but also upon the school district, the students and the faculty. NBCUSD 200 hires each teacher because the Board firmly believes he/she will be a credit to his or her school, NBCUSD 200, the community and the education profession as a whole.

Teacher Expectations and Responsibilities

1. The teacher shall guide students in the pursuit of knowledge, skills, appreciations, understandings and attitudes that will help them become well-adjusted individuals.

¹ See Board Policy 5:190.

2. The teacher shall develop positive attitudes toward teaching and positive relations among colleagues that will bring about support and respect of the teaching profession.
3. The teacher shall understand and execute all policies of the Board of Education relative to the teacher and become familiar with the contents of this handbook.
4. The teacher shall be fair and impartial in all relations with the student regardless of the student's race, color, national origin, marital status, sexual orientation, gender, age, handicap, creed, economic, academic or social characteristics.
5. The teacher shall recognize the individual physical, mental, social and psychological growth characteristics of each child and seek to meet each student's individual needs through differentiated instruction as necessary.
6. The teacher shall give the student encouragement and opportunity to develop special abilities and talents.
7. The teacher shall hold information regarding the student in strictest confidence, utilizing it only in consultations with other members of their instructional team, persons or agencies authorized by the parents, principal, superintendent, or Board policy. If a teacher is informed with information about or having bearing on a student from an outside agency, they will immediately make the principal aware of the situation.
8. The teacher shall be responsible for enforcing of school rules of proper behavior with all students while on school grounds or at school-sponsored events.
9. Except in instances of self-protection or in instances when physical restraint or removal from the classroom is necessary to protect the student or others from injury, the use of physical force on students is not authorized nor shall it be permitted.
10. The use of corporal punishment is not authorized nor shall it be permitted.
11. The teacher shall immediately report any illness, accident, or injury to a student, a teacher, or other employee to the nurse and/or principal.
12. The teacher shall be responsible for the supervision and control of all students assigned to the teacher during actual emergencies or during emergency drills. Emergency procedures require that the teacher have in his/her possession an up-to-date class list for the purpose of student identification.
13. Teachers will follow prescribed safety, health, and emergency procedures at all times, including, but not limited to, the District Crisis Plan.
14. Teachers will not remove or adjust any safety devices without authorization from an administrator.
15. Teachers are expected to be suitably attired and groomed when representing the school as well as at school. If a supervisor feels that a teacher is dressed inappropriately, he or she may be asked to leave school until he or she can return properly attired. T-shirts and/or jeans are not appropriate professional dress other than in conjunction with NBCUSD spirit wear on Fridays or other spirit days identified by the administration.
16. The teacher shall require the students to keep classrooms and the school grounds neat, clean and orderly in appearance.

17. All instructional areas must be left neat and well ordered at the end of the school day. Teachers will follow prescribed housekeeping, cleanliness and sanitation procedures.
18. Teachers shall not use abusive, profane or obscene language toward students, parents, or other district employees.
19. Teachers shall not leave students who are assigned to them unattended. When an emergency arises, every effort must be made to enlist substitute supervision by another staff member.
20. Teachers are not, at any time, to send students off the school grounds. All requests to leave the school grounds during the school day must receive principal approval.
21. Teachers will know and inform students of the school rules and regulations.
22. The teacher shall keep cumulative records for each student that will assist in the understanding of the student's growth and development. Care should be taken so information about students does not enter into the public domain.
23. Teachers will maintain an electronic grade book and other information as required in the district's student information system. This information is only to be used or retrieved for legitimate academic, student service or extracurricular purposes.
24. Teachers must keep accurate attendance according to approved procedure.
25. Teachers may not falsify any records or forms used by the district.
26. Teachers will turn in all required reports at the time specified by the principal.
27. Attendance at institute days, in-service programs, faculty meetings and student staffings is required as specified by the building principal and/or contract.
28. Teachers assigned specific duties must meet each duty as scheduled.
29. Teachers are to notify the office if they must leave the school building at any time other than their normal assignment or schedule.
30. Teachers who are late for the first bell may be docked one half day's (or more) pay depending on the time of arrival.
31. Each teacher must prepare instructional objectives and daily lesson plans in keeping with the district curriculum goals and program objectives. The principal may review these lesson plans.
32. Teachers will confer with the principal on matters involving the scheduling or rescheduling of student activities and programs. Under no condition is a teacher to make or alter schedules without the prior approval of the principal.
33. Instructions for implementing the daily program (class lists, schedules, attendance records, emergency kit, etc.) are to be kept current and readily available at each teaching station so that they may be used by a substitute teacher.
34. The teacher shall not accept any remuneration for tutoring any NBCUSD 200 students on their instructional load or case load, without the approval of the superintendent.

35. The teacher shall not give gifts beyond a nominal value to students. Teachers should not expect to receive (or encourage) gifts from students or their parents.
36. NBCUSD 200 property cannot be loaned for personal use without the approval of the district administration.
37. The use of technology resources, including individual e-mail accounts, shall be limited to those uses outlined by Board of Education policies.
38. Theft or damage to school or students' property shall be reported immediately to the principal's office.
39. Teachers may not take property belonging to the district, another employee or a student without specific authorization of the administration.
40. Teachers may not physically assault or threaten a student, parent or district representative or employee.
41. Teachers will not be at work with their functioning impaired to any degree due to the use of liquor or illegal drugs, or have such in their possession on District property.²
42. Teachers will not engage in immoral or indecent conduct.
43. Teachers will not carry, transport or store dangerous items or explosives on NBCUSD 200 property.
44. Teachers are to notify the principal's office and the Business Office immediately of any change in their address, telephone number, or family status.
45. Teachers will not engage in personal business during the work day.
46. Teachers will not engage in any outside business activities for compensation at anytime during the school day. The teacher's entire focus should be NBCUSD 200 and his or her students during the school day.
47. Eating is restricted to scheduled planning time and lunch periods and only in designated locations in each school.
48. Smoking is not allowed in any building or on any district-owned property, including parking lots.
49. Teachers will follow prescribed parking and traffic regulations.
50. All monies collected are to be deposited in the principal's office daily.
51. When a teacher terminates employment (or at the end of the school term), all keys, materials and equipment belonging to NBCUSD 200 are to be accounted for and inventoried, and/or returned and stored according to the directive of the principal or designated administrator.

Evaluation

Appraisal of the instructional program serves three purposes:

- To aid the individual teacher to improve instructional competence

² See Board Policy 5:50

- To assess the effectiveness of instructional programs
- To assess the educational progress of students

The NBCUSD 200 Professional Evaluation program identifies specific types of instructional behavior that are observable and measurable in a classroom. This device allows for the evaluation of teachers in a formal, ongoing program that is conducted as fairly as possible.

The primary purpose of the evaluative process in NBCUSD 200 is to facilitate continuous improvement in instruction. Our basic assumption is that all members of this staff wish to improve their professional and personal competencies. We believe that the expectations for the community and the district, as well as the individual's goals for personal growth, can all be realized through a systematic and cooperative program of instructional evaluation that involves all members of the educational community. It is the responsibility of the administration to evaluate teachers in order to properly recommend the retention, promotion, non-renewal, or dismissal of teachers to the Board of Education.

Within the timelines outlined in the evaluation plan, the principal shall explain to each teacher under his/her supervision the NBCUSD 200 evaluation procedures, standards, and instruments. The teacher will also be advised as to who will observe and evaluate said teacher's performance. No evaluation shall take place until such orientation has been completed. The principal or other designated administrator shall be responsible for observation and evaluation of teachers.

Extra Duty Assignments

Assignments in addition to a person's normal schedule and duties during the regular school year will be specified as a rider to that teacher's contract. Any teacher who assumes extra duties in accordance with the Collective Bargaining Agreement (CBA) will be compensated as outlined in the CBA. The Board makes extra duty assignments annually.

When extra duty assignments conflict, the following precedence shall be used to determine which assignment takes priority.

1. Regularly scheduled interscholastic activities or sporting events
2. Special education staffing, child find meetings, etc.
3. Student supervisory assignments
4. Curriculum meetings, etc.
5. Building staff meetings
6. Grade level, department or team meetings
7. Interscholastic events
8. Extracurricular or athletic meetings or practices

The building principal may modify the above on an individual basis in order to provide for student safety issues and accommodate individual circumstances.

Health Examination

A physical examination and a statement of health by a physician shall be required of each new employee. The new teacher shall submit evidence of freedom from tuberculosis. The state law is specific as to this requirement. The Board of Education may require a health examination for

purposes established in the School Code, in the Association/Board of Education contract, or if a communicable disease is suspected. If any staff member contracts a communicable disease, the staff member shall notify the principal and procedures will be followed in accordance with Board policy. Confidentiality will be maintained to the extent that students and co-workers will be protected.

Inclement Weather

All staff members are reminded to adjust their normal travel schedule during inclement weather. By leaving early for work, any unexpected delays (caused by traffic congestion, snow, ice, heavy rain, mechanical failure, etc.) should still allow you to get to work on time. Plan ahead so that you may arrive to work safely and on time.

In cases of inclement weather, teachers should check the Emergency Closings websites of local media outlets for weather information. In some cases of inclement weather, a two hour delayed start for school may be called instead of closing school. In that case, teachers are to report to work two hours after their typical arrival time. Teachers should watch local media outlets for delayed start information. The district phone notification system will be started. It is the teacher's responsibility to confirm a delayed start or school closing. If a delayed start is called, school will dismiss at the usual time.

In the event of severe weather, equipment/power failures or other emergency requiring one or all schools in NBCUSD 200 to be closed, the following procedures will be in effect:

1. Superintendent will decide to close or delay school(s).
2. Superintendent will notify:
 - a. All principals
 - b. Emergency Closings website
 - c. Specific support services and personnel
 - d. Activate the district phone notification system to all families/staff

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

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

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

If school is closed or delayed, it is closed or delayed one day at a time. Report to work the next day following a school closing or delay unless otherwise notified.

Leave

The following categories of leaves are provided for the teaching staff of NBCUSD 200:

- Sick leave / FMLA

- Personal business leave
- Bereavement leave
- Religious observance leave
- Jury duty leave
- Military service leave
- Parental leave
- Unpaid leave of absence

Requests for leave should be directed to the building principal. District forms for “Personal Business Leave” must be obtained from the principal (see the CBA/Board policy for details). The district will be moving to have those requests entered electronically.³

Outside Professional Development Opportunities

Beyond the professional development opportunities offered within the district, within budgetary limitations, NBCUSD 200 provides for the attendance of employees at professional meetings that will increase their competence in their work for the District. Employees may attend conferences, conventions, etc., upon approval of the superintendent, for the purpose of obtaining information, methods, training, etc. that will be useful to the educational program of the district. Classroom teachers and building level staff should forward requests for professional leave to their principal. Student services staff should send requests to the Director of Special Education.

The Board may reimburse employees for normal expenses for lodging, food, registration, and transportation costs incurred while attending required conferences. The superintendent must approve arrangements for attendance in advance for all professional conferences, meetings, or workshops. Approval of such conferences is to be made on a form provided by the District and must be approved by the principal and superintendent. After attending a conference or other outside professional development activity, a teacher must provide the principal a summary of the information obtained and how it could be disseminated throughout the district.

Orientation

Principals are responsible for the orientation and success of new teachers assigned to their school. The principal gives information and general directions necessary to assist new and transferred instructional personnel in becoming an integral part of the school building staff. Separate orientation days are established for this purpose at the start of the school year. Each teacher will be assigned a mentor to assist him or her in acclimatizing to NBCUSD 200.

Mentoring

Through this program all teachers new to the profession and/or District will receive assistance of a mentor during the first two years of their employment. Through the mentoring program, NBCUSD 200 will achieve the following goals:

- Provide new teachers with individual assistance to learn about district and school routines, paperwork and structures.
- Ensure that each new teacher develops a personal relationship with an exemplary teacher

³ See Board Policy 5:185

who can answer instructional questions, give advice, and discuss student and classroom issues as they arise.

- Help new teachers develop skills and learn strategies through special meetings and staff development activities throughout the first two years of teaching.
- Give exemplary teachers the opportunity to share their expertise with those new to the profession.
- Support teacher quality and improve teaching performance.
- Maintain a high rate of retention among new staff.

Tenure

Tenure is granted according to the School Code of the State of Illinois to teachers who have satisfactorily completed a period of probationary service. To continue in a teaching position in the District, a tenured teacher must keep his/her teaching certificate in force and will not be dismissed except for reasons as specified in the School Code of Illinois.

Tenure will be granted upon recommendation of the superintendent to the Board of Education after statutory requirements for such placement have been met.

Personnel Records

Teachers may review the contents of their own personnel files in accordance with the Association/Board of Education contract. All personnel records are maintained at the District Office.

Resignation

Teachers who for any reason intend to resign are encouraged to indicate their plans to the superintendent as soon as possible. Resignations become effective at the end of the school term in which they are submitted. In order to become effective earlier than at the end of the school year, resignations require approval by the Board of Education and will be considered on an individual basis. Resignations are to be submitted in writing to the Board of Education via the Superintendent of Schools.

Dismissal of Teachers

Procedures for the dismissal of certificated employees are governed by the School Code of Illinois. All actions of the school district and the Board, as well as the rights and privileges of employees, are clearly identified in the School Code (see CBA for details).⁴

Retirement

Teachers who intend to retire are encouraged to indicate their plans to the superintendent as soon as possible. Any teacher interested in retirement should refer to the CBA for details. Questions about retirement options may be directed to the Business Manager.

School Administration

The administration is responsible for the direction, coordination and control of this school district. The administration assists students and staff in reaching the educational goals adopted by the

⁴ See Board Policy 5:200.

Board of Education within the guidelines established by Board policy, the School Code of Illinois, law, and employee agreements.

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

- Making decisions
- Communicating
- Planning, organizing, implementing and evaluating
- Coordinating and guiding the various operations within the school district and the community so as to enable people to work together for the benefit of the children of NBCUSD 200

The central administrative staff of the school district helps principals and teachers develop, organize, administer and supervise the school program. They visit each school and are also available for help upon request.

Harassment or Bullying

NBCUSD 200 policy specifically prohibits all types of harassment or bullying by staff or students. Suspected violations should be immediately reported to an individual's supervisor or one of the district's compliance officers.⁵

Harassment Compliance Officers:

Jacob Hubert	NBHS Principal	815-765-3311
Allison Louis	Capron Principal	815-569-2314

Mandatory Reporting

All employees of NBCUSD 200 are mandated reporters under the Abused and Neglected Child Reporting Acts (Ill Rev. Stat. 985, ch. Pars. 2051 et seq.) This means that you are required to report or cause a report to be made to the child abuse Hotline (1800-25ABUSE) whenever you have reasonable cause to believe that a child known to you in your professional or official capacity may be abused or neglected. You also understand that the privileged quality of communication between you and a child is not grounds for failure to report suspected abuse.

Soliciting, Selling, and Advertising

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

- shall not read or distribute any advertisement or allow any advertisements to be read or distributed in school or allow any agent or any person to promote or exhibit material or the equivalent without the approval of the administration.
- shall not permit the solicitation or collection of subscriptions or contributions from pupils or their parents in or through the schools.

⁵ See Board Policies 5:20 & 7:20.

- shall not accept compensation from producers of instructional supplies and materials for recommendations affecting the purchase or use of such teaching materials in this school district. Teachers shall not permit their time to be occupied in or about the school building during school hours by agents, lecturers, exhibitors or any other person having a commercial purpose in view without the approval of the administrative officer of the school.

Student Teachers/ Interns

The school district assumes the obligation to provide apprentice-teaching opportunities for student teachers from colleges and universities. Priority for tuition vouchers provided from colleges or universities in recognition of student teacher placement will be provided to those teachers who served as cooperating teachers. The superintendent shall determine the number of student teachers that shall be placed in the schools at any one time and approve each individual placement. Student teachers shall be at all times closely supervised and directed by the cooperating teacher.

- All student teaching requests will be processed through the superintendent.
- Once approved, the superintendent will forward the placement request materials to the appropriate school and principal.
- The principal will discuss placement with staff including junior high/senior high department coordinators. If a teacher expresses interest in hosting a student teacher, he/she must arrange an interview with the principal and prospective student teacher to determine if the placement would be positive and productive.
- If the school does not wish to host a student teacher, the placement request should be declined and returned to the superintendent.
- The principal will contact the student teacher to confirm placement. The principal will send the placement materials back to the superintendent to be faxed to the university indicating placement acceptance or decline.
- Non-tenured teachers will not be allowed to accept a student teacher.

Interns for allied service personnel will report through the Director of Special Education instead of the superintendent. This would include social work interns, psychologist interns, etc.

Student teachers, interns or other observers must sign a confidentiality agreement prior to observing or otherwise working in NBCUSD 200 schools in order to protect students and student records.

Summer School Teachers

Teachers who desire employment in the summer school program may file a letter of intent with the district office prior to any posting deadline. The date for filing applications for participation in the summer program varies from year to year. Notification of the date by which applications must be filed will be communicated annually.

Teachers selected for summer program assignment must hold a valid certificate for the course taught. Qualified teachers employed by the district shall be given priority to fill summer school positions provided they apply prior to the deadline for filing an application.

Lesson Plans

Lesson plans should be provided to the principal's office for any prearranged absences prior to the teacher leaving school. Up to date lesson plans for emergencies or sudden illnesses should be e-mailed to the principal and the building secretary by 6:45 a.m. Each teacher should also have an emergency substitute folder in the office, including accurate seating charts, class lists, etc. and any other essential information. Lesson plans shall be provided to supervisors upon request. Sub-folders should also include information regarding crisis plans and how to secure the room.

Faculty without classroom assignments (school service personnel) shall keep a log of the services provided to individual students or small student groups as appropriate. Such logs shall be provided to supervisors upon request.

Scope of Lesson Plans

The minimal framework for teachers to use in planning daily lessons must incorporate the following critical components:

- Targets/objectives
- Opening (bell ringer/preview)
- Materials
 - Technology
 - Other resources, i.e., media specialist, volunteer parents
- Modeling
- Differentiated Reinforcing Activities that meet all student needs
- Assessments, i.e., questioning, exit slips, teacher observations ...
- Closure (review/preview)

The administrative team will expect to see the above requirements in daily lesson plans. Additionally, daily targets will be written in student friendly terms and displayed in the classroom.

Extended Absences

If a teacher will be out more than a week, the principal, with the teacher's input if practical, will inform the parents of the absence via a letter home.

Communications with the Media

All teachers and staff are representatives of NBCUSD 200 and the Board of Education. Staff must at all times conduct themselves in a manner that shows a high degree of professionalism. If a reporter or other media representative contacts a staff member regarding a school issue, they should refer them to the building principal or superintendent's office depending upon the nature of the issue. No NBCUSD 200 staff member should make any on or off the record comment to a member of the media about a school issue without first obtaining permission from the appropriate

administrator. NBCUSD 200 does not comment to the media about any individual personnel or student issue.⁶ If you have a project, event or other item that you feel should be shared with the media through a press release or news story, please contact the Superintendent with the appropriate information.

Teacher Protection

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

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

Administrative Issues

Business Office Functions

The District Business Office provides services to all district employees that contribute to effective education.

Primary areas of service include:

- Accounting and reporting
- Budget formation and control
- Payroll processing
- Purchasing and supply management
- Insurance programs
- Transportation
- Food service

Budgetary Procedures

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

Teacher participation: All teachers requiring materials for the next year must originate and submit purchase order requests to the District Business Office through their principal or supervisor for approval by the specified deadline date.

⁶ See Board Policy 8:10

Building principals' participation: The building principal shall review and approve or disapprove all requests. Disapproved requests shall be returned to the originator with a notation of reason for refusal. Approved requests shall be summarized as to code and amount and forwarded to the Business Office by the specified deadline date. It will be the responsibility of the building principal to make budget adjustments as necessary within the available dollars.

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

Custodial Services

Instructional floor areas, hallways, workrooms, and cafeterias are cleaned regularly. Unusual circumstances or custodial absence may temporarily interrupt this schedule. Teachers are responsible for the general housekeeping and the condition of shelves, desktops, etc. Requests for repair or unusual cleaning needs should be made through the principal's office. Teachers shall be provided the necessary keys to unlock & lock their classroom doors. They shall be responsible to turn lights on & off and secure their classrooms at the end of the school day. This includes closing and locking their classroom windows.

Hot Lunch Program

The hot lunch program will begin on the first full day of school and will conclude on the last full day of school. Teachers may purchase hot lunch, entrée and/or milk daily. The price list is available in the principal's office.

Personnel Forms

The following personnel forms must be turned in to the Business Office to complete the hiring process:

- Complete online application
- Signed contract
- Physical including evidence of a tuberculosis test
- Mandated reporter notification
- Criminal background check
- Pension enrollment
- W-4 federal/state
- Original transcripts
- Teaching certificate(s)
- Employment eligibility
- Insurance forms
- Acceptable Use of Electronic Resources
- Direct deposit forms
- Social security statement
- Emergency contact information form

Purchasing Procedures

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

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

Supply Requests

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

Telephone

The telephones in the building are for school business. Telephones are available to teachers at all times for professional use only. If it is necessary for school personnel to make a personal long-distance call, employees will please request that the costs be charged to their home phones.

Teachers and other staff should not use a personal cell phone during class or other instructional times. Making personal calls during other times during the school day should be strictly limited to emergencies and should not ever be a regular practice.

Energy Management Guidelines

As part of NBCUSD 200's Energy Management and Conservation program, the following guidelines should be followed:

1. When you leave a room unoccupied, shut off the lights. Mercury vapor or Metal Halide lights should be shut off if the room will be empty for 15 minutes or more. Fluorescent lighting should be turned on & off as needed.
2. Thermostats should be set between 68-72°F during the heating season and 72-75° F in air conditioned buildings; 55° F when unoccupied during heating season and 82° F during the cooling season.
3. Turn computers and other electronics off at the end of the day and to off or hibernate when not in use.

4. Keep the doors to air-conditioned spaces closed when the air is on.
5. Use the energy saver function on copy machines.
6. If you believe there is a problem with the heating, air, lighting or other mechanical systems, notify the principal's office immediately. Small problems can often use additional energy.
7. Teachers are to close classroom windows at the end of the school day.

Visitors and Volunteers

Visitors

To comply with the guidelines set forth by the NBCUSD 200 critical incident team, visitors to the schools must first report to the principal's office before entering classrooms or other areas of the building. Visitors are required to sign in and wear a visitor's badge at all times while in the building. Teachers are discouraged from having regular visitors during work hours.

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

Volunteers

Parents or other community members who wish to volunteer to work in the schools must have a criminal background check completed by NBCUSD 200 in order to volunteer in areas where they could have interaction with children outside of the direct supervision of a certified staff member. Volunteers must complete Resource Person and Volunteer Information Form and Waiver of Liability (Form 6:250-E1) prior to beginning to volunteer.

Curriculum & Instruction

The Board of Education, the administration and the staff of the school district are responsible for maintaining the program of instruction in accordance with the provisions of the Constitution of the State of Illinois, the acts of the State legislature, the rules and regulations of the State Board of Education, and the policies and regulations of the NBCUSD 200 Board of Education.

The educational process is a continuous cycle of diagnosis, prescription, instruction and evaluation. An educational process that uses clearly stated learning objectives, individually tailored learning activities, and an ongoing system of assessment that monitors the performance of students must include:

- An environment conducive to learning.
- A continuous progress curriculum program.
- Instructional and performance objectives.
- Continuous student assessment.
- An understanding by teachers of individualized learning styles.

Instructional Objectives

The District is committed to the idea of a continually progressing curriculum that identifies those basic skills in each subject discipline that are prerequisites of the pursuit of a successful and productive lifestyle for each individual. A program of studies is maintained that establishes priority instructional objectives designed into each program, so that when proficiency has been achieved the students will be prepared to:

1. Develop and demonstrate skills in reading, writing, mathematics, science, communications, social sciences and technology.
2. Develop problem-solving skills.
3. Develop good character and self-esteem.
4. Develop pride in work and accomplishments.
5. Develop a lifelong desire for learning.
6. Learn to appreciate cultural differences.
7. Learn how to examine and use information.
8. Gain ability to make choices about training opportunities after high school.
9. Initiate career exploration process.
10. Understand and practice ideas and ideals of democracy.
11. Understand and practice family living skills.
12. Understand and practice good health and safety.
13. Appreciate and conserve the natural beauty, the arts, music, and humanities of our world.
14. Learn how to manage money, property, and resources.

15. Learn to use leisure time.
16. Think independently, clearly, logically, and with common sense.
17. Know how to learn in order to adapt to a changing world.
18. Play a productive role in society.
19. Demonstrate an understanding of our American heritage.
20. Learn how to be accountable for one's actions.
21. Learn to understand and use the technological and societal changes in our world.
22. Practice good character skills

Instructional Patterns

Teachers shall plan their use of instructional patterns to include the following three types:

1. Individualized instruction (based upon the teacher's diagnosis, prescription, direct teaching, and evaluation of students).
2. Small group instruction (organized for skill development and reinforcement for students who have a common need).
3. Large group or whole group instruction (organized for instructional purposes that are not effectively and efficiently implemented through individualized or small group instruction).

Three types of instructional patterns shall provide for these modalities of learning:

1. Visual modality
2. Auditory modality
3. Kinesthetic modality

Lesson Plans & Syllabi

Principals may ask to review your lesson plans at any time. Final versions of course syllabi need to be provided to the principal by the end of the first full week of the semester. Syllabi must minimally include the following:

- ✓ Teacher contact information including phone and e-mail
- ✓ Course description
- ✓ Course competencies/ Learning objectives
- ✓ Student assessment plan
- ✓ Attendance policy
- ✓ Classroom expectations
- ✓ Class requirements
- ✓ Academic integrity
- ✓ Major assignments/projects for grades 7 to 12

Homework

School homework must be related to the school's educational objectives and the philosophy of education for the district. The assignment of homework is encouraged when it can be seen to be of benefit to the student. The following guidelines are to be followed:

1. Homework should be purposeful and an outgrowth of material presented in class.
2. All homework assignments should be thoroughly explained by the teacher so that each student understands how to do the assignment, the scope of the assignment, and when the assignment is due.
3. The length of the assignments should be directly related to the student and academic level.

Make up Work

Students who are absent from school shall be expected to make up the work they have missed. The teacher of each subject area will determine the schedule for completing the work. The school shall not be responsible for work missed because of late entrance or extended vacations that do not coincide with the regular school holidays.

Upon returning from either a brief or prolonged absence, the student will begin his/her instruction at the point last completed in the instructional program.

When students have participated in school-sponsored activities, they should not be penalized for not being present to take tests and participate in the daily work. They should be given an opportunity to make up work missed.

A student will be permitted to make up work after an excused absence.

Following a suspension, a student will be given the opportunity (at the earliest possible time) to make up all work.

Homebound Tutoring

Homebound tutoring is generally provided for students who are unable to attend school for two or more consecutive weeks due to being under a physician's care. Building principals will announce homebound tutoring opportunities. Such tutoring is generally provided at five hours per week. Tutors are responsible for keeping a log of their time and submitting the log for payment to the Business Office. See Board Policy 6:150 for further details.

Reading Strategies

In an effort to create a cohesive and coherent reading curriculum throughout all schools, teachers have focused upon the explicit instruction of reading comprehension strategies. The strategies of summary, questioning, and connecting have been taught explicitly within all subjects and across all content areas. Academic vocabulary development is another area which all teachers must include within their lesson and unit planning.

Technology

Technology resources and computer laboratories are available for student and staff use. Teachers are encouraged to consult with the technology staff with respect to scheduling classroom time, available programs, and integration of computer and classroom activities. Individual duplication of programs is strictly forbidden and questions regarding the reproduction and/or distribution of programs should be directed to the Director of Technology or the district library media specialist.

Teachers are encouraged to develop and use social networking sites such as Edmodo that are education focused. Contact the Director of Technology or the district library media specialist if you have questions about specific Web 2.0 tools you wish to use.

Students and staff are expected to abide by the District Acceptable Use Policy. Use of student images and/or work may only be used if a media release has been signed by the parent/guardian. See the building secretary for this list.

Testing and Assessment

The purpose of NBCUSD 200's testing program is to furnish accurate and dependable information about important characteristics of the school and its students. Specifically, such information may be used for a variety of purposes:

1. To improve the guidance of all students.
2. To identify the gifted and especially talented students.
3. To identify students in need of special education assistance or targeted assistance.
4. To assist in the individualization and improvement of instruction and learning.
5. To evaluate impartially the educational program.

It is understood that an effective testing program is continuous, comprehensive, cooperatively planned and flexible.

The testing program will lend itself to measuring:

- readiness
- general cognitive ability
- achievement
- diagnostic need
- learning potential
- learning disability
- aptitude and special skills
- interest and personality

A calendar of the district testing program is published annually. The principals are responsible for all test administration in their schools and will assist teachers in implementing the district testing program.

Currently NBCUSD 200 uses the following assessments:

Illinois Snapshot of Early Literacy
AIMSWeb

September
September/January/May

Informal Reading Inventories	Ongoing
District Writing Assessment	
Measures of Academic Progress (MAP)	September/December/May
Explore Test	October / November
PLAN Test	October / November
PSAT/NMSQT & ASVAB	November
PARCC	Spring
SAT	TBD
Illinois Alternative Assessment (IAA)	Spring
ACCESS (for ELL students)	Spring
PSAE	April
Advanced Placement Exams	May

Parents and students have the right and need to be informed about individual test results. Parent-teacher conferences are a logical vehicle to communicate with parents-about-their child’s progress and test results.

NBCUSD 200 participates fully in ISBE’s standardized assessment program, (ISAT and PSAE). School Continuous Improvement Plans (SCIP) are developed and implemented in each building. Teachers are encouraged to participate in the SCIP development process.

High School Semester Exams

It is expected that each course conclude with a comprehensive semester exam. Where multiple sections of the course exist, the exam should be a collaborative effort between all instructors to create a common assessment. A copy of the exam must be provided to the principal for his or her review prior to it being administered. It is expected that the exams administered to the students be of a high professional quality.

Special Education Instruction

In order to meet the needs of all students requiring special education, the school district provides for all exceptionalities in accordance with the School Code of Illinois and federal legislation. The district operates three types of programs:

1. In-District. These programs involve district resident students, when there is a large enough incidence of student need within the district to meet the requirements of law.
2. Programming and placement in other public schools as appropriate for the individual student. This is done through intergovernmental agreements between LEAs.
3. Private Special Education Facilities. Students in need of private placement in special education may be approved, if eligible, under the Illinois School Code.

Delivery of Services

- Services are delivered through goals specifically outlined in the individual’s IEP.
- Instructional services are typically delivered through consultation with the regular education staff. In some instances, students may be removed from the regular education classroom to receive individual or small group instruction. Related services such as

speech/language services and occupational therapy, for example, are also typically pullout services.

- Least Restrictive Environment must be considered and utilized in the delivery of services. Additionally, students are to be placed in an educational setting that best meets their individual educational needs based upon a continuum of services.
- An IEP contains specific minutes that indicate the amount of time a student will receive instructional and related services during the school week. This establishes a Least Restrictive Environment percent that is reported to the state.
- Each special education teacher and related service personnel maintains a caseload. This is a list of students whom they serve. The state has specific guidelines as to the size of the caseload staff can maintain.
- Assignment of staff is based upon caseload, student needs and certification.

Field Trips and Community Activities

(See Student Tours for overnight or out of state trips)

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

All field trips shall begin and end at school.

- Field trips and community service activities requiring school bus transportation shall not interfere with regularly scheduled transportation of students to and from school unless approval from the superintendent or designee is received prior to the trip.
- Written approval of parent or guardian is required for participation of students in community service activities or field trips, which extend beyond the boundaries of the school district. A permission slip is available in the District Policy Manual.
- Subject to the approval of the Board, bus transportation shall be provided for bands, orchestras, or other groups of pupils to participate in activities in communities outside the school district.
- Field trips outside school hours may be scheduled but shall be approved in advance by the administration. Students must have written approval of parents.
- For a community activity or field trip requiring school bus service, the teacher should make his/her request in writing to the principal at least ten (10) days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip or activity and its relation to the course of study must be stated.
- The principal and superintendent shall approve or disapprove the request and notify the teacher accordingly.
- Teachers or other certificated personnel shall accompany pupils on all field trips and shall assume responsibility for their proper conduct. All rules and regulations regarding school bus safety are to be enforced for field trips.

- Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a community service activity or field trip. Generally, field trips will be required to have a ratio of one adult per ten students unless the facility being visited requires a lower ratio.
- A staff member accompanying each field trip will be designated as responsible for any special medical and health needs of students participating in the field trip. This staff member should consult the school nurse prior to the trip in order to fully understand the specific health needs of participating students.
- Ensure that the teacher or coach responsible for the field trip has a copy of the NBCUSD 200 critical incident procedures with them, including those regarding the procedures to follow in case of a bus accident or other medical emergency.

Student Tours

Student tours are those student activities that require students to cross state lines or remain out of district overnight. All student tours involving NBCUSD 200 students must be approved by the Board of Education. This approval must be secured before the release of publicity about the tour, if any aspect of the tour falls within any one or more of the following guidelines:

- If the tour is organized or planned by a NBCUSD 200 employee and promoted by contacting students in any of the school buildings during or after school hours.
- If money is collected in any building from students or if students are engaged in money raising projects.
- If any funds relating to a tour are handled by the Business Office.
- If any organizing, promoting, or registering is done by school personnel or students on school grounds.

Evidence of insurance coverage for health, accident, and liability must be certified prior to participation of any person on such a tour. Insurance coverage for tours outside the continental United States will be arranged through the District Business Office.

No extra duty assignment, except for coaching assignments, shall require a teacher to sponsor a student tour as defined in this section.

The staff member supervising or sponsoring the student tour must request approval by completing the “NBCUSD 200 Student Tour Approval Form.” Forms are available in the school office.

1. Sponsor submits the tour request form to the principal for approval.
2. Principal approves and signs the form (or rejects request and notifies sponsor).
3. Principal sends the approved form to Superintendent.
4. Student tour request is submitted to the Board of Education.
5. Principal and sponsor are informed of the Board’s action.
6. Costs for tours are to be the sole responsibility of club members. The Board of Education reserves the right to cancel a student tour for reasons for which it deems to be in the best interest of the students. The Board is not liable for obtaining or refunding deposited money.

Public Performances by Students

NBCUSD 200 recognizes that worthy and appropriate educational values accrue from pupil participation in civic and community affairs. Instructors shall be encouraged to provide students for public performances, when such performances contribute to the educational process and objectives of that particular class, and when it does not interfere unduly with other scheduled classes or activities within the school.

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

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

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

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

Teachers who serve as directors or supervisors shall instruct pupils to dress properly for public performances and to be well prepared for public performances.

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

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

Recognition of Religious Beliefs and Customs

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

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

Teacher's Role in Curriculum

The teacher shall assist in the development of school programs and objectives. The teacher shall assist in the development of the curriculum to meet the objectives of the school district and the requirements of the School Code of the State of Illinois. The teacher shall provide learning experiences for students that will meet the objectives of the school and the curriculum.

The teacher shall express no personal, political, or sectarian views with the purpose of proselytizing the students while discharging his/her duties. Discussion of controversial issues concerned with the community, the state, the nation, and world affairs is encouraged. Such information must be presented in a factual and impartial manner appropriate to the educational subject and grade level of the students. Reminders for teachers regarding controversial issues:

1. Deal with controversial topics as impartially and objectively as possible. Do not impose your own biases.
2. Present all such topics in a manner suited to the range of knowledge, maturity, and competence of your students.
3. Have instructional materials dealing with all possible aspects of the topics readily available.
4. Do not manufacture an issue. Take up only those that are current and real.
5. Do not expect or require that your class reach an agreement. The instructor decides when an issue is becoming divisive rather than educational.
6. Consult with your principal when in doubt about the advisability of taking up a given controversial issue.
7. The policy of the Board is designed to protect staff relating to controversial subjects. Do not "teach" controversial issues, but rather provide an opportunity to "study" the issues.

Curriculum Advisory Council (CAC)

Curriculum development is an ongoing process. The NBCUSD 200 community has established a culture that values continuous improvement and collaboration to support curricular change. Research indicates that incremental change is the most effective and occurs when leaders hold big dreams and take small steps to accomplish them (Glatthorn, 1997).

NBCUSD 200's curricula are based on data collected and analyzed in response to three phases of development: I) conducting research leading to program development, II) program implementation and monitoring, and III) curricular program evaluation.

The phases are as follows:

- Phase I requires a careful examination of the existing district curriculum in relationship to current scientifically based research and best practice, as well as developing a curriculum framework by identifying subject area goals and exemplary instructional strategies and resources in relationship to state and national standards.
- Phase II involves the selection of instructional materials. Materials should support the curriculum framework identified in Phase I. This phase also requires a careful review of assessments that are currently in place.
- Phase III entails the collection and analysis of student data to determine patterns and trends in achievement and whether the needs of all students are being met. Instructional methods used to deliver instruction are of primary importance in this analysis.

Curriculum development in NBCUSD 200 is a cooperative venture through which district leaders, classroom teachers, and community members work together toward a common goal. We value a high quality curriculum that is clear and avoids excessive complexity. It is our intent to equip all students with skills that will enable them to function in a changing economy, a changing workplace, and to become productive members of society.

Innovative Programs

The instructional staff of the school system is encouraged to improve the educational program according to the stated educational objectives of the District.

Experimental and pilot programs must have the approval of the administration and the Board of Education. Each program is to be defined by the scope of the program, population involved, time and budget limitations, and criteria for evaluation of the program's objectives.

The Board of Education expects the faculty and administration to regulate and evaluate the educational program. Such evaluation may be expected to lead to recommendations for modifications of practice, changes in content and new courses. When the administration considers that an experimental course should become a regular part of the curriculum, such a recommendation will be presented to the Board of Education.

Instructional Materials

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

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

Criteria for Selection of Instructional Materials (including textbooks, library materials, etc.)⁷

⁷ See Board Policy 6:210

1. Instructional materials shall support the general aims, educational goals, and objectives of the school, district, and state.
2. Instructional materials shall be appropriate for the subject area.
3. Instructional materials shall be appropriate for the age, emotional development, ability level, learning styles, and social development of students for whom materials are selected.
4. Instructional materials shall be current and up-to-date.
5. Instructional materials shall meet the needs and interests of students and teachers.
6. Selection on controversial issues shall be directed towards maintaining a balanced collection representing various views.
7. Media should be provided representing a wide range of literary and artistic values
8. Physical format and appearance of media shall be suitable for their intended use
9. General criteria in selecting materials include:
 - a. significance and permanent value to the existing collection
 - b. qualifications of author or producer
 - c. suitability of subject and style for intended audience
 - d. quality of format
 - e. currency and timeliness, if applicable
 - f. price
 - g. reviews
 - h. technical quality of non-book materials
10. In selection, consideration shall be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

This philosophy shall not preclude the use of instructional materials on a trial basis by the professional staff or the use of supplementary materials deemed necessary to meet the objectives and needs of the individual student. Such materials shall be utilized with discretion and the professional staff shall be held accountable for the selection and use of this additional material in accordance with the educational objectives, policies, and programs of this district.

Controversial Materials

Teachers wishing to use materials that may be viewed as controversial in nature need to obtain prior permission from their principal using the district form 6:210-E1 and after obtaining permission, informing parents prior to the use of the materials.

Copyright

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

Publication or Creation of Materials

The Board of Education recognizes that staff members under contract to the school district may, in carrying out their professional responsibilities, develop educational materials for use in the

school program that can be patented or copyrighted. If these materials are developed as part of regular employment, such materials are the property of the school district.

If the professional staff members develop materials apart from their regular professional responsibilities, these materials are the property of the staff members. However, if any reference statistically or otherwise is made about NBCUSD 200, its students, or other personnel, permission must be granted in writing by the superintendent prior to publication. It is the responsibility of the staff member to inform the superintendent in writing of the intention to publish such materials.

The following procedures must be followed by all employees who are developing commercially attractive products, which are or might be construed to be associated with their normal job responsibility:

- A written notice of intent to publish or manufacture must be filed with the superintendent.
- This written report must contain the following information:
 - A description of the product/materials
 - The name of the person(s) involved in creating the product
 - The percentage of district time, if any, of the person's normal job responsibility that was devoted to creating the product.

Teacher Generated Classroom Materials

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

Teacher Websites

The Board of Education has identified that each teacher needs to develop and maintain a website in order to facilitate communication with parents and the wider community about what is occurring in each classroom. Minimally, teacher web pages should include:

- Teacher's name & contact information including phone and e-mail address
- Teacher schedule showing the best times for parents to contact you
- Listing of Courses/Subjects /Grade-levels taught
- Short biographical paragraph
- Syllabus for each HS/MS course taught or a list of units/topics covered (K-6)
- Grading and classroom procedures, including policy for making up absences
- Behavior management plan
- A calendar including information about current unit of study, upcoming student projects, field trips, etc. and due dates for projects and homework assignments. For teachers with multiple courses, the calendar information should be easily separated for each course.
- Textbook information, including links to publisher websites with supplemental material.

- A link to the PowerSchool Family Portal for grades in grades (5-12)
<http://powerschool.nbcusd.org/public/>
- A link to the main school page

More complete guidelines are available in Teacher Web Guidelines, 6:235-AP2.1

Grants

All staff are encouraged to look for alternative funding sources and to apply for at least one grant each year. Grants must be reviewed by an appropriate administrators prior to submittal and any materials provided through grant funding become the property of NBCUSD 200.

Student Issues

School Day for Students

Pupils are to be instructed not to arrive at school earlier than fifteen (15) minutes before the time set for the beginning of classes, except as follows:

1. When earlier arrival is made necessary because of bus schedules.
2. When pupils are requested to come earlier for participation in school activities.
3. When the parent/guardian has applied for and been granted an exception by the principal.

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

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

Pupils shall be instructed to go home (or elsewhere as directed by the parent or guardian) immediately following the close of the school day unless attending a regularly organized program of instruction, recreation, or school activity which follows the dismissal of school.

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

Pupils shall be required to remain on the school grounds while waiting for the school bus following dismissal.

Attendance and Tardiness

The only justifiable absences are those due to illness of the pupil, death in the family, a doctor or dentist appointment, or whenever the principal considers that exemption from attendance is in the best interest of the student. Truancy is punishable in accordance with applicable laws. The teacher will immediately report to the administration any unexcused absence or truancy.

Any student suspected of not being a legal resident of the district should be reported to the principal's office.

Attendance Records

Accurate attendance records must be maintained. The state school aid funding formula is calculated on the basis of each school district's average daily attendance (ADA). District attendance records are important legal documents and are audited by the State of Illinois. The building principal will provide detailed instructions and procedures for the maintenance of student attendance records.

Illness

Students exhibiting definite signs of illness or who complain of illness should be sent to the school nurse or office. The nurse or principal will determine whether or not a student be sent home unaccompanied. Plans for transportation are to be made through the nurse, principal or parents.

If a student is suspected of having a communicable disease, notify the principal and the procedures of School Board policy will be followed.

Allergies

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

Medication

No teacher shall administer any medication unless specifically authorized by the principal. EPI pens and inhalers may be self administered by students in compliance with Board Policy.⁸

Accidents

The immediate care and attention given a student receiving an injury is the direct responsibility of the staff member in charge at the time of the injury. Please observe the following:

Minor Injuries: Superficial abrasions, lacerations, bruises, sprains or burns may require first aid treatment. The child should be sent to the school office/nurse for treatment.

The teacher should take reasonable measures to see to it that the child reaches the office safely (i.e., depending on the age of the student and the injury, one or more children may need to accompany the injured student to the office).

If office treatment is not available, the teacher should take reasonable steps to see to it that the necessary first aid treatment be given. First aid kits can be found in both the nurse's office and the school office.

A report of any injury requiring treatment must be made to the office, either verbally or in writing. The home should be contacted if necessary.

⁸ See Board Policy, 7:270

Severe injuries: In the event of a serious accident (suspected fracture, dislocation, deep or gaping wounds or lacerations, severe sprains, head injuries where the injured is unconscious or complains of headache and/or nausea), the teacher should:

1. Protect the person from further injury and follow universal precautions.
2. Send for the nurse and notify the principal or his secretary, who in turn will call the parents and arrange for medical care.
3. Reassure the injured and make him/her comfortable until medical care arrives. Do not move the individual.
4. Describe the conditions and circumstances surrounding the injury to the principal and nurse after the injured has received proper care.
5. If the accident appears to be serious, immediately call 911.
6. File an accident report form and receive and document statements of witnesses.

Awards for Achievement

Awards presented to students at school assemblies by community and similar organizations must observe the following criteria:

1. The nomination and all stages of selection are to be the responsibility of the administrative and teaching staff of NBCUSD 200. Members of the community organizations may assist in the selection process.
2. Community and/or allied (see below) organizations are limited to one award. Exceptions can be made in consultation with the building principal.
3. Community and/or allied organizations are limited to a presentation for excellence in those areas that bear a direct relationship in the basic purpose of the community/allied organizations.
4. Community and/or allied organizations must secure the approval of the administration or, in unusual circumstances, the Board of Education before any presentation by their group.

Allied – refers to those organizations, social, professional, or fraternal, who are national in scope but who are not represented locally. They may be located in neighboring communities.

Child Abuse Reporting

All NBCUSD 200 staff are Mandated Reporters and must report any suspected case of child abuse immediately to the Department of Children and Family Services (630-790-6800 or 1-800-25ABUSE). The teacher must notify the administration immediately and document that both DCFS and the administration were notified.

Staff members are also required to notify the appropriate building principal, if it is felt that a student could be a danger to self or others. The teacher must notify the administration immediately and document that the administration was notified.

Under Public Act 95-0908, the superintendent must disclose to another school district the fact an allegation of abuse was made against an employee if a reference is requested unless DCFS has reported to the district that the allegation was unfounded.

Drugs, Tobacco, and Alcohol

The schools will take appropriate action regarding the misuse/abuse of drugs, tobacco or alcohol. The teachers must report to the principal immediately any suspected case of possession, use or sale of these substances.

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Lockers, though assigned to students, are school property and may be inspected.

Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. This includes searches using canines.

The administration practices the following procedures relative to student drug use and abuse on school property:

- All drugs/medications that must be taken at school must be kept in the principal's/nurse's office (in the original container).
- In cases where a student appears to be under drug influence, the parent will be notified by school authorities to come for the student and to take the student home or to medical facilities.
- In severe cases, if the parents will not come to school, the principal shall be authorized to call an ambulance to remove the student to a hospital. Parents will be notified of this action and be responsible for the incurred expenses.
- Upon evidence of drug abuse or trafficking, the student will be subject to appropriate disciplinary action and the Boone County Sheriff Department will be notified.

Students involved in substance abuse will also take part in the following remediation activities:

- During the suspension period, the parents of the suspended student will meet with school personnel (principal, social worker and teacher) to develop a plan for monitoring the student's behavior.
- Parents will be encouraged to obtain an evaluation by a counselor experienced in substance abuse. Professional counseling will also be encouraged, and where necessary for financial reasons, the parents will be encouraged to contact the Boone County Health Department for further assistance.
- If parents are not willing to cooperate in the monitoring of the student's behavior or to seek professional help, the school will notify the Department of Children and Family Services for possible legal action.

Student Discipline

Suspension and Expulsion

Principals, assistant principals and deans may suspend students for violation of published school rules in accordance with Board of Education Policy and School Code. Suspensions are from one to ten school days at the discretion of the administration. During this period of time, a better understanding and agreement regarding acceptable conduct will be sought with the student and his/her parents. Some incidents may require the immediate removal of the student from the school. In all incidents, cases will be handled on an individual basis. Parents or guardians will be invited to be active participants at the school in discussion of the problem. The Board shall be advised monthly of all suspensions. A student may be expelled only by formal action of the Board.

Student Expression and Information

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

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

Social Events

Class parties and activities shall be subject to approval of the principal of the school, who shall insure adequate supervision in order to maintain proper conduct. Food and beverages served at these events must comply with the ISBE “Junk Food” rules as outlined by School Code and District Wellness policy.⁹

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

Activities

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

Intramural and Interscholastic Athletics

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

It is the privilege and duty of every person connected with the school athletic program to exemplify the principles of good sportsmanship and clean competition in his/her own actions and earnestly

⁹ See Board Policy 6:50

advocate it in others. Teachers and administrators are expected to provide a mature model of behavior.

Management of Funds

All financial management of student activity funds shall be the responsibility of the activity sponsor until the funds are deposited with the principal or principal designee. Records shall be maintained by the school district Business Office to insure financial accountability by the school district and to facilitate the annual audit. Refer to the Activity Account Handbook for additional information.

All student activity organizations should maintain simplified accounts under a uniform system under the supervision of faculty sponsors and the school's principal. All activity money is to be turned in to the school office daily.

Reporting to Parents

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

The progress report should reflect the educational growth and achievement of the student. If an unsatisfactory grade is being considered, the parents should be notified before the end of the grading period. It is recommended that teachers contact parents as early as possible regarding any deficiencies in pupil achievement or behavior. This should be done through a personal contact, such as a conference or telephone conversation or by letter. Any formal communication with parents (medical surveys, consultant reports, etc.) outside of regular letters of recommendation, etc. should be reviewed by the principal or director of special education prior to being sent to parents.

Teachers assigning a student a grade of "F" must make a direct parental contact prior to the end of the marking period in order for the student to have the opportunity to improve his/her grade.

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

Parent Conferences

The Board of Education believes that continual cooperation and communication between the home and the school is an important aspect of the student's educational experience.

The parent-teacher conference is a two-way exchange of information about the student's growth and development. Effective parent-teacher conferences are in the best interest of the student. The benefits from effective parent-teacher conferences enhance the common goals shared by the home and the school.

1. Both want the student to be successful.

2. Both want the student to progress at his/her best rate.
3. Both want the student to feel that the standards at home and at school complement each other.
4. Both believe that learning takes place at school and at home.
5. Both believe that the school curriculum is the beginning that leads to much more that is worthwhile to be learned.

Parent-Student Complaints Procedures

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

1. Parent-teacher-building principal
2. Parent-teacher-superintendent or his/her designee
3. Parent-teacher-Board of Education

The teacher involved, at his/her request, shall have (a) an Association representative who is a teacher present as an observer and, (b) an Association representative at the conference with the Superintendent and the Board. The teacher may not refuse to be present at the initial conference with the parent and/or student, except with the approval of the principal. Upon the teacher's request, the specific nature of the complaint and the names of the complainant shall be made known to the teacher. In no case shall any material concerning such complaint be placed in the teacher's personnel file before said information is provided to the teacher.

Progress Records/Promotion/Retention

It shall be the responsibility of administrators and teachers to provide for the annual grade placement, reporting of progress, and maintenance of records for all students. These activities shall be carried out with careful and considerate treatment of all students. Necessary forms and records will be provided by the district.

Students will normally progress annually from grade level to grade level. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to each student's parents, but the final decision will rest with the school authorities.

Kindergarten Admission

NBCUSD 200 does not allow for early admission to kindergarten. Children must be five (5) years old by September 1 of the school year that they begin kindergarten. The superintendent is not empowered to make exceptions to this policy.

School Rules and Student Conduct

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

Teachers are expected to insure that students understand and respect these rules and regulations. Teachers are responsible for the behavior of students under their supervision.

Search & Seizure

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

Teachers who have reason to suspect a violation of school rules or the existence of a threat to health and safety should report their concern and information directly to the principal.

Student Records

Student records shall be maintained for each pupil from his/her entrance into NBCUSD 200 through twelfth grade.

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

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

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

- Permanent record.
- Temporary record.

All Student Personal Records shall be kept in the school office in lockable, confidential files. The principal may authorize specialized records kept in the nurse's office or counselor's offices.

Professional staff members may consult a Student's Personal Record with authorization from the building principal. It is the responsibility of the principal or his/her designee to keep a Student's Personal Record current.

Permanent Student Record Materials

1. Student's name, gender, birth date, address
2. Grades and grade level
3. Parents' names and addresses
4. Attendance records
5. Academic transcripts
6. Accident reports and health records
7. Record of release of permanent record information

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

Temporary Student Record Materials

1. Family background information
2. Test scores including aptitude and intelligence tests
3. Special education records
4. Teacher evaluations
5. Activities and awards
6. Disciplinary records
7. Teacher anecdotal records
8. Other information of clear relevance to the education of the student

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

Student Temporary Records shall be provided annually to the student's homeroom teacher for purposes of diagnosis, instructional planning and evaluation of each student's growth and development. It is the responsibility of the teacher to accurately maintain and keep current the Student's Development Folder. The teacher will turn in to the building principal at the close of the school year a current and complete Student Development Folder for assigned homeroom students.

Directory Information

NBCUSD 200 has declared the following information as directory information:

- Student's name
- Address
- Gender
- Grade level
- Date and place of birth
- Parents' names and addresses
- Academic awards
- Information relating to school-sponsored activities
- Major field of study
- Period of attendance in the school

NBCUSD 200 may release directory information unless the parent has requested in writing that the information not be released. This written request is to be sent to the school principal. Directory information does not include student/parent telephone numbers.

Parent Requests for Records or Reports

Occasionally, parents will ask teachers to fill out recommendations or referral forms for third party providers of instructional, support or medical services. Teachers need to check with their building administrator and/or the Director of Student Services before completing such forms. Teachers must also retain a copy of the forms with the student's records.

Confidentiality of Student Records

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

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

When a student specifically requests that certain information be kept in confidence or, when such intent may reasonably be interpreted from the content of the counseling interview or the content of the relationship, the counselor or teacher shall reveal such information only under exceptional circumstances. All other information revealed in the course of a counseling relationship is considered confidential and a staff member shall reveal such information to other professional colleagues in NBCUSD 200 only when there is a specific reason for doing so and where the purpose is clearly to help the student.

All staff members in NBCUSD 200, in addition to interns, student teachers or other observers must sign a confidentiality agreement prior to observing or otherwise working in NBCUSD 200 schools.

Data Collection

NBCUSD 200 collects student performance and test data in order to improve instruction. NBCUSD 200 reserves the right to conduct a system-wide testing program involving the periodic administration and assessment of standardized achievement, intelligence, diagnostic and aptitude tests, as well as interest and vocational inventories and college placement examinations.

The following apply to student data collection:

- Prior written consent of the student's parents or legal guardians is required before individual psychological /achievement examinations or other individual screening is administered.

- The Board of Education, through the superintendent of schools or his/her designee, must review and approve or deny requests submitted by employees of the district, out-of-school agencies, individuals representing institutions of higher education or students to use the district's population as subjects in conducting research-related activities.
- Individual pupil responses to tests or questionnaires administered to secure statistical group, school or school-system data useful in program improvement shall be anonymous.

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

Acronyms

ACCESS	ISBE's assessment for ELL students	RIF	Reduction in Force
<i>AIMSWeb</i>	A benchmark and progress monitoring system based on direct, frequent and continuous student assessment.	IDEA	Individuals with Disabilities in Education Act
AP	Advanced Placement; courses that can be taken for potential college credit	IEA	Illinois Education Association
AYP	Adequate Yearly Progress; for NCLB reporting	IEP	Individual Educational Plan; for students receiving special services
CBA	Collective Bargaining Agreement; Board of Education-Association contract	IMRF	Illinois Municipal Retirement Fund; the retirement fund for non-certificated staff
CeRTS	Certificate Renewal Tracking System; old system used by ISBE to renew teaching certificate	ISBE	Illinois State Board of Education
CEU	Continuing Education Unit	LEA	Local Educational Agency; a local school district
CPDU	Continuing Professional Development Unit	LBS	Learning Behavior Specialist; term used in Special Education Services
DOL	Department of Labor	LRE	Least Restrictive Environment
DCFS	Department of Children and Family Services	MAP	Measures of Academic Progress; an online assessment tool
ECS	Educator Certification System; new system used by ISBE to renew teaching certificate	MDC	Multi-Disciplinary Conference
ELL	English Language Learners; often used interchangeably with ESL	NBPTS	National Board for Professional Teaching Standards
ERO	Early Retirement Option; a retirement option under TRS	NCATE	National Council for Accreditation of Teachers
ESEA	Elementary and Secondary Education Act	NCLB	No Child Left Behind Act; the common name of the Federal Elementary and Secondary Education Act.
ESL	English as a Second Language; non-English Speaking students receive these services.	NEA	National Education Association
ESP	Educational Support Personnel	NBCT	National Board Certified Teacher
FMLA	Family and Medical Leave Act	NWEA	Northwest Educational Alliance; publishers of MAP
FTE	Full Time Equivalent; this is a full time faculty/staff member.	OCR	Office of Civil Rights; also optical character recognition, where a scanner converts a document to text
HQ	Highly Qualified as defined by NCLB	OTIS	Online Teacher Information System; ISBE used this along with CeRTS for teacher certification.
PARCC	Partnership for Assessment of Readiness for College and Careers	ROE	Regional Office of Education
PBIS	Positive Behavior Interventions and Supports	SCIP	School Continuous Improvement Plan
PERA	Performance Evaluation Reform Act	TRS	Illinois Teacher Retirement System; The retirement fund for certified staff.
PSAE	Prairie State Achievement Exam; taken by all juniors, part of the State testing		
REI	Regular Education Initiative	504	Also Section 504; federal civil rights law that ensures equal access to education for children with disabilities.
RtI	Response to Intervention		

Receipt and Acknowledgment of NBCUSD 200 Teacher Handbook

Please read the following statements, sign below and return to the NBCUSD 200 District Office.

Understanding and Acknowledging Receipt of NBCUSD 200 Teacher Handbook

I have received and understand it is my responsibility to read this copy of the NBCUSD 200 Teacher Handbook. I understand that the policies and procedures described in the handbook are subject to change at the discretion of the Board of Education at any time.

Confidential Information

I am aware that during the course of my employment confidential information will be made available to me. For instance, student grade reports, special education information, student health records and other related information. I understand that this information is confidential and shall not be divulged or used outside of NBCUSD 200 and within NBCUSD 200 will only be provided to those other staff members who have a need to know that information. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit any such confidential information with any other person or organization and I shall immediately return all confidential information and other NBCUSD 200 property in my possession to the building principal or other designated administrator.

Acknowledgement of Mandated Reporter Status

I am aware that as an employee of NBCUSD 200, I am a mandated reporter under the Abused and Neglected Child Reporting Act (Ill Rev. Stat. 985, ch. Pars. 2051 et seq.) This means that I am required to report or cause a report to be made to the child abuse Hotline (1800-25ABUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I also understand that the privileged quality of communication between me and a child is not ground for failure to report suspected abuse.

Acceptable Use Policy

I acknowledge I have read Board policy 6:235, Acceptable Use of Electronic Resources. I affirm that I have read the policy and agree to comply with its requirements.

Mandatory and Recommended Trainings

The District will provide training materials and information that meet the Mandatory and Recommended Trainings for the State of Illinois. Employees will be required to complete these training online through GCN during the school year (Deadlines will be provided).

Employee's Printed Name

Position

Employee's Signature

Date