

RESCHEDULED REGULAR BOARD
MEETING
Thursday, July 9, 2026 6:00 PM

Elementary Library-Conference Rm. 2
600 Cedar St
New Berlin, IL 62670

Agenda

1. Call to Order
2. Public Comment (*Policy 2:230*)
3. Adjustments to Agenda
4. Reports and Recommendations
 - 4.a. Director Reports
 - 4.a.1. Transportation Director
 - 4.a.2. Food Services Director
 - 4.a.3. Facilities Director
 - 4.b. Administrator(s)
 - 4.b.1. Mrs. Hattie Llewellyn, Jr. High/High School Principal
 - 4.b.2. Mrs. Chelsea McGlothlin, Elementary Principal
 - 4.b.3. Mr. Dillon Binkley, District Athletic and Activities Director
 - 4.c. Superintendent
 - 4.c.1. Mrs. Suzanne Keller, Superintendent
 - 4.c.1.a.
 - Student Registration
 - New Teacher Orientation
 - Pre-K Screenings
 - Facilities and Grounds Projects/Construction Update
 - Exit Interviews
 - Staffing Update
 - Professional Development
5. Consent Agenda:
 - 5.a. Financial Report(s)
 - 5.a.1. Bills Payable & Imprest Fund
 - 5.a.2. Student Activity Funds
 - 5.a.3. Payroll
 - 5.a.4. Treasurer's Report
 - 5.b. Approval to Designate Hiring Authority to the Superintendent from July 10, 2026 - August 20, 2026
 - 5.c. Destroying of Executive Session Tapes for the Month(s) of December 2024
6. New Business:
 - 6.a. Approve the 2026-2027 Faculty/Certified Staff Handbook
 - 6.b. Approve the 2026-2027 Support Staff/Non-Certified Handbook
 - 6.c. Approve Estimate for Transportation Garage Remodel
 - 6.d. Approve Fencing Projects Around Athletic Facilities & Transportation
 - 6.e. Approve the 26-27 NBHS Student Handbook
 - 6.f. Permission to Seek Bids for Pole Barn to Cover Buses
 - 6.g. Approve the 26-27 NBE Student Handbook

- 6.h. Approve the 26-27 Athletic and Extracurricular Code of Conduct Policies
- 6.i. Approve the 26-27 Coaches Manual
- 6.j. Approve the Resolution-HLS Amendment #32
- 6.k. Approve the updated Organizational Chart
- 6.l. Approve Mrs. Suzanne Keller: Authorized Signer of Accounts at United Community Bank, Community State Bank, and Warren-Boynton State Bank
7. Executive Session - For the purpose of:
 - 7.a. *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who service as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or volunteer of the public body or against legal counsel for the public body to determine it's validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5ILCS 120/2 (c)(1)*
 - 7.b. *Student disciplinary cases. 5 ILCS 120/2 (c)(9)*
8. Personnel Consent Agenda:
 - 8.a. Vincent King as Head Custodian
 - 8.b. Travis Creasey as Lead Custodian
 - 8.c. Alex Kruckeberg as Sophomore Class Sponsor
 - 8.d. Jake Surratt as Volunteer JH Girls Softball Coach
 - 8.e. Mason Watson as HS Asst. Basketball Coach
 - 8.f. Drew Heironimus as Volunteer JH Girls Basketball Coach
9. Approve Resolution Amendment to Principal Contract for Hattlie Llewellyn
10. Approve the Support Staff and Administrative/Director Rate & Salary Increases & Pay Rate Schedule for 2026-2027
11. Discussion and Approval of Dean of Students Job Description
12. Resignations:
 - 12.a. Katherine Barrett-NBE Music Teacher, NBJH Chorus Teacher
Parlee Reeve-NBJH/NBHS School Nurse
13. Adjournment

Check Dates 06/26/2026 through 07/09/2026 - Check Number

EMPLOYEE NAME	EMP TYPE	CHECK NUMBER	T	CONTRACT PAY	OTHER + PAY	TAXABLE + BENS	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER REIMBURSE - DEDS	TAXABLE + DEDS	TAXABLE - BENS	NET = PAY
ZACHARY J PEECHER	BLD	000063092	R	1,757.00	171.16		207.67	1,720.49	158.63	85.16	138.26	38.40			1,300.04
SEAN P TACKE	BLD	000063093	R	1,142.86			101.43	1,041.43	37.06	45.52	83.61	20.00			855.24
TYLER T BEROLA	ASPRI	900078617	R	3,125.00			287.81	2,837.19	335.10	140.44	44.78	45.00			2,271.87
MATTHEW JOKISCH	NBEPR	900078631	R	3,937.50			74.74	3,862.76	481.89	191.21	56.57	50.00			3,083.09
BRANDON J RADFORD	JHPRI	900078657	R	3,812.64			61.71	3,750.93	418.44	179.64	54.94				3,097.91
DILLON S BINKLEY	ATHDI	900078661	R	3,333.18			32.97	3,300.21	358.13	163.36	48.33	16.00			2,714.39
HATTIE LLEWELLYN	HSPRI	900078672	R	5,249.54			222.28	5,027.26	1107.25	224.72	73.65	22.10			3,599.54
JILINDA LARSON	ADM	900078683	R	7,456.38			73.74	7,382.64	1302.42	365.44	108.12				5,606.66
LORI D NIEMEIER	CSBO	900078684	R	5,315.12			294.13	5,020.99	736.70	248.54	75.02	176.61			3,784.12
ANGELA M ALLEN	CAF	900078685	R		1,091.88		49.13	1,042.75	20.79	51.62	83.53				886.81
ANDREW J BALL	BLD	900078686	R	1,453.29			116.57	1,336.72	69.57	60.13	107.26	9.95			1,089.81
TRAVIS L CREASEY	BLD	900078687	R	1,526.08	1.46		185.81	1,341.73	70.17	66.42	107.90	37.29			1,059.95
KEVIN M. CUMMINS	TECH	900078688	R	4,210.04			189.45	4,020.59	666.61	180.92	322.07	32.00			2,818.99
JOELLEN DANENBERGER	SEC	900078689	R		142.94		6.43	136.51		6.76	10.93				118.82
VINCENT E KING	BLD	900078690	R	1,581.30			71.16	1,510.14	70.60	74.75	120.97	12.00			1,231.82
ERIK L LEHNEN	BLD	900078691	R	1,231.18			55.40	1,175.78	68.75	51.91	94.18				960.94
BRIAN K. NICKELSON	BLD	900078692	R	1,757.00			168.75	1,588.25	121.26	72.59	127.55	175.70			1,091.15
HEATHER R PIDCOCK	DIRFS	900078693	R	2,406.25			219.24	2,187.01		108.26	175.59	55.08			1,848.08
PARLEE A REEVE	NURSE	900078694	R		29.45		1.33	28.12		1.39	2.26				24.47
BRETT A RUPPEL	BLD	900078695	R	1,453.29	0.35		175.81	1,277.83	62.51	57.22	102.76				1,055.34
DANIEL HIRST	BLD	900078696	R	1,526.08	1.82		248.56	1,279.34	62.69	57.29	103.13	35.27			1,020.96
JENNIFER M SPANN	SEC	900078697	R		1,312.08		59.04	1,253.04	102.53	62.03	100.38				988.10
MATTHEW A BROWN	DIRBL	900078698	R	3,445.14			179.03	3,266.11	460.27	181.67	261.72				2,362.45
TASHA L CREASEY	BLD	900078699	R	1,526.08			321.25	1,204.83	53.75	59.64	97.43	31.60			962.41
CATHERINE A. MILLS	SEC	900078700	R		134.05		6.03	128.02		6.34	10.25				111.43
JAMES S MOORE	BLD	900078701	R		1,192.96		53.68	1,139.28	46.84	56.39	91.26				944.79
BRAD A OWENS	BLD	900078702	R	1,752.74			189.27	1,563.47	171.78	77.39	125.64				1,188.66
JASON T ROYER	ATHTR	900078703	R	1,925.00	1,028.94		243.33	2,710.61	234.44	134.18	217.53				2,124.46
JAMES R SPIELMAN	BLD	900078704	R	1,581.30	1.52		181.63	1,401.19	120.31	69.36	112.64	309.95			788.93
CYNTHIA D MOORE	DOS	900078706	R	1,761.22	55.82		126.77	1,690.27	88.61	83.67	139.01	181.70			1,197.28
DENISE TALBERT	DOS	900078707	R	1,779.57	264.98		157.15	1,887.40	135.65	93.43	151.42	273.53			1,233.37
TERRI L VANTINE	DOS	900078708	R	1,401.93	0.96		87.13	1,315.76	142.06	65.13	105.48	188.99			814.10
THOMAS J WILSEY	TECHA	900078709	R	1,453.29			65.40	1,387.89	75.71	68.70	111.17	500.00			632.31
SETH C HILL	TRND	900078710	R	3,255.60			700.26	2,555.34	273.09	126.49	206.69				1,949.07
TROY L SANSON	TRNM	900078711	R	2,629.55			202.38	2,427.17	325.43	140.14	194.73	29.21			1,737.66

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<u>EMPLOYEE NAME</u>	<u>EMP TYPE</u>	<u>CHECK NUMBER</u>	<u>T</u>	<u>CONTRACT PAY</u>	<u>OTHER + PAY</u>	<u>TAXABLE + BENS</u>	<u>FED TAX - SHELTER</u>	<u>FED TAX = GROSS</u>	<u>FEDERAL - TAX</u>	<u>STATE - TAX</u>	<u>SOC SEC - TAX</u>	<u>OTHER REIMBURSE - DEDS</u>	<u>TAXABLE + DEDS</u>	<u>TAXABLE - BENS</u>	<u>NET = PAY</u>
WILLIAM R TALBERT	TRNFT	900078712	R		2,192.89		209.08	1,983.81	252.48	92.17	159.31	308.21			1,171.64
Summary Totals				\$74,785.15	\$7,623.26		\$5,625.55	\$76,782.86	\$8,631.52	\$3,750.02		\$2,548.59			\$57,726.66
2	Check(s) Reported														
34	Deposit(s) Reported														

***** End of report *****

New Berlin CUSD #16 Faculty/Certified Handbook



2026 - 2027

This handbook will be board approved on an annual basis. It is subject to change as deemed necessary by the Superintendent who will then update the board on any changes.

It is understood to be a guide for the district to communicate normal operating procedures or policies.

Board Approved 07/31/25

Certified Staff/Faculty are responsible to become familiar with the information in the Collective Bargaining Agreement as well as all district policies. Nothing in this employee handbook shall supersede Federal or State law and the collective bargaining agreement. The topics below assist members of the faculty on what the expectations are in the buildings.

ABSENCES: Every staff member is granted sick, personal, and bereavement days in accordance with the current contractual language. It is important to review when personal days will not be granted. Each employee is responsible for verifying personal leave availability prior to requesting any paid leave time. If no leave is available, leave will not be granted. Good attendance is imperative. Employees are expected to schedule appointments outside of their work day whenever possible as well as around required monthly meetings and all other professional development times since these are important and dates are provided well in advance.

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

If you know in advance of the day you will need a sub (doctor's appointment, professional day), please request this through Skyward. A professional day will need to be scheduled with the principal and/or Superintendent.

Teachers will be allowed to take a quarter day (1/4), half day (1/2), and a whole day for sick per the chart below.

School	Quarter Day	Half Day
NBE	Continuous 90 minutes	11:30 am cut off time
JH	2 class periods	11:30 cut off time
HS	2 class periods	11:30 cut off time

In addition, thirty (30) minutes after start of contractual time or 30 minutes before contractual end of time without taking time off, if coverage permits **without** additional cost to the district per the chart below.

School	Teacher request 30 min. after start time + they find a teacher to cover for them without the find coverage without the coverage teacher submitting to be paid	Teacher request 30 min. Before end of contract time + they find a teacher to cover for them without the coverage teacher submitting to be paid
NBE	8:00 - 8:30 am	3:01 - 3:31 pm

JH	8:00 - 8:30 am	3:01 - 3:31 pm
HS	8:00 - 8:30 am	3:01 - 3:31 pm

As for required attendance as stated in the contractual agreement such as Parent-Teacher Conferences, Unpack the Backpack, JH Promotion, or HS Graduation, teachers will be required to take the time off that is missed if they can't avoid the absence. This will require pre-approval by the Superintendent.

As for attending monthly staff meetings and monthly committee and/or team meetings, these absences will go through the building principal. It is critical that these not be missed. Since these dates of meetings are provided to teachers at the beginning of the year, it is imperative to work around these dates. This is part of Professional Responsibilities, Domain 4.

Leave of absence, personal leave, association leave, maternity leave and paternity leave may be granted in accordance with conditions established and listed in the AGREEMENT between the School Board and the Teacher Association.

Lesson plans are to be readily available for the substitute daily. Teachers **must** have a substitute folder for general information. (See SUBSTITUTE FOLDER section). Share your substitute procedures with a neighboring teacher so that he/she can assist the substitute on the day that you are gone. Identify all duties for substitutes with specific details. Substitutes **are expected** to take all regular duties of the teacher.

ABUSED AND NEGLECTED CHILDREN: Illinois law requires that all suspected cases of child abuse and neglect is reported to the Illinois Department of Children and Family Services. All school employees are mandated reporters. You will need to call 1-800-25-ABUSE or 1-800-252-2873. If you need assistance with the procedures, please see your building principal. However, you are the one required to make the report. The principal can't make the report for you.

The CANTS 5 (WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT: MANDATED REPORTERS) is not required for initial reporting of suspected child abuse or neglect. Mandated reporters are now required to first notify the Department of Children and Family Services (DCFS) by phone as outlined in Region IX MWLC EMSS Standard Operating Procedures, page 93. The CANTS 5 form is only completed after a report is made and if the Hotline worker indicates an investigation will be pursued. The CANTS 5 form can be found on the Illinois Department of Children and Family Services. It is an excellent resource to utilize when making the initial call.

Per the IL Department of Children and Family Services website on **July 6, 2026:**

Find support for a child you are concerned about online or by phone, 24 hours a day, 7 days a week.

1-800-25ABUSE (252-2873)

The Online Reporting System is to be used for **non-life threatening and non-emergency incidents** of abuse or neglect of a child. **If you believe the abuse or neglect you are reporting requires immediate action, you MUST call the Child Abuse and Neglect Hotline at 800-25-ABUSE (800-252-2873) to make your report.**

Immediate Danger

If you believe a child is in immediate danger that could result in death or serious harm, **CALL 911 FIRST.**

Call the **DCFS Child Abuse and Neglect Hotline** instead of using the Online Reporting System for situations including but not limited to:

- Current injuries to the child
- Immediate need for medical treatment (including a child who is suicidal)
- Sexual abuse where the involved adult has or will have access to a child within the next 24 hours
- A child is currently afraid to go home
- A child is currently in protective custody of police or medical personnel
- A child death

Teachers who make a report may be required to meet with DCFS before meeting with the child. Administration will take care of sub coverage.

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

Staff members will have access to the building from 6 am to 9 pm, Monday through Sunday. If you are a coach and/or extracurricular sponsor and need access before or after these times, please contact the Superintendent's Administrative Assistant. If you are accessing the building outside the normal work hours, access the building through the main entrance with your key fob. You are responsible to make sure the building is properly secured before leaving. Please take care of any breaches in security and report them to your direct supervisor.

During the school day, all classroom doors must remain locked. Doors should only be open when the teacher is actively supervising the hallway or is at the doorway entering or exiting the classroom.

Teachers are required to carry their classroom keys on their person at all times and must wear their staff ID badge where it is clearly visible. The district will provide lanyards.

All staff members are expected to wear their staff ID badge at all times while on campus, ensuring it is prominently displayed.

On an annual basis, direct supervisors will conduct a key audit so computerized key inventory records are well maintained. All keyholders will sign off on keys being issued.

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

ACCESS TO CLASSROOMS OR PERSONNEL FOR IEP EVALUATION AND/OR OBSERVATION

PURPOSES: If individuals are requesting to access a school building, facility and/or education program or to interview District personnel or an individual student for the purpose of assessing the student's education needs, there is required paperwork to be filled out and returned to the Building Principal and/or Superintendent. Observations are limited to one hour or one class period per school quarter with an administrator accompanying the observer. The observations must be coordinated well in advance and finalized before the observer can observe. The observation must be done in a manner that is least disruptive to the school setting and/or academic program with the observer complying with the school safety, security, and visitation policies at all times, applicable privacy laws including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Students Records Act, and the Board Policy 8:30, Visitors to and Conduct on School Property.

ACCIDENTS - Student: Staff members are to be alert to those conditions and situations where accidents are most likely to occur. Rules and procedures are to be adopted by staff members to minimize the chance of injury. Each school has a school nurse, but if that person is unavailable, then notify the director supervisor/building principal.

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

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

ACTIVITY AND EDUCATION FUNDS:

1) Expenditures

Purchases are not to be made unless the purchasing procedures established by the Board of Education and Superintendent of Schools are followed. These procedures are designed to facilitate the purchase of approved items without undue delay. Contact the Business Office if you have questions about procedures.

a) Purchasing with District Funds using Purchase Orders

An amount of District money is budgeted for supplies and equipment each year. Money is allocated to principals to use in the schools. Staff members are advised of these funds and the purposes for which they may be used. Purchase order forms are to be completed and submitted to the principal in accordance with instructions. All expenditures from district funds (or activity funds) must have prior approval from the principal. Receipts are required for all credit card purchases. Receipts are required for all reimbursements. The district will not reimburse for sales tax. **Open P.O.** purchases must use a purchase order and have approval from the principal prior to the purchase.

b) Activity Funds

Activity Fund records are to be kept by each sponsoring staff member. The Business Office will maintain complete records on all activity accounts and will provide monthly reconciliation to each sponsor. Sponsoring teachers must maintain a positive balance in their accounts at all times. The Business Office will assist in placing orders and paying the bills from these accounts. Receipts are required. All expenditures must have approval from the principal prior to purchase.

2) Receipts

All money collected by a staff member, whether it is from activities or from educational fund categories, must be turned into the Business Office. Do not leave funds in a classroom. Follow the banking procedures.

ADVERTISING/DISTRIBUTING MATERIALS/PROMOTING OWN INTERESTS: No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

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

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

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

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

ANNOUNCEMENTS: We will start each day with the Pledge of Allegiance. Each building will decide when announcements will be shared with the students as well as the delivery method. Students are to be respectful during the Pledge of Allegiance, but are not required to stand. If teachers have an announcement that needs to be communicated, it should be sent to the assigned secretary or teacher who is in charge of announcements no later than noon. Occasionally it may be necessary to have an announcement read in the afternoon, but this will only be done on an as-needed basis with the permission of the administration.

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

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

ASSEMBLIES: All assemblies must be approved by the building principal and must be consistent with the educational objectives of the school district. If you are teaching a class during the period/time of an assembly will start, follow these procedures:

1. Instruct students as to the nature of the assembly program and as to what you expect of them in regard to courtesy and behavior. Absolutely no whistling or booing should be tolerated.
2. Attend the assembly with your class and sit with them. Students are to be seated by class unless otherwise instructed by the building administrator.

3. Proceed with class work until notice is given for the dismissal of your class.
4. Students are to use the restroom before the assembly and are not to leave the assembly unless it is an emergency.

Teachers who do not have a class at assembly time are asked to assist with the general hallway supervision of students on the way to the assembly. All teachers are encouraged to attend all assemblies. Further expectations and procedures will be modeled throughout the year.

ATTENDANCE (STUDENT): New Berlin students are expected to attend all classes unless formally excused. The staff is expected to keep and report accurate attendance. The regular relationship between success in the classroom and regular attendance should be emphasized. Elementary teachers are to take attendance at the beginning of the school day. Junior/Senior high teachers shall take attendance within the first 10 minutes of each class.

Teachers are expected to keep accurate records in Skyward of all absences and tardies in some manner distinguishing between “excused” and “unexcused”. The principal will notify parents concerning unexcused absences, excessive absences, excessive absences/tardies.

Teachers are responsible for keeping track of tardies for their classes. Tardy is defined as not being in your assigned seat when the bell rings. Tardies accumulate for the quarter. All teachers are required to follow the student handbook procedures for handling tardy to class.

The school office will determine whether or not a student has make-up privileges for time missed. If a student leaves during the school day, they are always responsible for signing out at the office. If they fail to do so, the absence will be unexcused.

IHSA and IESA regulations will be followed for the student to participate in practice or an activity per the student handbook.

Teachers may not excuse students from school without approval of the building principal.

ATHLETIC ACADEMIC ELIGIBILITY: (changed 08/08/25) To participate in an interscholastic athletic program, a student must meet the scholastic eligibility requirements established by the IESA, IHSA, and New Berlin CUSD #16.

Teachers are required to update their online grade books by **3:30 PM each Thursday**. Weekly grade reports are generated by **10:00 AM on Friday** (or the last school day of the week). The principal and District Athletic and Activities Director are responsible for determining student eligibility on a weekly basis.

High School Eligibility:

- Students must have passed all academic classes in the **previous semester**.

- In addition, students must be **passing all current courses** during the semester to remain eligible.

Junior High Eligibility:

- Students must be **passing all classes** to participate in athletic programs.

Any **failing grade (F)** will result in ineligibility for the following week, from **Monday through Saturday**. Students who receive a failing grade will be notified via an eligibility letter from the District Athletic Director.

Once declared ineligible, a student's status **cannot be reversed** unless a legitimate error has been identified by the teacher or the District Athletic and Activities Director. In such cases, the student will be reinstated immediately.

All questions regarding eligibility should be directed to the **Athletic Director or building administration**.

BEFORE SCHOOL/AFTER SCHOOL/BUS DUTY: Teachers will share equally in helping with before school and after school supervision as assigned by building administration. If a teacher has a conflict with their assigned duty, it is their responsibility to find a replacement. Any problems encountered on duty need to be reported to building administration.

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

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

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

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

CALENDAR: To ensure that there are no conflicts with all activities, on an annual basis teachers will be asked to input calendar dates for the school year. The administrative team will then review the requested calendar dates to ensure there are no conflicts and contact the teacher to choose an

alternate date. If you need to schedule an activity on the school calendar, please notify the building principal as far as in advance as possible.

All staff members are expected to add required meetings to their personal calendars to ensure they meet their obligations.

A two-year calendar is established for the purpose to notify parents and staff of days off well in advance. It is important for staff to not schedule vacations during the 180 required contractual days. Due to emergency days being unknown, it is best to schedule vacations outside these days.

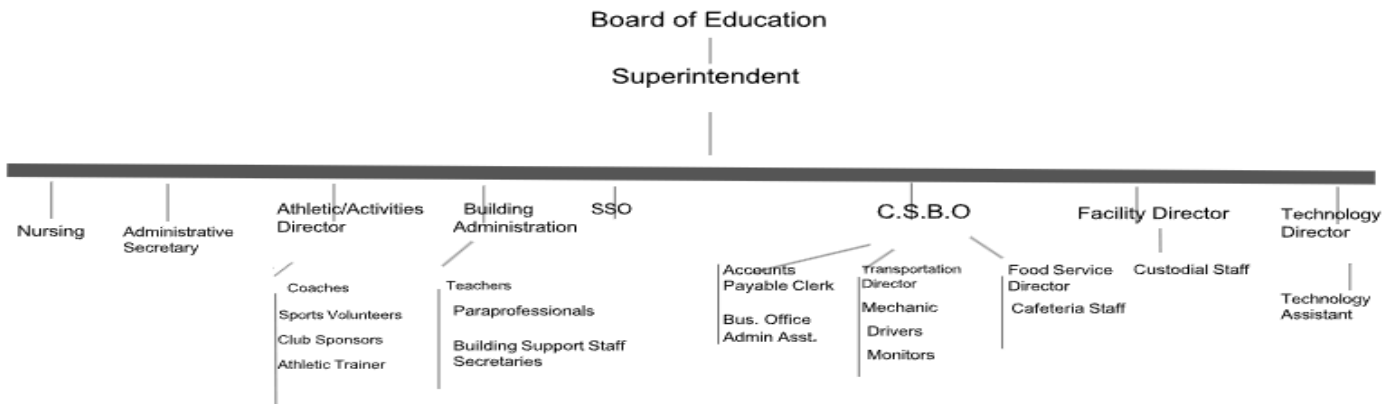
CANDY, DRINKS OTHER THAN WATER BOTTLES, AND PARTIES IN CLASS: Candy, food, gum and drinks outside water bottles are not to be allowed in class. All parties are to be approved by the principal. If students have luncheons, the cafeteria and office must be notified at least one (1) school day prior.

CELL PHONES: Students - New Berlin schools have a policy for student cell phone use. Teachers are required to follow the policy and procedures that are put into place by policy and stated by their building principal. Cell phone use by students should be restricted. In the event that you think a phone call is necessary, please send the student to the office to use the main school phone lines.

Staff- Cell phones should not be disruptive to the classroom environment. Cell phones, texting, and classroom phones should only be used for school business or emergency purposes. There are always incidencies where phone use is needed to communicate with family members or to take care of a household situation. **Staff should not be on their cell phones when supervising students and/or providing instruction.** Staff members should make every effort to make those calls when students are not present.

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

New Berlin CUSD 16 Organizational Chart



rvsd 7.1.26

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

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

1. On Matters Involving Instruction/Curriculum

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

2. On Matters Involving Student Discipline

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

3. On Matters Involving Athletics or Extra-Curricular Activity

- a. Coach or Club Sponsor
- b. Athletic Director
- c. Principal (eligibility/student discipline)
- d. Superintendent
- e. Board of Education

4. **On Matters Involving Facilities/Grounds/Building**
 - a. Facilities Director
 - b. Superintendent
 - c. Board of Education
5. **On Matters Involving Transportation**
 - a. Transportation Director
 - b. Building Administration (for student discipline)
 - c. Chief School Business Official
 - d. Superintendent
 - e. Board of Education
6. **On Matters Involving Cafeteria and Food Service**
 - a. Food Service Director
 - b. Building Administration (for student discipline)
 - c. Chief School Business Official
 - d. Superintendent
 - e. Board of Education
7. **On Matters Involving Student Health & Wellness**
 - a. School Nurse
 - b. Principal
 - c. Superintendent
 - d. Board of Education
8. **On Matters Involving Administration and All Other District Directors**
 - a. Superintendent
 - b. Board of Education
9. **On Matters Involving Superintendent**
 - a. Board of Education

CHARACTER EDUCATION: While the primary responsibility for developing good character in children lies with families, schools and community organizations also play a vital supporting role. At New Berlin CUSD #16, all staff members are expected to contribute to character development by modeling positive behaviors—particularly self-regulation during times of stress.

The district remains committed to promoting character education both inside and outside the classroom. Building-level PBIS teams will develop and implement incentive programs to support and recognize positive character traits in students.

All teachers will need to utilize the vocabulary associated with the following verbs with students, parents, and other educators.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned/in the heat of the moment	Spontaneous/often unintentional behavior	Intentional behavior	Is often planned and done on purpose
All parties are upset	Can upset and cause hurt feelings	Can hurt others deeply	Can cause serious, life-long emotional damage
All parties want to work it out	Often based in thoughtlessness or poor manners	Often based in anger; impulsive cruelty	The bully is trying to gain power or control over the target
All parties will accept responsibility	Rude person should accept responsibility	Behavior is often regretted	The bully often blames the target
An effort is made by all parties to solve the problem	Apology	Apology is often sufficient	The target wants the bully's behavior to stop
Can usually be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be ignored	Cannot be resolved through mediation, should be reported

Source: Adapted from Jennifer Astles, DASA Newsletter, January 2014, TST BOCES and modified by the School District of Lee County, Student Services

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

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

1. Begin the school year building relationships with students.
2. Say what you mean and mean what you say.
3. Be positive when correcting inappropriate behavior and provide choices.
4. Have a reason for what you ask a student to do and when possible, take time to give a reason.
5. Be honest in what you say and do. A student's faith in you is a great help.

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

Each year, the building principal will request a copy of each teacher's classroom management plan. Routines and procedures, positive behavior expectations, discipline measures, resolving conflict, consequences, teaching and grading expectations will be outlined. It is highly encouraged that students sign off on the CMP as well as the teacher communicating and getting parent sign signatures. Administration has the authority to amend or change a classroom management plan.

Whole class/group punishment is not to be utilized as a positive discipline strategy.

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

COMMITTEES/TEAMS: Staff members will be asked to serve on various building and/or district committees or teams per the CBA.

COMMUNICATION - WITH PARENTS: Two-way communication is expected as this has been determined to be an area of improvement. A phone call, note home, or e-mail can make a difference in student attitude and performance in many cases. Teachers need to establish what method is preferred. **If a parent response is needed and not received within 24 hours, the teacher will need to make a phone contact.** Many times serious difficulties can be avoided by letting parents know what their son/daughter is/isn't doing in class. Check voicemail and email daily and return parent phone calls as soon as possible. Staff members must document all parental contacts. This will be used to determine the number of students whose parents had contact with the school for the

ISBE Illinois School Report Card data reporting purposes as well as for evaluation purposes. Discipline and behavior issues can be dealt with more efficiently and effectively if interventions that have taken place previously within the classroom are documented.

Teachers should notify their principal if any parental or public contact has a particularly negative connotation. Principals that are kept informed can aid the teacher. It is important that any threats be reported immediately.

Parent notification through Skyward or e-mail only is discouraged because you have no way of knowing if they are the ones actually receiving the notifications and/or responding

Other than through phone, Skyward, or e-mail, all teachers are expected to communicate with parents through the Rooms Application through Thrillshare. Teachers will go through training and expectations will be communicated by the building principal. The use of this app is to streamline the different platforms that teachers and coaches have to use. Using this platform, teachers will no longer have to maintain teacher web pages and/or the classroom newsletter. The expectation is that you will use ROOMS once per week with a communication sent to parents (tests, field trips, days off, upcoming events, school calendar days, midterm, end of nine weeks, homework reminders (reading/writing/math skills, etc.).

COMMUNICATION - STAFF: All staff members are expected to check mailboxes, e-mail, and voicemail each day, in the morning, during prep, and before leaving. In addition, it is the responsibility of all staff to read communications shared with them by administration in a timely manner.

Open communication is essential in all aspects of the operation of our building and district. This includes communication between classroom teachers, specials/elective teachers, office staff, support staff, food service staff, and custodians. It may not always be possible to conduct the activity due to required minutes and/or special education services as stated in a student's IEP. It is required that you have a conversation with the case manager first. In addition, ask yourself, "Whose work schedule may I be affecting by carrying out this schedule?"

COMMUNICATION - STUDENTS: All communication with students by staff members will be business only utilizing only a district approved communication platform which includes Skyward, Google teacher/student e-mail accounts, and in-person. At no time, should staff communicate with students by cell phone, texting, social media (FaceBook, Instagram, SnapChat, etc.), or on any other personal social media platform.

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

CONFIDENTIALITY OF INFORMATION: As education professionals we need to be committed to promoting a respectful environment that retains the full trust and confidence of students, staff, and

faculty. In our daily work, we are in the unique and responsible position of having access to and being aware of an array of highly sensitive personal and medical information. This information comes to us directly from individuals or third parties associated with them. Information we have received of a personal nature will be disclosed to other parties or colleagues only when it is legally required or on a strict need-to-know basis.

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

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

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

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

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

CURRICULUM: The Superintendent of Schools may establish a committee or committees to provide staff input for curriculum development. All significant curriculum changes must be approved by the Board of Education following the recommendation by the Superintendent of Schools.

Teachers are expected to follow the Illinois Learning Standards by using the curriculum resources that have been purchased by the district. Grade level and/or Content Curriculum Maps are to be followed on top of all the curriculum mandates set forth by the Illinois State Board of Education. All lesson plans are to be aligned to the standards

CUSTODIAL SERVICES: Although the custodians are responsible for general daily cleaning of the classroom, the teacher is responsible for keeping an orderly room. Teachers should perform a visual sweep of their rooms before leaving each day to assure that things are in order. Teachers should avoid leaving items on the floor or on trays under students' desks. Due to time schedules placed on the custodial crew, clutter and disorganized rooms may not receive the same service as organized, well-kept rooms. Teachers who have custodial issues should notify the Facilities Director.

DISCIPLINE: Staff members are responsible for maintaining discipline in all situations involving students in the school building or at school activities. Supervision duty will be assigned by the Building Principal and the Superintendent of Schools.

Discipline is the responsibility of all staff members at all times. Good school discipline cannot be achieved or maintained without the help and coordination of all staff members and the administration working together. Good discipline is essential to the success of the educational program. Positive Behavior Interventions and Supports (PBIS) will be utilized in all New Berlin Schools. All classroom management plans should fall under these expectations and procedures.

When student behavior is positive, motivated, and appropriate, learning is successful and teaching is rewarding. Our schools must provide a positive and safe place in which children can grow emotionally and academically. It is about building good relationships first and foremost. Teaching and modeling expectations to students in the classroom, hallways, cafeteria, offices, gym, bus, etc. is key. Expectations should be stated and enforced consistently and fairly.

Classroom management is vital to student learning. Teachers are to design classroom rules that will facilitate learning. Students must be instructed in these expectations and reminded of them frequently. Students are required to sign off on receiving the classroom management plan. These sign offs are to be kept in a secure location by the teacher in the event that it may be necessary for administration to request them. All teachers are to submit a copy of their Classroom Management Plan to their building principal/assistant principal. Administration has the authority to amend or change a classroom management plan.

When a discipline problem develops in the classroom, it is usually best to do only what has to be done at the moment to quiet the disturbance. At the earliest possible time, meet with these students to clarify and correct the problem. Discipline problems sometimes intensify when a student is severely reprimanded in front of the class and feels the need to "save face."

Teachers are expected to handle their own discipline problems whenever possible. However, there are those occasions when student behavior becomes so chronically disruptive, or is so severe in nature, that the student must be removed from the classroom immediately. For incidents that require a student to be removed from the classroom by an SSO or administrator, teachers will be required to write up a discipline referral and/or any further documentation as required by an IEP or 504 Plan. In these situations, the administration will determine the discipline consequences.

All procedures for processing referrals will be reviewed at the beginning of the school year.

The schools use a wide variety of disciplinary measures including denial of privileges, removal from the classroom, before or after school detention (including Saturday detention), Directed Study Room (DSR), suspension (out of school) and expulsion.

Detailed explanation of the school district discipline program can be found in the Student Handbook. In addition, the School Safety Officers are not responsible for getting the classroom under control for teachers.

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

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

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

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

Perseverance

Respect

Integrity

Discipline

Empathy

Belief Statements

We believe all students have individual talents.

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

We believe in our teachers' passions.

We believe learning extends beyond the classroom.

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

We believe in Pretzel Pride.

We believe in the value of every person.

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

We believe that character counts.

We believe that Pretzels serve others and achieve their dreams.

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

DOORS: Classroom doors need to be locked, shut and lights turned off when leaving the classroom at any time.

DRESS AND APPEARANCE: The personal dress and appearance of teachers has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. **Staff may wear jeans on Fridays paired with business casual attire. Jeans must be free of holes, rips, and tears. Yoga pants, leggings worn as pants, hoodies/sweatshirts and casual T-shirts, aside from spirit wear, are not appropriate.**

Athletic wear would be considered appropriate for individuals teaching PE. Footwear should mirror your professional dress and be safe and appropriate for your position

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

am unless circumstances prevent such distribution of information. **The Superintendent will work with the District Athletic and/or Activities Director on if and when practices and/or games will occur.**

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

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

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

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

Upon Notification of an incident, the Principal will:

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

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

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

Upon Notification of an incident, the supervisor will:

- investigate and evaluate the situation applying discipline measures as per the student handbook and contact the parent/guardian
- ensure that the accident report is completed
- ensure that the staff member involved is seen by the school nurse or if necessary seeks medical treatment

- report the incident to the local law enforcement authorities immediately and to the Department of State Police's Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

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

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

Upon Notification of an incident, the Principal will:

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

EMPLOYEE USE OF SCHOOL EQUIPMENT AND SUPPLIES: Board of Education policy prohibits the use of school facilities, equipment or materials for outside job interest. If a staff would like to utilize the facilities, they will need to fill out a Facility Usage Application which can be found on the "FORMS" tab on the district website. There are fees and procedures that must be followed.

For all other requests, please contact the Superintendent.

EVALUATIONS - CERTIFIED: The main purpose of evaluating staff members is for professional growth and to ensure that high quality of instruction is in place. Through evaluations, strengths can be recognized and areas of needed improvements will be identified. The evaluation instrument and procedures are designed to provide for both teacher and administrative involvement throughout the evaluation process.

EXTRACURRICULAR ACTIVITIES: The school system offers a large range of student activities including clubs, athletics, drama, etc. These activities are an important part of the school program. Staff members are expected to attend all activities, practices or meetings of teams, groups, or clubs, which they sponsor or supervise. Staff members are expected to encourage students to participate in these activities and to be supportive of their participation.

FACULTY/COMMITTEE MEETINGS: As per the CBA, teachers are required to attend faculty meetings. Faculty meetings may be scheduled either before school or after school. A yearly calendar

with all faculty meeting dates will be given to all staff at the beginning of the year. Staff should reserve these dates and avoid scheduling any appointments, etc.

Committees may be established by the school district administration to meet the needs and interests of the school system. Teachers are expected to accept assignments to serve on these committees.

FIELD TRIPS: Board of Education policy recognizes the value of field trips and requires the Superintendent of Schools to develop guidelines and regulations for field trips. These guidelines and regulations are necessary because of the many potential consequences involved in taking students out of school for a period of time. For the 26-27 school year, a grade level can take one field trip that requires bussing along with any walking field trips to the fire department, Sangamon County Art Show, and the public parks. All field trips requiring bus transportation will need to be taken no later than May 7, 2027.

1. All field trips shall be supervised by staff members and other adults.
2. A field trip form must be completed and returned to the principal at least two weeks before the date of the field trip.
3. The field trip must be related to the educational program, include all pupils assigned in the class and be part of the school day.
4. Teachers in grades Pre-K thru 12 may request a field trip each year. The trip must be during the school day with the return time being no later than 2:30 pm.
5. Students taking part in field trips must pay all costs of the trip, unless otherwise provided for by the Board of Education.
6. Parents grant permission for field trips per online registration form.
7. Teachers should strive to have one (1) volunteer for every 10 students. All parent volunteers will need to provide their own transportation to the field trip site.
8. Volunteer supervisors must be approved by the principal with the appropriate volunteer background checks completed.
9. Participating students and staff members must show proof of accident and health insurance coverage.
10. No students shall be excluded from any field trip because of a lack of funds.
11. Any trip taken out of state must be approved by the Board of Education at least a month in advance for board approval.
12. Any field trips curriculum related or non-curriculum related that include overnight stay must be Board approved at least one month prior to the trip.
13. For walking field trips, teachers will need to communicate to parents that students will need to walk back to school unless there are extenuating circumstances approved by the building principal in advance.
14. Notify the Food Service Director if students will not be eating lunch.

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

FMLA SUBSTITUTE PLANS: Teachers are to leave extensive, detailed substitute plans for the long-term substitute to follow. In addition, the instructional period/daily and weekly routine needs to be outlined for the substitute to adhere to so students are provided a seamless transition. Plans for what assignments to grade and provide feedback, how to input grades, how to communicate with parents, and all other recordkeeping must be outlined. If the substitute teacher will be conducting parent-teacher conferences, the teacher must provide an agenda on what should be covered. If the substitute will be finishing out the school year, instructions on how to leave the classroom should be communicated.

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

GRADES: Teachers shall establish reasonable standards for grades that accurately measure the students' mastery of the learning objectives. These standards shall be explained to students at the beginning of the school term. Students should be kept informed as to the status of their grades.

Grade Entry Expectations

Purpose:

To ensure timely and consistent feedback for students and families, this policy outlines expectations for grade entry and updating in the student information system.

Policy Statement: Teachers are expected to update grades in the official gradebook system **within one week (7 calendar days)** of a student's submission of an assignment, assessment, or project. This ensures that students and parents receive prompt feedback, supports academic planning, and promotes transparency and accountability.

Expectations:

1. **Timely Entry:** All graded work must be entered into the gradebook within 7 days of student submission.
2. **Ongoing Communication:** If grading delays are expected due to extenuating circumstances (e.g., illness, extended absence, large-scale projects), teachers must communicate with their building administrator and, when appropriate, inform students and families.
3. **Make-up Work:** Assignments submitted after the original due date should be graded and entered within 7 days of the late submission.
4. **Professional Responsibility:** Adhering to this policy is considered a component of professional responsibilities and will be reviewed during teacher evaluations under Domain 4 of the Danielson Framework.

Monitoring and Support:

Administrators will conduct periodic gradebook audits to ensure compliance. Teachers needing assistance with workload management or grading strategies are encouraged to seek support from lead mentors and/or administration.

Our school district is on four nine-week grading periods. If a student is performing poorly or there is a significant change in academic progress at any time outside progress report dates, the teacher is to make a parent contact. If a student receives a D or F, they should include teacher comment(s) on the

quarterly report. Incomplete grades should be given only to students who have a circumstance and have not yet had the opportunity to make up missed work. The teacher is responsible for updating incomplete grades. The principal and/or Director of Student Services will communicate with students that fall into this category.

The following grade scale has been established by the Board of Education and is the only acceptable scale to be used by teachers at all times:

Grades 4 - 12 Grading Scale	
A	100-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59-0

Mid-term reports shall be sent to parents of students who are failing or in danger of failing (D). Progress report dates will be shared at the beginning of the year.

K-3 Grading System - A Standards Based Grading and Reporting System will be used for all subjects at the Elementary. Student progress will be reported using the following performance levels. All K - 3 teachers shall update their gradebooks after grading an assessment and/or students' work that is linked to a standard.

- 4 – Exceeds Expectations - Student is consistently performing above academic expectations
- 3 – Meets Expectations - Student is consistently performing/attaining all academic expectations
- 2 – Approaching Expectations - Student is progressing but not consistently performing/attaining academic expectations

1 – Significantly Below Expectations - Student is not progressing and/or is not attaining academic expectations.

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

DRAFT

HANDLING EMERGENCY SITUATIONS:

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

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

HEALTH/LIFE SAFETY GUIDELINES: These guidelines are strictly enforced. Any unauthorized alterations to the interior construction or structure may result in disciplinary action and/or financial liability for damages.

- **Emergency signage** is to be posted at all times within each classroom throughout the school year.
- A 42-inch safe, reliable and unobstructed **means of access** travel shall be provided from any location in an occupied room at all times.
- A **door** is required to look like a door. Means of egress doors shall be readily distinguishable from adjacent construction and finishes such that doors are easily recognizable as doors. Curtains, drapes, decorations or similar materials shall not conceal egress doors. (This can be maintained by not covering an area of at least four (4) inches wide on the outside perimeter of the door and door hardware shall be visible or not covering 12 inches at bottom and top of door and leave 8-inches uncovered around the door handle hardware.)
- Glass panels on **classroom doors** are required to have a minimum of 100 square inches of viewing space.

- **Door stops** are to be removed from exit doors and doors should be closed when classrooms are vacant.
- Magnetic slips **locking door hardware** from latching are found throughout the building. Doors are required to latch to prevent the spread of fire.
- There should not be any paper adhered to **ceiling tile** or hanging from the ceiling and/or lights.
- All staff will be required to utilize “teacher tape” when **hanging items** on the wall. This is the **only method allowed**. You will need to seek “teacher tape” from the office secretaries.
- **Staples** are to be used only on bulletin boards and/or bulletin board strips.
- There are to be **no devices/structures hanging** from the ceiling or classroom lights. Ceiling tiles are not to be disturbed.
- On any **wood frame doors**, please refrain from using tape
- All **chemicals** are to be stored in secure areas and doors locked when a responsible adult is not present.
- Potpourri pot with wax melt is not acceptable or other items that have **hot liquids**.
- Candles and items using **open flames** are not acceptable.
- All **sprinkler heads and smoke detectors** should have a clearance area from the ceiling of at least 18 inches and 24 inches in non-sprinklered areas.
- There are to be no extension cords. Please utilize power strips. See the **Facilities Director** if you need one. (An UL approved heavyweight extension cord can be used as a temporary source of power but is required to be unplugged from the wall and removed after each use)
- No storage of flammable products is allowed in **boiler rooms**.
- **Boiler rooms** are not storage rooms. The boiler room shall be kept free of all material and equipment not necessary to the operations of the heating system. **Combustible storage** of any kind is not permitted in boiler rooms.
- Artwork/student work in **hallways/corridors** is to be limited to 20% or less of the wall space.
- Artwork/student work in **classrooms** should be limited to 30% or less of wall space. Decorative paper is not to be used as wallpaper in classrooms.
- **Safe Storage** – items are to remain inside the perimeter of the top of the cabinet and/or shelf. Items are not to be stacked in a manner that they are slanting in the direction of the open portion of the stored area.
- **Hallways/corridors** are to be free of tables, chairs, etc
- Chains and padlocks are never used on **doors** to prevent egress from the building.
- Staff members utilizing science labs, family and consumer sciences and agricultural technology areas should be knowledgeable of **shut-off valves** for power and gas in these areas.
- **Classrooms** are not to contain any upholstered furniture, carpets, pillows or other items covered with fabric or upholstery without proof of materials being non-flammable. These articles are to have original tags stating that they meet the California Flammability code and/or have Class I fire rating.

- All **electrical items** have labels stating they are UL or ETA approved.
- Christmas/**Decorative lights** aren't allowed as decoration on bulletin boards or outlining whiteboards unless the plug is cut off making them inoperable.
- **Personal refrigerators, coffee pots, microwave ovens**, etc are not to be present in classrooms.
- **Fire extinguishers** are to remain unobstructed and visible. Do not hang items on the extinguisher.
- Utilize a **ladder** not a classroom chair when hanging items at a height or when you are needing to get something out that is taller than you.

HOMEBOUND AND HOSPITAL INSTRUCTION: A student who is absent from school for more than two consecutive weeks because of health or physical impairment may be provided the services of a certified teacher in the home or hospital. Eligibility needs to be established with a written statement from a licensed medical examiner and a written parental request filed in the Principal's Office. The appropriate paperwork and information can be provided by a school administrator.

HOMEWORK: Homework assignments are an important part of the learning process. All students, including those in elementary grades, should be engaged in homework activities on a weekly basis. Elementary students, in particular, should regularly practice reading, writing, and math skills.

When making homework assignments, there are a number of factors that should be considered:

1. The ability level of the student.
2. The amount of time available to students to do homework.
3. Homework should be a positive experience. It should not be busy work, nor should it be used as a disciplinary measure. It should be additional practice on exercises, reading and/or writing of material on a specific subject, in-depth follow-up classroom activities, independent reading, or project work related to a subject.
4. Starting the homework assignment in class allows the teacher the opportunity to correct misunderstandings about the assignment. It also ensures that each student does begin the assignment. Students should be academically engaged for the entire class period.

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

INSTRUCTIONAL MATERIALS: All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;

2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. **No R-rated movie** shall be shown to students. Appropriate portions of R-rated movies may be shown only with prior approval of the Superintendent or designee. No movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. **The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.** Any portion of audio visual materials used in the classroom for any reason will be approved by the administration 1 week prior to use in the classroom.

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

INTERNAL SUBSTITUTION: Teachers may be asked to cover classes for colleagues when a substitute teacher cannot be secured. Compensation for internal subbing is determined by the collective bargaining agreement and is based on 60-minute increments. Since a junior high/high school period is 45 minutes, the rate will be prorated accordingly.

If internal coverage is needed, teachers must first receive approval from an administrator before requesting assistance from the Principal's secretary.

Teachers will be compensated in accordance with the contract for internal subbing, except in cases where coverage is provided during the first or last 30 minutes of the contractual workday to assist a colleague. In those instances, compensation does not apply.

INVENTORIES: Thorough inventories of equipment, textbooks and supplies should be kept by each teacher. On an annual basis, teachers will be required to update their inventory lists for insurance purposes. All donated items by parents, items purchased by PTO grants or other community grants are the property of the district. Turn in grade books and lesson plans into the principal.

In the event there is district property missing, it is to be reported immediately to the direct supervisor.

JURY DUTY/COURT SUMMONS: Full salary will be paid during the time an employee is on jury duty, serves as a witness in a trial, or has a deposition taken in any school related matter pending in court. An employee shall give notice of pending jury duty to the District no later than five (5) days prior to the date the employee will serve.

LAMINATING: Please remember that laminating film is expensive. Try to wait until you have several things to laminate, as there is less waste at the beginning and end. All items will be laminated by a building secretary.

LEAVING THE CLASSROOM: It is our responsibility to supervise children throughout the day. We are held “in loco parentis” meaning “in place of parent”. Teachers are not to leave students unsupervised in the classroom. If it is necessary that a teacher be absent from class for a period of time, arrangements should be made with the principal to provide supervision. If an emergency should develop the teacher will contact the school office/secretary right away and the building administration will be contacted immediately for assistance. The teacher needing to leave the room will ask another teacher to supervise the class.

LEAVING SCHOOL DURING THE DAY: Staff members are expected to check with the main office before leaving between the hours of 8:00 am and 3:31 pm. Staff members needing to leave campus during this time must receive administrative approval prior to leaving. Departure time, destination, and expected time of return must be recorded in the staff checkout binder in the main offices.

LESSON PLANS: All staff members are required to maintain daily lesson plans. Written plans must be prepared using the designated online platform, Planbook. Principals will review and communicate specific expectations regarding what must be included in Planbook entries.

For staff members teaching the same grade level or course—either individually or as part of a team—collaboration is essential. Content delivery should be aligned and remain within three (3) instructional days of one another.

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

LUNCH PROGRAM: School breakfast and lunch are served daily and available to all staff members. Meals must be paid for in advance, either by check (made payable to CUSD #16) or through the district’s online payment system.

Staff meal accounts must maintain a positive balance at all times. If an account has a negative balance, the staff member will not be permitted to receive meals until the balance is brought current.

It is the responsibility of each staff member to monitor their account balance. The district office will notify individuals if access to meals is denied due to a negative balance.

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

MAKE-UP WORK-STUDENT: If teachers are sent a notice or e-mail to send make-up work home, parents will be asked to pick up any make-up work after 3:00 pm or be sent home with a sibling or neighborhood student. Teachers should automatically prepare make-up assignments beginning with the first day that a student is absent.

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

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

1. **ALL** prescription medications that are brought to school must be sent to the nurse's office to be stored in a locked cabinet. It is recommended that medications be delivered to the school by a parent.
2. Over the counter non-prescription medications such as cough syrups are discouraged at school. Only with specific written requests from the parent shall it be allowed.
3. Prescription medications must be sent to school in the original container as dispensed by the pharmacy or physician and accompanied by a written note from the parent and physician including the name of the drug, dosage, route of administration, time of administration, and duration of therapy. Any change in the dosage or administration must have written authorization from the prescriber. Medication forms are available in the nurse's office.
4. The morning doses of medications should be given at home.
5. Students who require acetaminophen (generic Tylenol) for complaints of headache or pain must have the permission slip on the enrollment form signed by the parent. Generic Tylenol is kept in a locked cabinet in the nurse's office for self-administration by the student with the nurse monitoring the storage and safety of administration.
6. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
7. Questions concerning medications will be referred to your physician.
8. Self-managed medications will be evaluated individually by the school nurse (i.e.: asthma inhalers). Written directions for self-managed medications must be obtained from the physician and parent.
9. The school has not only the right, but also the responsibility, to refuse to administer any medication at school if properly qualified individuals are not available. The District cannot require a teacher to administer medicines to students. School guidelines state clearly that

medicine should be stored in the nurse's office and administered by either the nurse or the principal. It is allowable by law that a teacher can administer medicine by choice if an unusual situation should arise that would require medication and the nurse or principal would not be available.

10. The school will ascertain from the parent and/or the physician the necessity for administering medication during the school hours and will retain the discretion to reject requests that do not meet the medication guidelines.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS): This is the practice of using data to help match students targeted support(s) based on academic and social-emotional behavior assessment and instructional resources to each student's needs. Principals will ensure that all students are receiving high quality Tier 1 instruction. Tier 2 and Tier 3 interventions will be provided based on student needs and monitored on a frequent basis as required. The information gained from the MTSS process will be used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

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

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

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

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

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

PARKING - STAFF: The district provides parking for all staff members. Please park in the designated lot as stated by your direct supervisor at the beginning of the year. It is highly recommended that your vehicle be locked as well.

PAYROLL: Certified staff members have twenty-four (24) semi-monthly pay installments. Employees will be paid in accordance with the Agreement.

PBIS: Positive Behavior Interventions and Supports (PBIS) will be utilized PK - 12 to enhance and provide consistent expectations and procedures. All classroom management plans should fall under these expectations and procedures.

When student behavior is positive, motivated and appropriate, learning is successful and teaching is rewarding. Many events determine student behavior. Our responsibilities are to provide a positive and safe place in which children can grow emotionally and academically; remember this is something that all children need.

Remind students what is expected of them in the classroom, hallways, cafeteria, offices, buses, outside, etc. Your expectations should be stated firmly and enforced consistently and fairly. Each school's PBIS team will review the school wide expectations as well as the expectations for other areas in the building and outside.

PERMANENT RECORDS: All such records will be kept in the office.

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

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

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

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

POLITICAL ACTIVITIES: Board of Education policy prohibits staff members from engaging in partisan political activity during the hours the staff member is employed by the school district. Nor shall students be used in any manner to promote partisan political activity. This policy does not prohibit those activities of a political nature that constitute legitimate subject matter in the appropriate

classrooms. When teaching, be informative and present a balanced view. Be respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.

PREP (PREPARATION) TIME: Prep time is scheduled and is to be utilized for professional duties. Prep time occurs during the regular student attendance day when the teacher is not assigned teaching or other duties. On days of early dismissal, those teachers who lose their prep period shall not be entitled to one. On occasions such as state testing dates or when the teachers are assigned to proctor an exam during a prep period, administration will attempt to reschedule prep time.

Preparation time is not an appropriate time for personal fitness activities. Personal fitness activities on school grounds can be done before or after work hours or during one's lunch break.

PROFESSIONAL DEVELOPMENT: The school district will budget for professional development each year. Each principal will have a PD budget. The teacher will submit a request to the building administrator outlining the nature of proposed activity, its relevance to professional growth, and all anticipated costs. Building principal will approve or deny based on availability of funds, alignment with the district's goal and priorities, and the potential impact on the instructional practice. If denied, the administrator shall provide a written explanation to the requesting teacher outlining the reasons for denial.

PROFESSIONAL EDUCATOR LICENSE (PEL)/TEACHER CERTIFICATION: Teachers are responsible for maintaining updated license and payment of fees.

PROFESSIONAL ETHICS: Professionalism is of the utmost importance in our buildings. Teacher to teacher, teacher to student, and teacher to parent, and teacher to administrator should be kept on a high level. Poor language, lack of confidentiality, and speaking negatively of the school or district in public are examples of poor professional ethics.

The Illinois Educator Code of Ethics contains five core principles which provide a foundation for the responsibilities and commitments of Illinois Educators.

1. Responsibility to Students
2. Responsibility to Self
3. Responsibility to Colleagues and the Profession
4. Responsibility to Parents, Families and Communities
5. Responsibility to the Illinois State Board of Education

The Illinois Educator Ethics can be found on the ISBE website at:

<https://www.isbe.net/Documents/22ARK.pdf#search=illinois%20educator%20ethics>

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

For a student's name, picture, work or information about a student to appear on a school/district website, television broadcast and print media, parental permission must be obtained. Students will

not be identified by name in any photos published on the website. Each teacher will need to verify that parents have agreed to release their child's identity for public relations purposes.

RETENTION - STUDENT: It is mandatory that the possibility of retaining a child be discussed with the principal prior to a conference being held with the student's parents. If it is felt that the retention may be necessary, a parent conference should be held and all aspects of retention should be discussed prior to a decision being made. This is to be done as early in the school year as is possible but not any later than April 15.

SAFETY PLAN - SCHOOL AND/OR DISTRICT: Each teacher will receive an updated safety plan that must be kept in the red emergency bags provided by the main office. Emergency bags must be easily accessible and visible. Staff members are responsible for knowing what to do in case of a fire, disaster, lockdown or other emergency situation.

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

SCHOOL EQUIPMENT & UNIFORMS ISSUED TO STUDENTS: Teachers should keep complete records on all school equipment issued to students. Items, which are lost by students, or damaged through negligent use, must be paid for by the students. Coaches and sponsors are responsible for issuing and collecting school equipment. Inventories of all equipment and uniforms are required.

SCHOOL SUPPORT ORGANIZATIONS: A way to enlist parent support for the school is through the organization of parent groups. Staff members should support these organizations through membership, as well as participating in scheduled activities.

1. Parent Teacher Organization - The PTO is for parents of students enrolled in K-5.
2. Music Boosters - This club includes parents of all students enrolled in music groups.
3. Pretzel Sports Boosters- This athletic program in the junior and senior high schools receive support from this group.
4. Pretzel Foundation - This organization supports all students, PK - 12.

These organizations raise funds to help purchase equipment and pay for other activities. They also assist in other ways to promote their respective programs.

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

SEMESTER EXAMS: All high school students are required to take semester tests, which count 1/5 of the final semester grade. Failure to take a semester exam (unexcused) will result in a zero grade for that exam. Exam exemptions are listed in Junior High/High School Student Handbook.

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

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

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

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

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

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

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

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

SPECIAL EDUCATION and/or 504 Plans: Students who enter our classrooms each year with many strengths and some weaknesses. It is the responsibility of the entire staff to help each child reach his or her full potential. If you, as a professional, have concerns about a child's progress physically,

emotionally, socially, or academically, you must discuss those corners with the Problem Solving team, administration, and/or parents. As a team we will strive to find ways to accommodate a child's growth so his or her time in our district can be successful.

Each student has an Individual Education Plan (IEP) that is designed by the special education team, regular education teacher, and parents. **The IEP is a legal agreement that must be followed as it is stated in the general education classroom and/or special education classroom depending on the needs of the student.** Case managers are responsible for communicating needs and accommodations to all teachers working with students that have IEP's.

The following guidelines will help general education teachers, specials/elective teachers, and special education teachers fulfill the needs of our students:

1. Know all students who have an IEP or 504 plan. A form must be signed at the start of each year indicating that you have read and understand the student accommodations.
2. Follow the accommodations as listed in the IEP. Teachers are legally accountable for anything exactly stated in the IEP.
3. Teachers must see that their students attend all their special education classes.
4. Keep the special education case manager informed of student progress. The special education teacher should know immediately if a child is failing, not turning in assignments, and/or not making progress.
5. Out of consideration of children with special needs, plan special events when they are able to attend or arrange alternate times with the special education teacher.
6. If the case manager provides classroom teachers including specials/elective classroom reports to fill out, please do so in a timely manner by the date specified. Please refrain from putting other students' names on them as this is part of the IEP, legal document.

Teachers may consult administration concerning students that will result in being put on the Problem Solving Team agenda.

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

The following are **prohibited**:

1. Eating lunch with their parent/staff member in classrooms or in their workspace. All New Berlin students are expected to eat in the assigned cafeterias with their peers.
2. Going on a field trip with their parents. All students are expected to be doing what their assigned peers are doing for the school day.
3. Coming to work with their parent due to the lack of childcare, their school not in session, or for part of the day due to an appointment. The staff member will need to find another alternative.
4. Staying with the parent during 11:45 am/1:00 pm/2:21 pm dismissal days at the beginning and end of the year when staff are required to work until 3:31 pm.

Staff member's child/ren are to be supervised at all times by someone 14 years or older.

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

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

STUDENT TEACHERS/COLLEGE STUDENT OBSERVATIONS: All student teachers and college student observers will need to be approved by the building principal. College students who want to observe or student teach will need to be interviewed by an administrative team. Once a student teacher or observer is approved, they will need to have all the required background checks. Student teachers will be required to read this handbook.

STUDENT TRANSFERS OR MOVES: If you are informed that a student will be moving within or out of the district, please notify the office immediately. Each teacher will be required to fill out the required paperwork indicating the student's grade and return it to the office promptly. In addition, be sure to complete: books, workbook, and chromebooks checked in, desk cleared of personal belongings, and papers or art projects in student's possession.

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

1. Regularly updated (REMEMBER 2ND SEMESTER CHANGES) seating chart with first and last names (copy kept in classroom as well). Be sure to wait until all IEP communicator sheets are read to assign seating.
2. Fire escape map/tornado drill instructions
3. Map of the school
4. Your daily schedule
5. Copy of disciplinary procedures
6. Copy of attendance procedures
7. Classroom procedures and regulations
8. Bus dismissal procedures
9. Any other material you feel appropriate for carrying on your class in your absence.

Plans, which indicate study hall, should be kept to an absolute minimum. This file should be updated regularly. All substitute folders should be turned in by the end of the first week of school to the Principal's secretary.

SUPERVISION GUIDELINES: It is our responsibility to supervise children throughout the day. We are held "in loco parentis" meaning "in place of the parent." Teachers are not to leave their students

“unsupervised” in the classroom. If you must leave your classroom in an emergency, arrange for another teacher to supervise your students and instruct your students as to what they must do.

This responsibility starts before school and is with us all the time that we are here or have students under our supervision. All teachers are to be in the hallway or near their classroom door between 8:00 am and 8:15 am, during passing periods, and immediately after school. This includes teachers if they have a preparation period at the beginning of the day or first hour. Other responsibilities should be conducted during the regular period in order to make this supervision easier on all concerned. During passing periods, teachers need to be circulating within the area, including restrooms.

SUPPLIES FOR TEACHERS: At the Elementary level and JH level, common supplies such as paper, paper clips, staples, pencils, ink pens, chalk, tape, etc. can be obtained from the individual school secretaries. Teachers at the High school level should order these supplies yearly during the spring budgetary process.

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

Outlined below are a few [tips from the FBI](#) to help protect against scams and phishing attempts:

- Remember that companies generally don't contact you to ask for usernames or passwords.
- Refrain from clicking on any links or attachments in unsolicited emails or text messages. Look up the company's phone number on your own (don't use the one a potential scammer is providing), and call the company to ask if the request is legitimate.
- Carefully examine the email address, URL, and spelling used in any correspondence. Scammers use slight differences to trick your eye and gain your trust.
- Be careful what you download. Never open an email attachment from someone you don't know and be wary of email attachments forwarded to you.
- Set up two-factor (or multi-factor) authentication on any account that allows it, and never disable it.
- Be careful with what information you share online or on social media. By openly sharing things like pet names, schools you attended, family members, and your birthday, you can give a scammer all the information they need to guess your password or answer your security questions.

TEXTBOOKS: Teachers should keep accurate records on the condition and number of textbooks issued to each student. At the end of the school term, textbooks will be collected. In accordance with instructions from the principal, fines may be levied for undue damage to text materials.

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

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

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

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

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

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

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

TUITION REIMBURSEMENT: The school district provides \$175 per college course credit hour, up to 12 credit hours per year in accordance with Section 8.6 of the Collective Bargaining Agreement. All the required paperwork/forms are available in the main offices and/or on the website. Principal signature is required before it can be sent to the district office.

TUTORING: Tutoring shall be defined as teaching; privately for pay and shall be reported as outside employment.

1. There shall be no private tutoring in the school building.
2. No student shall be excused from school for tutoring.
3. No teacher shall tutor a student for pay from his or her class during the school year.
4. In discussing tutoring with parents, each case shall be considered on its merits.

5. Building principals and teachers shall avoid recommendations regarding the tutor to be secured.
6. Parents shall be urged to keep the principal or teacher informed of tutoring that is done.

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

VOICEMAIL: Teachers will be required to set up their voicemail at the beginning of the year and check it daily. It is difficult to respond to a parent concern when there has not been a timely response from the child's teacher.

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

WORK DAY: The teacher work day is from 8:00 am until 3:31 pm. Teachers are expected to be on duty in the hallway, near their classrooms, or in their classrooms starting at 8:00 am. Retrieval of information from the office or mailroom may not be completed during this time. Teachers are expected to be available during this time unless prior arrangements have been made with the building principal. Teachers must sign out of the office if they are leaving the building during these hours.

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



2026 - 2027

This handbook will be board approved on an annual basis. It is subject to change as deemed necessary by the Superintendent who will then update the board on any changes.

It is understood to be a guide for the district to communicate normal operating procedures or policies.

Board Approved 07/31/25

INTRODUCTION

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

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

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

AT-WILL EMPLOYEES

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

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

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

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

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

ABUSED AND NEGLECTED CHILDREN: Illinois law requires that all suspected cases of child abuse and neglect is reported to the Illinois Department of Children and Family Services. All school employees are mandated reporters. You will need to call 1-800-25-ABUSE or 1-800-252-2873. If you need assistance with the procedures, please see your building principal.

However, you are the one required to make the report. The principal can't make the report for you. **The CANTS 5 (WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT: MANDATED REPORTERS)** is not required for initial reporting of suspected child abuse or neglect. Mandated reporters are now required to first notify the Department of Children and Family Services (DCFS) by phone as outlined in Region IX MWLC EMSS Standard Operating Procedures, page 93. The CANTS 5 form is only completed after a report is made and if the Hotline worker indicates an investigation will be pursued. The CANTS 5 form can be found on the Illinois Department of Children and Family Services. It is an excellent resource to utilize when making the initial call.

Per the IL Department of Children and Family Services website on **July 6, 2026:**

Find support for a child you are concerned about online or by phone, 24 hours a day, 7 days a week.

1-800-25ABUSE (252-2873)

The Online Reporting System is to be used for **non-life threatening and non-emergency incidents** of abuse or neglect of a child. **If you believe the abuse or neglect you are reporting requires immediate action, you MUST call the Child Abuse and Neglect Hotline at 800-25-ABUSE (800-252-2873) to make your report.**

Immediate Danger

If you believe a child is in immediate danger that could result in death or serious harm, **CALL 911 FIRST.**

Call the **DCFS Child Abuse and Neglect Hotline** instead of using the Online Reporting System for situations including but not limited to:

- Current injuries to the child
- Immediate need for medical treatment (including a child who is suicidal)
- Sexual abuse where the involved adult has or will have access to a child within the next 24 hours
- A child is currently afraid to go home
- A child is currently in protective custody of police or medical personnel
- A child death

Teachers who make a report may be required to meet with DCFS before meeting with the child. Administration will take care of sub coverage.

ACCESS TO BUILDING/BUILDING SECURITY/ID BADGE POLICY: As part of our school security plan, access to the building during school hours is limited to the entrances with key fobs. All other entrances will be kept locked during the school day. If you take a class outside during the school day outside regular scheduled physical education and recess, be sure that you inform the building

secretaries and take your keys. Outside doors are **NOT** to be propped open at any time during the day or during before or after school for practices.

Staff members will have access to the building from 6 am to 9 pm, Monday through Sunday. If you are a coach and/or extracurricular sponsor and need access before or after these times, please contact the Superintendent's Administrative Assistant. If you are accessing the building outside the normal work hours, access the building through the main entrance with your key fob. You are responsible to make sure the building is properly secured before leaving. Please take care of any breaches in security and report them to your direct supervisor.

During the school day, all classroom doors must remain locked. Doors should only be open when the teacher is actively supervising the hallway or is at the doorway entering or exiting the classroom.

Staff are required to carry their classroom keys on their person at all times and must wear their staff ID badge where it is clearly visible. The district will provide lanyards.

All staff members are expected to wear their staff ID badge at all times while on campus, ensuring it is prominently displayed.

On an annual basis, direct supervisors will conduct a key audit so computerized key inventory records are well maintained. All keyholders will sign off on keys being issued.

ACCIDENTS: Staff members are to be alert to those conditions and situations where accidents are most likely to occur. Rules and procedures are to be adopted by staff members to minimize the chance of injury. Each school has a school nurse, but if that person is unavailable, then notify the director supervisor/building principal.

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

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

ADVERTISING/DISTRIBUTING MATERIALS/PROMOTING OWN INTERESTS: No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be

defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

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

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

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

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

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

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

ATHLETIC PASSES: Staff members will be provided an athletic pass to all New Berlin school activities that are sponsored by the district but don't include IESA and IHSA tournaments hosted at New Berlin. The athletic pass will allow the employee plus their household members entrance into the event.

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

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

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

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

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

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

CALENDAR: All staff members are expected to add required meetings to their personal calendars to ensure they meet their obligations.

A two-year calendar is established for the purpose to notify parents and staff of days off well in advance. It is important for staff to not schedule vacations during the 180 required contractual days. Due to emergency days being unknown, it is best to schedule vacations outside these days.

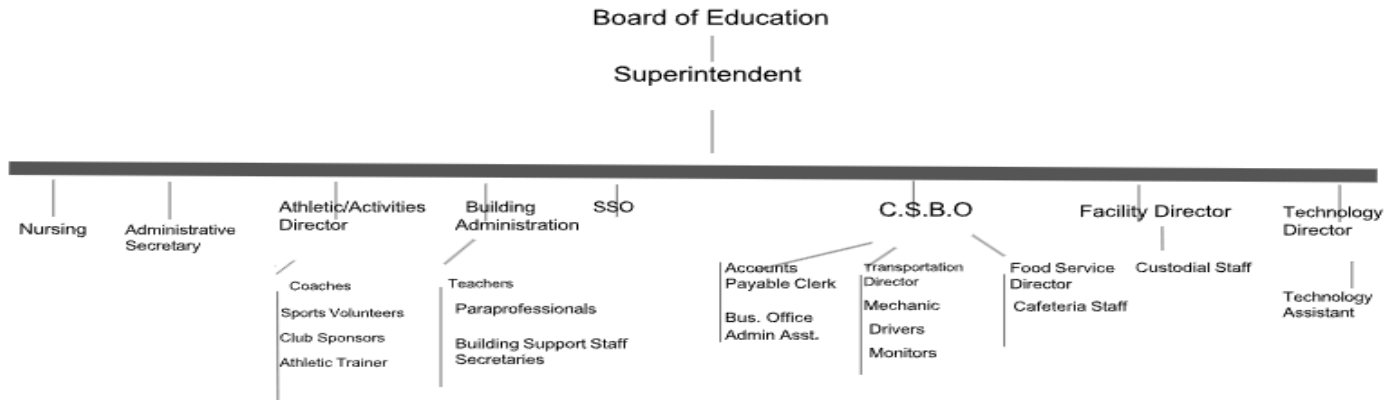
CELL PHONES: Students - New Berlin schools have a policy for student cell phone use. Teachers are required to follow the policy and procedures that are put into place by policy and stated by their building principal. Cell phone use by students should be restricted. In the event that you think a phone call is necessary, please send the student to the office to use the main school phone lines.

Staff- Cell phones should not be disruptive to the classroom environment. Cell phones, texting, and classroom phones should only be used for school business or emergency purposes. There are always incidencies where phone use is needed to communicate with family members or to take care of a household situation. **Staff should not be on their cell phones when supervising students and/or providing instruction.** Staff members should make every effort to make those calls when students are not present.

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

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

New Berlin CUSD 16 Organizational Chart



rvsd 7.1.26

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

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

1. 1. On Matters Involving Instruction/Curriculum

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

2. On Matters Involving Student Discipline

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

3. On Matters Involving Athletics or Extra-Curricular Activity

- a. Coach or Club Sponsor
- b. Athletic Director
- c. Principal (eligibility/student discipline)
- d. Superintendent
- e. Board of Education

4. On Matters Involving Facilities/Grounds/Building

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

5. On Matters Involving Transportation

- a. Transportation Director
- b. Building Administration (for student discipline)
- c. Chief School Business Official
- d. Superintendent
- e. Board of Education

6. On Matters Involving Cafeteria and Food Service

- a. Food Service Director
- b. Building Administration (for student discipline)
- c. Chief School Business Official
- d. Superintendent
- e. Board of Education

7. On Matters Involving Student Health & Wellness

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

8. On Matters Involving Administration and All Other District Directors

- a. Superintendent
- b. Board of Education

9. On Matters Involving Superintendent

- a. Board of Education

CHARACTER EDUCATION: While the primary responsibility for developing good character in children lies with families, schools and community organizations also play a vital supporting role. At New Berlin CUSD #16, all staff members are expected to contribute to character development by modeling positive behaviors—particularly self-regulation during times of stress.

The district remains committed to promoting character education both inside and outside the classroom. Building-level PBIS teams will develop and implement incentive programs to support and recognize positive character traits in students.

All staff will need to utilize the vocabulary associated with the following verbs with students, parents, and other educators.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned/in the heat of the moment	Spontaneous/often unintentional behavior	Intentional behavior	Is often planned and done on purpose
All parties are upset	Can upset and cause hurt feelings	Can hurt others deeply	Can cause serious, life-long emotional damage
All parties want to work it out	Often based in thoughtlessness or poor manners	Often based in anger; impulsive cruelty	The bully is trying to gain power or control over the target
All parties will accept responsibility	Rude person should accept responsibility	Behavior is often regretted	The bully often blames the target
An effort is made by all parties to solve the problem	Apology	Apology is often sufficient	The target wants the bully's behavior to stop
Can usually be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be ignored	Cannot be resolved through mediation, should be reported

Source: Adapted from Jennifer Astles, DASA Newsletter, January 2014, TST BOCES and modified by the School District of Lee County, Student Services

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

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

1. Begin the school year building relationships with students.
2. Say what you mean and mean what you say.
3. Be positive when correcting inappropriate behavior and provide choices.
4. Have a reason for what you ask a student to do and when possible, take time to give a reason.
5. Be honest in what you say and do. A student's faith in you is a great help.
6. Be fair. Usually it isn't punishment but perceived injustice that makes a student rebel against authority.
7. SMILE!
8. Praise and commend good qualities and actions.
9. Remember that a sense of humor is extremely important in teaching.
10. Never strike a student. It is indefensible.
11. Do not impose your personal feelings or prejudices on students.
12. Maintain poise at all times. Avoid power struggles. Try not to lose your temper.
13. Really listen to what students say.
14. Have high expectations for ALL students and yourself.
15. Be sincere in your work with students.
16. Demonstrate good character traits.
17. Never hold a student up to public ridicule. It is the surest way to create a discipline problem.

18. Let students know what is expected of them. Distribute the classroom management plan, have students sign off, and post them.
19. Expect ALL students to follow the rules - BE CONSISTENT!
20. Keep students on task the entire class period. This is an extremely important element in classroom management and discipline. This requires the teacher to practice routines with students continually.

Whole class/group punishment is not to be utilized as a positive discipline strategy.

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

A. Procedures and policies

- 1) Each employee is responsible daily for the accuracy of their clocking in and out on the computer. Any changes or corrections made on your clocking in and out must be signed by the immediate supervisor.
- 2) The supervisor in each department will supervise clocking in and out when necessary. The supervisor will be allowed to adjust clocking in and out when necessary. All hourly employees will be required to use computers or mobile app to clock in and out.
- 3) Only the individual employee can clock in or out. Clocking in or out for another employee is prohibited.
- 4) Employees are to clock in immediately before beginning work and immediately following the end of the scheduled work time. Failure to do so may result in pay loss as per recorded time sheets. Overtime must be approved by the supervisor.
- 5) A lunch break of at least 30 minutes must be clocked in and out. Employees are not allowed to skip lunch in order to leave early.
- 6) If an employee leaves during the day for reasons other than school related business, he/she should clock out and back in when they return and report it as personal/sick/vacation time.
- 7) School Emergency Closings-If an emergency day arises and it is a danger for the employee to remain at work, employees will be allowed to leave early and receive pay for the hours worked. No penalty regarding vacation or personal days will be given. If a non-emergency school situation or closing occurs and the superintendent allows offices to close, it is at the discretion of the employee's supervisor to determine whether employees are to stay or go home. Employees will be paid for the amount of time worked as directed by the supervisor.
- 8) EMERGENCY NEEDS PAY FOR 12 MONTH EMPLOYEES – 12 month employees will receive regular pay for an emergency day when they are not required to work. If they are notified by their immediate supervisor to work, employees will be paid in addition for those hours. Supervisors will develop a rotation list for emergency days.
- 9) If a 12-month employee is notified by his/her immediate supervisor to work, the employee will be paid overtime compensation in addition to the regular pay for those hours. Supervisors will develop a rotation list for emergency days.
- 10) **Without prior approval from a supervisor, no overtime will be paid.**

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

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

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

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

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

COMMUNICATION - STAFF: All support staff members are expected to check mailboxes, e-mail, and voicemail each day, in the morning, during prep, and before leaving. In addition, it is the responsibility of all staff to read communications shared with them by administration in a timely manner.

COMMUNICATION - STUDENTS: All communication with students by staff members will be business only utilizing only a district approved communication platform which includes Skyward, Google teacher/student e-mail accounts, and in-person. At no time, should staff communicate with students by cell phone, texting, social media (FB, Instagram, SnapChat, etc.), or on any other personal social media platform.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Perseverance
Respect
Integrity
Discipline
Empathy

Belief Statements

We believe all students have individual talents.

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

We believe in our teachers' passions.

We believe learning extends beyond the classroom.

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

We believe in Pretzel Pride.

We believe in the value of every person.

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

We believe that character counts.

We believe that Pretzels serve others and achieve their dreams.

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

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

DRESS AND APPEARANCE: The personal dress and appearance of support staff has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. **Staff may wear jeans on Fridays paired with business casual attire. Jeans must be free of holes, rips, and tears. Yoga pants, leggings worn as pants, hoodies/sweatshirts and casual T-shirts, aside from spirit wear, are not appropriate.** Yoga pants, leggings worn as pants can be worn as long as they aren't see through or have holes in them. Athletic wear would be considered appropriate for individuals in particular job assignments. Footwear should mirror your professional dress and be safe and appropriate for your position.

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

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

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

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

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

Upon Notification of an incident, the Principal will:

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

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

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

Upon Notification of an incident, the supervisor will:

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

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

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

Upon Notification of an incident, the Principal will:

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

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

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

- 1) Title II of the Americans with Disabilities Act;
- 2) Title IV of the Education Amendments of 1972;
- 3) Section 504 of the Rehabilitation Act of 1973;
- 4) Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; and
- 5) Family and Medical Leave Act.
- 6) Review Asbestos Report
- 7) National Origin/Immigration status

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

EMPLOYEE USE OF SCHOOL EQUIPMENT AND SUPPLIES: Board of Education policy prohibits the use of school facilities, equipment or materials for outside job interest. **If a staff would like to utilize the facilities, they will need to fill out a Facility Usage Application which can be found on the "FORMS" tab on the district website. There are fees and procedures that must be followed.**

For all other requests, please contact the Superintendent.

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

EXTRACURRICULAR ACTIVITIES: The school system offers a large range of student activities including clubs, athletics, drama, etc. These activities are an important part of the school program. Staff members are expected to attend all activities, practices or meetings of teams, groups, or clubs, which they sponsor or supervise. Staff members are expected to encourage students to participate in these activities and to be supportive of their participation.

Committees may be established by the school district administration to meet the needs and interests of the school system. Support staff are expected to accept assignments to serve on these committees.

FIELD TRIPS: Board of Education policy recognizes the value of field trips and requires the Superintendent of Schools to develop guidelines and regulations for field trips. These guidelines and regulations are necessary because of the many potential consequences involved in taking students out of school for a period of time. For the 26-27 school year, a grade level can take one field trip that requires bussing along with any walking field trips to the fire department, Sangamon County Art Show, and the public parks. All field trips requiring bus transportation will need to be taken no later than May 7, 2027.

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

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

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

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

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

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

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

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

HANDLING EMERGENCY SITUATIONS - STUDENT FIGHT AND INJURY EMERGENCY

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

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

HEALTH/LIFE SAFETY GUIDELINES: These guidelines are strictly enforced. Any unauthorized alterations to the interior construction or structure may result in disciplinary action and/or financial liability for damages.

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

- Artwork/student work in **hallways/corridors** is to be limited to 20% or less of the wall space.
- Artwork/student work in **classrooms** should be limited to 30% or less of wall space. Decorative paper is not to be used as wallpaper in classrooms.
- **Safe Storage** – items are to remain inside the perimeter of the top of the cabinet and/or shelf. Items are not to be stacked in a manner that they are slanting in the direction of the open portion of the stored area.
- **Hallways/corridors** are to be free of tables, chairs, etc
- Chains and padlocks are never used on **doors** to prevent egress from the building.
- Staff members utilizing science labs, family and consumer sciences and agricultural technology areas should be knowledgeable of **shut-off valves** for power and gas in these areas.
- **Classrooms** are not to contain any upholstered furniture, carpets, pillows or other items covered with fabric or upholstery without proof of materials being non-flammable. These articles are to have original tags stating that they meet the California Flammability code and/or have Class I fire rating.
- All **electrical items** have labels stating they are UL or ETA approved.
- Christmas/**Decorative lights** aren't allowed as decoration on bulletin boards or outlining whiteboards unless the plug is cut off making them inoperable.
- **Personal refrigerators, coffee pots, microwave ovens**, etc are not to be present in classrooms.
- **Fire extinguishers** are to remain unobstructed and visible. Do not hang items on the extinguisher.
- Utilize a **ladder** not a classroom chair when hanging items at a height or when you are needing to get something out that is taller than you.

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

Day before New Year's	Labor Day
New Year's Day	Columbus Day
Martin Luther King Jr.'s Birthday	Veterans Day
Abraham Lincoln's Birthday or President's Day	2024 Election Day
Casimir Pulaski's Birthday	Thanksgiving Day
Friday before Easter	Day after Thanksgiving
Memorial Day	Day before Christmas
Juneteenth National Freedom Day	Christmas Day
Independence Day	

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

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

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

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

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

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

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

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

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

JURY DUTY/COURT SUMMONS: The District shall pay full salary during the time an employee is on jury duty. An employee shall give the District a five day notice of impending jury duty, if possible. The District shall pay full salary during the time an employee serves as a witness upon trial or has his or her deposition taken in any school related matter pending in court.

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

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

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

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

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

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

If required by federal or state law, the District will continue to provide health or other insurance that was provided to the employee before the leave of absence and which is provided to other employees. During any leave of absence, employees remain responsible for the employee's share of the premiums and any dependent premiums for those

insurance benefits. If the employee fails to pay his/her portion of the insurance premiums for three (3) consecutive months, the District will terminate coverage.

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

Employees on leave are required to keep the District's Chief School Business Official updated as to their status and intent to return to work. Employees are required to provide reasonable advance notice of the intended return to work date. If the leave of absence is for the employee's own serious medical condition, the District reserves the right to require a fitness for duty certification from the employee's treating healthcare provider before the employee returns to work.

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

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

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

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

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

a. Personal Leave of Absence

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

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

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

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

b. Military Leave

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

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

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

c. Family and Medical Leave

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

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

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

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

A qualifying exigency is defined as follows:

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

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

The 12-week or 26-week period is measured beginning on the first date the employee commences FMLA leave. The District recognizes the 12-month period as January 1 through December 31.

The District’s policy requires the employee taking FMLA leave to use accrued sick, personal, and vacation leave, depending on the circumstance, concurrently with the FMLA leave. This means that, under certain circumstances, an employee may receive pay for all or part of an approved FMLA leave. For example, if the employee required FMLA leave for a medical- related condition, the employee will be required to use all sick leave, then personal leave, and then vacation leave during the duration of the FMLA leave. If FMLA leave continues after exhausted of paid leave, then the FMLA leave will be unpaid.

To be eligible under this policy, the law requires that an employee must have been employed by the District for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. Under certain circumstances, leave may be taken all at once, intermittently, or on a reduced schedule basis. Arrangements should be discussed with the employee's supervisor and Human Resources Manager and additional documentation indicating the medical necessity may be required.

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

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

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

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

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

LAMINATING: Please remember that laminating film is expensive. Try to wait until you have several things to laminate, as there is less waste at the beginning and end. All items will be laminated by a building secretary.

LEAVING THE CLASSROOM: It is our responsibility to supervise children throughout the day. We are held "in loco parentis" meaning "in place of parent". Teachers and/or support staff members are

not to leave students unsupervised in the classroom. If it is necessary that a teacher and/or support staff member be absent from class for a period of time, arrangements should be made with the principal to provide supervision. **If an emergency should develop the teacher/and or support staff member will contact the school office/secretary right away and the building administration will be contacted immediately for assistance. The teacher/and or support staff member needing to leave the room will ask another teacher/and or support staff member to supervise the class.**

LEAVING SCHOOL DURING THE DAY: Staff members are expected to check with the main office before leaving between the hours of 8:00 am and 3:31 pm for safety purposes. Staff members needing to leave campus during this time must receive supervisor approval prior to leaving. Departure time, destination, and expected time of return must be recorded in the staff checkout binder in the main offices.

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

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

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

LUNCH PROGRAM: All staff members are required to maintain daily lesson plans. Written plans must be prepared using the designated online platform, Planbook. Principals will review and communicate specific expectations regarding what must be included in Planbook entries.

For staff members teaching the same grade level or course—either individually or as part of a team—collaboration is essential. Content delivery should be aligned and remain within three (3) instructional days of one another.

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

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

MEDICATION GUIDELINES: Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases, where failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. Medications of any kind are **not** to be dispensed or approved by any staff

member. All medications being taken by students must be given to the school nurse and used under her/his supervision. If the school nurse is unavailable, medication shall be administered through the school office by the principal or designee.

1. **ALL** prescription medications that are brought to school must be sent to the nurse's office to be stored in a locked cabinet. It is recommended that medications be delivered to the school by a parent.
2. Over the counter non-prescription medications such as cough syrups are discouraged at school. Only with specific written requests from the parent shall it be allowed.
3. Prescription medications must be sent to school in the original container as dispensed by the pharmacy or physician and accompanied by a written note from the parent and physician including the name of the drug, dosage, route of administration, time of administration, and duration of therapy. Any change in the dosage or administration must have written authorization from the prescriber. Medication forms are available in the nurse's office.
4. The morning doses of medications should be given at home.
5. Students who require acetaminophen (generic Tylenol) for complaints of headache or pain must have the permission slip on the enrollment form signed by the parent. Generic Tylenol is kept in a locked cabinet in the nurse's office for self-administration by the student with the nurse monitoring the storage and safety of administration.
6. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
7. Questions concerning medications will be referred to your physician.
8. Self-managed medications will be evaluated individually by the school nurse (i.e.: asthma inhalers). Written directions for self-managed medications must be obtained from the physician and parent.
9. The school has not only the right, but also the responsibility, to refuse to administer any medication at school if properly qualified individuals are not available. The District cannot require a teacher to administer medicines to students. School guidelines state clearly that medicine should be stored in the nurse's office and administered by either the nurse or the principal. It is allowable by law that a teacher can administer medicine by choice if an unusual situation should arise that would require medication and the nurse or principal would not be available.
10. The school will ascertain from the parent and/or the physician the necessity for administering medication during the school hours and will retain the discretion to reject requests that do not meet the medication guidelines.

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

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

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

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

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

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

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

PARKING - STAFF: The district provides parking for all staff members. Please park in the designated lot as stated by your direct supervisor at the beginning of the year. It is highly recommended that your vehicle be locked as well.

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

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

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

- 1) Employees can accumulate up to 4 days of personal leave. Any days not used in excess of 4 will be transferred to sick leave.
- 2) No reason needs be given if five working days prior notice is given.
- 3) With less than five working days' notice, a written reason must be given to the immediate supervisor.

- 4) No days may be used immediately before or immediately after a holiday unless prior approval is granted by the immediate supervisor.
- 5) There are times during the year when personal days may be denied by the supervisor/superintendent due to the amount of workload. Employees should have alternate dates for personal days planned. No more than two (2) employees may be gone at the same time in their department unless approved by the supervisor.
- 6) Teachers' Aides must follow the guidelines listed above. In addition to the above, aides will also go by the guidelines listed below:
 - a) Personal Day requests must be made to the appropriate principal forty-eight (48) hours in advance of the day for which the leave is requested.
 - b) No personal leave will be granted for an absence occurring the day before or after the following holidays: Thanksgiving, Christmas, Easter or during the first 5 student attendance days or last 5 student attendance days of the school year or a day on which semester tests are scheduled.
 - c) No more than 2 aides, district wide, may be granted personal leave on the same day.
- 7) All non-certified employees will be allowed to use Personal Time in hours instead of ½ or full day increments.

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

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

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

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

POLITICAL ACTIVITIES: Board of Education policy prohibits staff members from engaging in partisan political activity during the hours the staff member is employed by the school district. Nor shall students be used in any manner to promote partisan political activity. This policy does not prohibit those activities of a political nature that constitute legitimate subject matter in the appropriate

classrooms. When teaching, be informative and present a balanced view. Be respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.

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

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

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

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

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

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

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

With Early Retirement Option Costs:

15 years within District-\$1,000
20 years within District-\$1,500
25 years within District-\$2,000
30 years within District-\$3,000

Without Early Retirement Option Cost:

15 years within District - \$6,000
20 years within District - \$7,000
25 years within District - \$8,000
30 years within District - \$9,000

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

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

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

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

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

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

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

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

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

Any person who believes himself or herself to be subject to sexual harassment may file a written complaint with the Superintendent who shall promptly conduct an investigation. The investigation may include interviews and hearings at which testimony is taken under oath. At the conclusion of

the investigation, and in no case later than 30 days from the filing of the complaint, the Superintendent shall make a written report of his conclusions and recommendations, which he may have drawn. In the event the person presenting the complaint is dissatisfied with the recommendation and the conclusion of the Superintendent, an appeal may be taken to the Board of Education. An appeal shall be filed with the Board of Education by service at the Board office. The Board of Education shall uphold or reject the

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

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

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

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

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

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

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

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

- After 5 years of service..... 12 days
- After 10 years of service..... 14 days
- If 80 days are accumulated after 15 years of service..... 16 days
- If 110 days are accumulated after 20 years of service..... 18 days
- If 140 days are accumulated after 25 years of service..... 20 days

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

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

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

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

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

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

1. Eating lunch with their parent/staff member in classrooms or in their workspace. All New Berlin students are expected to eat in the assigned cafeterias with their peers.
2. Going on a field trip with their parents. All students are expected to be doing what their assigned peers are doing for the school day.
3. Coming to work with their parent due to the lack of childcare, their school not in session, or for part of the day due to an appointment. The staff member will need to find another alternative.
4. Staying with the parent during 11:45 am/1:00 pm/2:21 pm dismissal days at the beginning and end of the year when staff are required to work until 3:31 pm.

Staff member's child/ren are to be supervised at all times by someone 14 years or older.

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

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

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

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

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

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

Specific responsibilities for bus monitor, hallway monitor, cafeteria monitor, and gym supervisor for before and after school will be provided to NBE paraprofessionals at the beginning of each school year.

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

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

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

TIME SCHEDULES - EMPLOYMENT YEAR:

1) TWELVE MONTH EMPLOYEES

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

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

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

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

2) NINE AND ONE-HALF MONTH EMPLOYEES

These employees begin five (5) working days prior to the beginning of the school calendar year; work the school calendar year, and five (5) working days after the close of the school year. The school calendar is defined by teacher work days which are equal to 180 days. Therefore, nine and one-half month employees work 190 days per year. A calendar to demonstrate the work schedule will be created annually by the Business Office.

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

3) TEN-MONTH EMPLOYEES

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

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

4) SCHOOL YEAR EMPLOYEES

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

5) SUMMER EMPLOYMENT

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

6) HOURLY EMPLOYEES

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

7) EMERGENCY DAYS

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

8) SUPERVISORY STAFF

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

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

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

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

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

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

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

TRAVEL EXPENSE RECORD: When traveling or attending a district-approved workshop, convention, or seminar, traveling expenses may be reimbursed. Keep your mileage log and food receipts (must be itemized) and request for reimbursement using the appropriate district forms. Your

building principal will approve the expenses and forward them to the district office for final approval. This information should be completed within one week of the return to school.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ESTIMATE

Prepared For

N.B. Bus Garage
(217) 725-9817

Stockton Construction LLC

102 Heritage Point
New Berlin, Illinois 62670
Phone: (217) 691-4140
Email: jstockton45@icloud.com

Estimate # 317
Date 01/22/2025
Business / Tax # 93-2449770

Description

Total

Interior Framing	\$20,000.00
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Will remove and replace walls where needed to create addition office space.
Includes moving doors and stairs with a loft for storage.

Subtotal	\$20,000.00
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Total	\$20,000.00
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By signing this document, the customer agrees to the services and conditions outlined in this document.

Jason Stockton

N.B. Bus Garage

GOODMAN FENCE, INC.

RESIDENTIAL, COMMERCIAL & INDUSTRIAL

www.goodmanfence.com
Goodmanfence@gmail.com



5898 NORTH WALNUT STREET ROAD
SPRINGFIELD, ILLINOIS 62707
217-487-7205

DATE 6-9-26

SOLD TO New Berlin TR./High School EMAIL _____

ADDRESS 300 W Ellis St. Zone _____ TELEPHONE NO. _____

LOCATION New Berlin, IL 62670 Attr (Mett) WORK NO. _____

Total Height 5' tall

Post Spaced 10' or less

Style Fence Black

Gauge 8 ga. 11 1/2 ga.

8 ga
All Posts Set In Concrete

Top Rail 1 5/8 O.D.

Line Post 2" O.D.

End Post 2 1/2" O.D.

Corner Post _____ O.D.

Walk Gate Post 3" O.D.

Drive Gate Post _____ O.D.

Gate Frames _____ O.D.

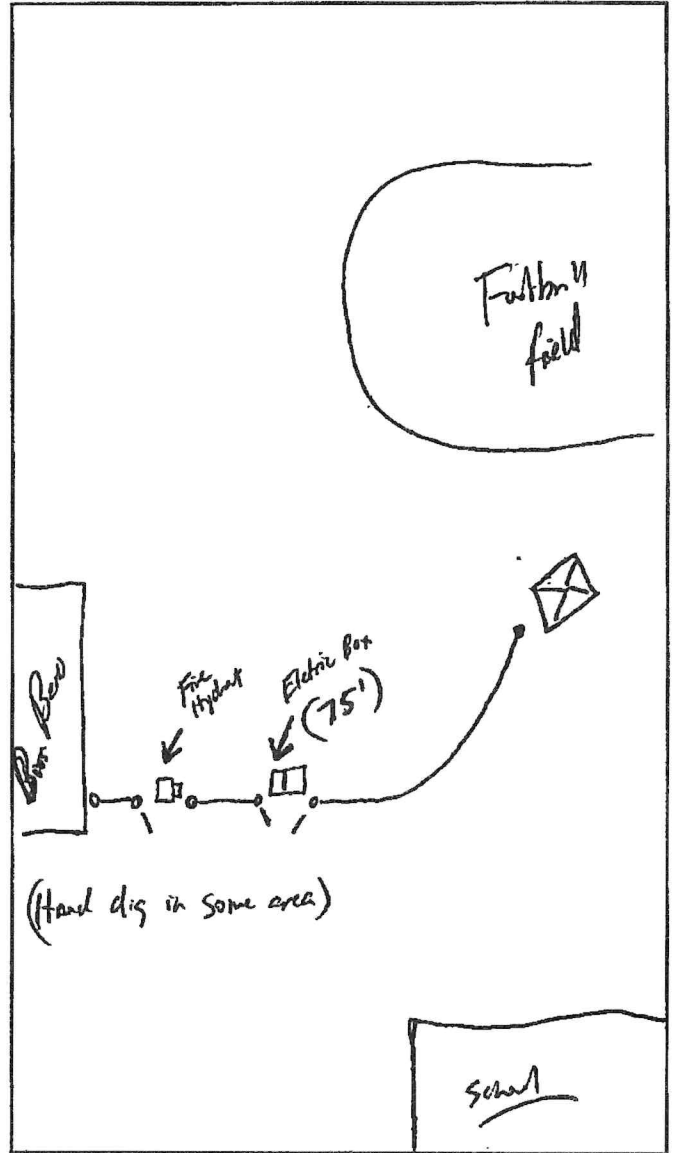
TERMS

Cash Upon Completion

30 Days
After 30 days, a Service Charge of 1.5% will be charged on the unpaid balance each month. Annual percentage rate of 18%.

Add _____ to all card transaction.

QUANTITY	
75'	5' tall Black vinyl system 8 gauge w/ bottom wire
1	8' Double drive 5' tall w/ Hardware
1	5' wide walk gate 5' tall w/ Hardware
6	2 1/2 x 7' Terminal Posts
	(Black) (Galvz.)
	\$ 5,493 / \$ 4668



CONTRACT CONDITIONS

GOODMAN FENCE, INC. will warrant our workmanship for above fence for one year.

I, Individually and on behalf of the undersigned business, if any (collectively, "Customer"), agree to be responsible for the payment to Goodman Fence, Inc. ("Goodman") for any and all materials and/or services furnished to me and/or the undersigned business, if any, by Goodman. I have read the terms and conditions which appear on the reverse side of this agreement (the "Agreement") and I agree to the same.

FOR YOUR PROTECTION

On payments to us, use check or money order payable to company as shown on heading of this sales contract.

Total _____

Down _____

Total _____

Salesman Brod Crumpton

ACCEPTED _____

TERMS AND CONDITIONS

1. All accounts are due and payable at the remittance address shown on the Agreement at the time specified on the face of this Agreement; provided however, that if the face of this Agreement does not provide a time for remittance of payment, all accounts are due and payable immediately upon Goodman's delivery of materials and/or completion of services. In the event the account becomes past due, a charge of 1 1/2% per month (18% per annum) shall be due and payable on all past due amounts.
2. Customer agrees to pay all costs of collection, including attorneys fees and court costs, in addition to all other sums due.
3. Customer is solely responsible for complying with local zoning rules and regulations and obtaining any permits required under such rules and regulations.
4. Customer acknowledges that Goodman is not responsible under any circumstance for determining property lineage and Customer further acknowledges that, in the event that property pins cannot be located, Goodman has advised Customer to obtain a survey of the property.
5. Customer is responsible for locating and marking buried lines or objects that are not marked as public utilities (e.g., unmarked sprinkler lines, drain extensions, sump pump drains, etc.) and Customer assumes absolute liability for any and all damages in the event Goodman strikes any such unmarked or buried lines or objects.
6. In the event Customer directs Goodman to dig in the immediate vicinity of marked utilities, Customer assumes absolute liability for any and all damages in the event that Goodman strikes such utilities.
7. Customer expressly agrees that Goodman retains title to all materials furnished by Goodman until final payment is made by Customer. If final payment is not made promptly when due pursuant to the terms hereof, Goodman is authorized to remove any said materials; provided, however, that Goodman's removal of materials shall not be considered liquidated damages and Goodman will continue to have all remedies available at law to Goodman to recover any amounts remaining due to Goodman. Customer waives Customer's right to recover from Goodman for any damages which may result from said removal.
8. This Agreement shall be governed by the laws of the State of Illinois, and Customer voluntarily and freely submits to a court of competent jurisdiction in Sangamon County, Illinois, should any dispute arise out of the course of business between Customer and Goodman. To the extent permissible under Illinois law, Customer waives any right to trial by jury in any civil action arising out of, or based upon this agreement.
9. Customer grants Goodman the right to obtain credit and financial information concerning Customer at any time and from any available source.
10. Goodman is not a manufacturer, and therefore extends no warranties, express or implied, with regard to materials sold by Goodman. Warranties with respect to materials sold by Goodman are limited to any warranties which may be extended by the manufacturer or supplier. All services performed by Goodman are warranted for one (1) year. Goodman EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. No agent or representative of Goodman, other than the President of Goodman, is authorized to make any warranty with terms which differ from the terms stated herein. If Customer is purchasing products and/or services from Goodman for resale, Customer agrees to hold Goodman harmless from any warranty given by Customer which differs from, or is more extensive than, Goodman's warranty with regard to services or the manufacturer's or supplier's warranty with regard to products. In the spirit of fairness and in keeping with its policy of providing quality materials and services Goodman pledges to Customer to assist Customer in obtaining the full value of any manufacturer's or supplier's warranty.
11. All returns must have prior approval along with proof of purchase. Restocking, reconditioning and freight charges may apply.
12. Customer's assent to these terms and conditions shall be conclusively presumed from Customer's acceptance of the delivery of materials and/or services from Goodman without prompt written objection. No terms or conditions contained in Customer's purchase order, shipping release, or elsewhere, shall be binding upon Goodman. These terms and conditions may not be altered by anyone other than a Vice President or the President of Goodman.
13. This is a continuing agreement between Customer and Goodman and will remain in full force and effect until revoked in writing and received and accepted by Goodman.

GOODMAN FENCE, INC.

RESIDENTIAL, COMMERCIAL & INDUSTRIAL

www.goodmanfence.com
Goodmanfence@gmail.com



5898 NORTH WALNUT STREET ROAD
SPRINGFIELD, ILLINOIS 62707
217-487-7205

DATE 6-9-26

SOLD TO New Berlin Jr / High school

EMAIL _____

ADDRESS 300 W Ellis St. Zone _____

TELEPHONE NO. _____

LOCATION NEW Berlin 7 IL 62670 Abu (Matt)

WORK NO. 217-361-7997 (matt)

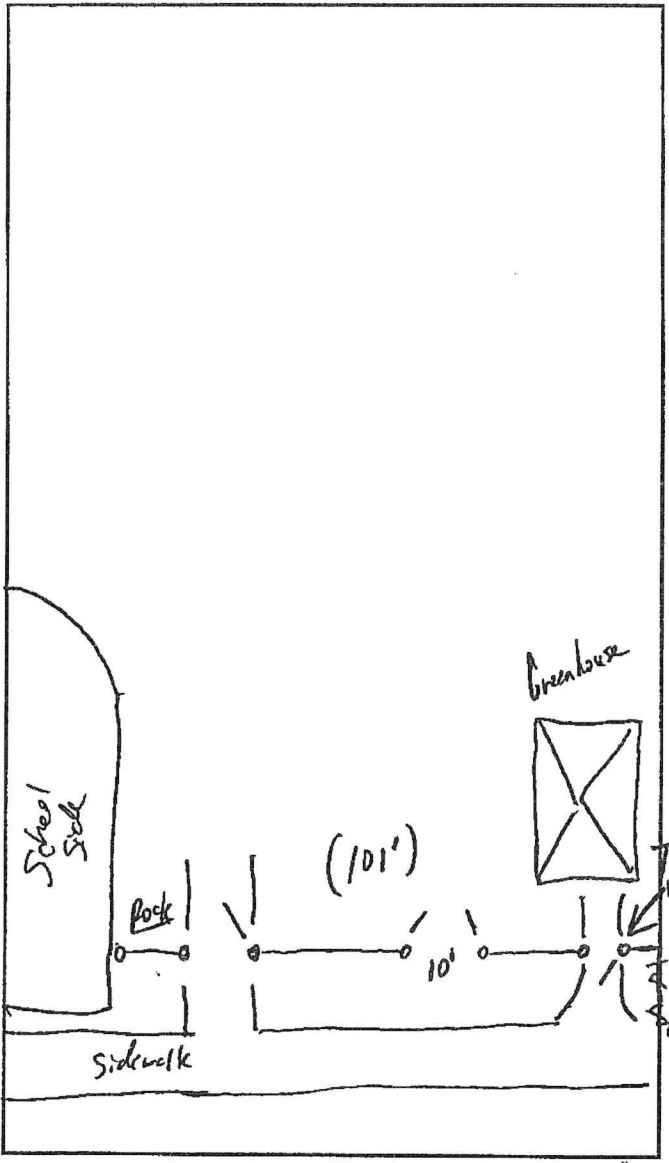
Total Height 5' tall
Post Spaced 10' or less
Style Fence Black / Galv.
Gauge 9 ga. 11 1/2 ga.
Bga
All Posts Set in Concrete

Top Rail _____ 1 5/8" O.D.
Line Post _____ O.D.
End Post _____ 2 1/2" O.D.
Corner Post _____ O.D.
Walk Gate Post _____ O.D.
Drive Gate Post _____ O.D.
Gate Frames _____ O.D.

TERMS

- Cash Upon Completion
- 30 Days
After 30 days, a Service Charge of 1.5% will be charged on the unpaid balance each month. Annual percentage rate of 18%.
- Add _____ to all card transaction.

QUANTITY	
<u>101'</u>	<u>5' tall Black Vinyl system</u>
	<u>Bga Chainlink</u>
<u>2</u>	<u>5' wide gates 5' tall w/ Hardware</u>
<u>1</u>	<u>10' double drive gate 5' tall</u>
	<u>w/ Hardware</u>
<u>6</u>	<u>2 1/2 x 7' Terminal Posts</u>
<u>1</u>	<u>2 1/2 Tie on to existing Fence</u>



CONTRACT CONDITIONS

GOODMAN FENCE, INC. will warrant our workmanship for above fence for one year.

I, individually and on behalf of the undersigned business, if any (collectively, "Customer"), agree to be responsible for the payment to Goodman Fence, Inc. ("Goodman") for any and all materials and/or services furnished to me and/or the undersigned business, if any, by Goodman. I have read the terms and conditions which appear on the reverse side of this agreement (the "Agreement") and I agree to the same.

FOR YOUR PROTECTION

On payments to us, use check or money order payable to company as shown on heading of this sales contract.

Total \$ 6,356.00

Down _____

Total _____

Salesman Bruce Cunningham

ACCEPTED _____

TERMS AND CONDITIONS

1. All accounts are due and payable at the remittance address shown on the Agreement at the time specified on the face of this Agreement; provided however, that if the face of this Agreement does not provide a time for remittance of payment, all accounts are due and payable immediately upon Goodman's delivery of materials and/or completion of services. In the event the account becomes past due, a charge of 1 1/2% per month (18% per annum) shall be due and payable on all past due amounts.
2. Customer agrees to pay all costs of collection, including attorneys fees and court costs, in addition to all other sums due.
3. Customer is solely responsible for complying with local zoning rules and regulations and obtaining any permits required under such rules and regulations.
4. Customer acknowledges that Goodman is not responsible under any circumstance for determining property lineage and Customer further acknowledges that, in the event that property pins cannot be located, Goodman has advised Customer to obtain a survey of the property.
5. Customer is responsible for locating and marking buried lines or objects that are not marked as public utilities (e.g., unmarked sprinkler lines, drain extensions, sump pump drains, etc.) and Customer assumes absolute liability for any and all damages in the event Goodman strikes any such unmarked or buried lines or objects.
6. In the event Customer directs Goodman to dig in the immediate vicinity of marked utilities, Customer assumes absolute liability for any and all damages in the event that Goodman strikes such utilities.
7. Customer expressly agrees that Goodman retains title to all materials furnished by Goodman until final payment is made by Customer. If final payment is not made promptly when due pursuant to the terms hereof, Goodman is authorized to remove any said materials; provided, however, that Goodman's removal of materials shall not be considered liquidated damages and Goodman will continue to have all remedies available at law to Goodman to recover any amounts remaining due to Goodman. Customer waives Customer's right to recover from Goodman for any damages which may result from said removal.
8. This Agreement shall be governed by the laws of the State of Illinois, and Customer voluntarily and freely submits to a court of competent jurisdiction in Sangamon County, Illinois, should any dispute arise out of the course of business between Customer and Goodman. To the extent permissible under Illinois law, Customer waives any right to trial by jury in any civil action arising out of, or based upon this agreement.
9. Customer grants Goodman the right to obtain credit and financial information concerning Customer at any time and from any available source.
10. Goodman is not a manufacturer, and therefore extends no warranties, express or implied, with regard to materials sold by Goodman. Warranties with respect to materials sold by Goodman are limited to any warranties which may be extended by the manufacturer or supplier. All services performed by Goodman are warranted for one (1) year. Goodman **EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** No agent or representative of Goodman, other than the President of Goodman, is authorized to make any warranty with terms which differ from the terms stated herein. If Customer is purchasing products and/or services from Goodman for resale, Customer agrees to hold Goodman harmless from any warranty given by Customer which differs from, or is more extensive than, Goodman's warranty with regard to services or the manufacturer's or supplier's warranty with regard to products. In the spirit of fairness and in keeping with its policy of providing quality materials and services Goodman pledges to Customer to assist Customer in obtaining the full value of any manufacturer's or supplier's warranty.
11. All returns must have prior approval along with proof of purchase. Restocking, reconditioning and freight charges may apply.
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13. This is a continuing agreement between Customer and Goodman and will remain in full force and effect until revoked in writing and received and accepted by Goodman.

Jan

GOODMAN FENCE, INC.

RESIDENTIAL, COMMERCIAL & INDUSTRIAL

www.goodmanfence.com
Goodmanfence@gmail.com



5898 NORTH WALNUT STREET ROAD
SPRINGFIELD, ILLINOIS 62707
217-487-7205

DATE 6-9-26

SOLD TO New Berlin / JR. High School

EMAIL mbrown@pretzelpride.com

ADDRESS 300 W ellis St. Zone _____

TELEPHONE NO. _____

LOCATION NEW Berlin, IL 62670 MTN (Mett)

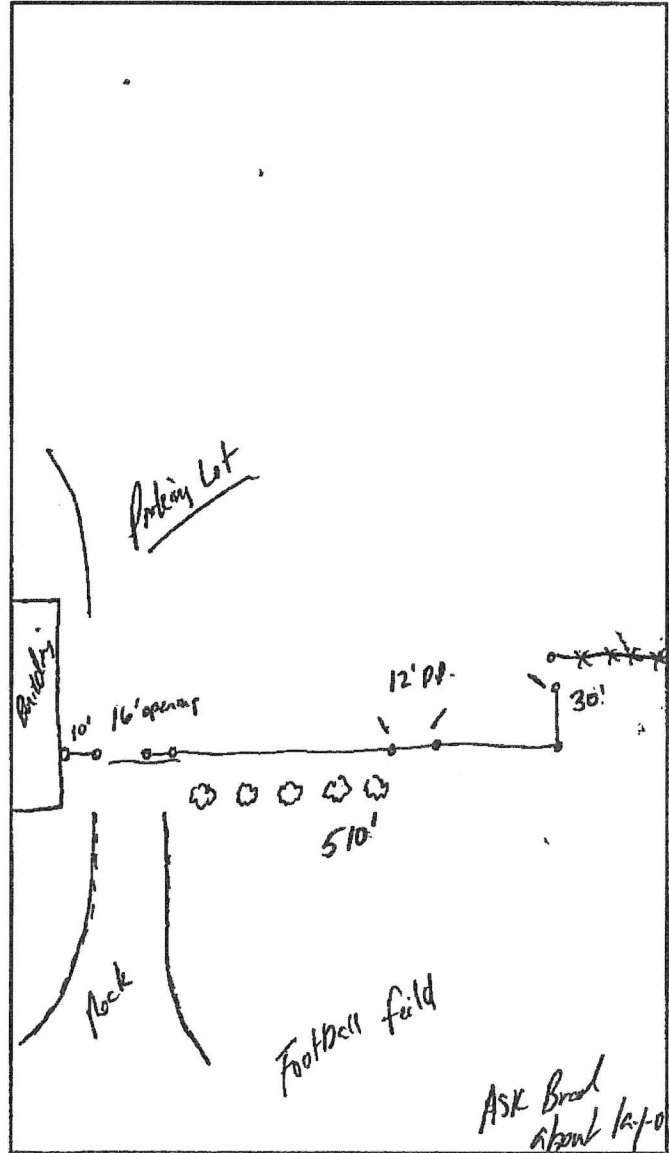
WORK NO. 217-361-7957 (Mett)

Total Height _____	Top Rail _____ O.D.
Post Spaced _____	Line Post _____ O.D.
Style Fence _____	End Post _____ O.D.
Gauge <input type="checkbox"/> 9 ga. <input type="checkbox"/> 11 1/2 ga.	Corner Post _____ O.D.
All Posts Set in Concrete	Walk Gate Post _____ O.D.
	Drive Gate Post _____ O.D.
	Gate Frames _____ O.D.

TERMS

- Cash Upon Completion
- 30 Days
After 30 days, a Service Charge of 1.5% will be charged on the unpaid balance each month. Annual percentage rate of 18%.
- Add _____ to all card transaction.

QUANTITY	
540'	5' tall 1/2 9 gauge Chain-link w/ bottom rail
1	5' wide walkgate 5' tall w/ hardware
1	12' double drive 5' tall w/ hardware
3	3" x 7' tall Terminals
3	2 1/2" x 7' tall Terminals
2	4" x 8' Terminals
1	16' - Catcher gate w/ rollers



CONTRACT CONDITIONS

GOODMAN FENCE, INC. will warrant our workmanship for above fence for one year.

I, individually and on behalf of the undersigned business, if any (collectively, "Customer"), agree to be responsible for the payment to Goodman Fence, Inc. ("Goodman") for any and all materials and/or services furnished to me and/or the undersigned business, if any, by Goodman. I have read the terms and conditions which appear on the reverse side of this agreement (the "Agreement") and I agree to the same.

FOR YOUR PROTECTION

On payments to us, use check or money order payable to company as shown on heading of this sales contract.

Total \$16,478.00

Down _____

Total _____

Salesman Brad Combs

Transportation

ACCEPTED _____

TERMS AND CONDITIONS

1. All accounts are due and payable at the remittance address shown on the Agreement at the time specified on the face of this Agreement; provided however, that if the face of this Agreement does not provide a time for remittance of payment, all accounts are due and payable immediately upon Goodman's delivery of materials and/or completion of services. In the event the account becomes past due, a charge of 1 1/2% per month (18% per annum) shall be due and payable on all past due amounts.
2. Customer agrees to pay all costs of collection, including attorneys fees and court costs, in addition to all other sums due.
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4. Customer acknowledges that Goodman is not responsible under any circumstance for determining property lineage and Customer further acknowledges that, in the event that property pins cannot be located, Goodman has advised Customer to obtain a survey of the property.
5. Customer is responsible for locating and marking buried lines or objects that are not marked as public utilities (e.g., unmarked sprinkler lines, drain extensions, sump pump drains, etc.) and Customer assumes absolute liability for any and all damages in the event Goodman strikes any such unmarked or buried lines or objects.
6. In the event Customer directs Goodman to dig in the immediate vicinity of marked utilities, Customer assumes absolute liability for any and all damages in the event that Goodman strikes such utilities.
7. Customer expressly agrees that Goodman retains title to all materials furnished by Goodman until final payment is made by Customer. If final payment is not made promptly when due pursuant to the terms hereof, Goodman is authorized to remove any said materials; provided, however, that Goodman's removal of materials shall not be considered liquidated damages and Goodman will continue to have all remedies available at law to Goodman to recover any amounts remaining due to Goodman. Customer waives Customer's right to recover from Goodman for any damages which may result from said removal.
8. This Agreement shall be governed by the laws of the State of Illinois, and Customer voluntarily and freely submits to a court of competent jurisdiction in Sangamon County, Illinois, should any dispute arise out of the course of business between Customer and Goodman. To the extent permissible under Illinois law, Customer waives any right to trial by jury in any civil action arising out of, or based upon this agreement.
9. Customer grants Goodman the right to obtain credit and financial information concerning Customer at any time and from any available source.
10. Goodman is not a manufacturer, and therefore extends no warranties, express or implied, with regard to materials sold by Goodman. Warranties with respect to materials sold by Goodman are limited to any warranties which may be extended by the manufacturer or supplier. All services performed by Goodman are warranted for one (1) year. Goodman EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. No agent or representative of Goodman, other than the President of Goodman, is authorized to make any warranty with terms which differ from the terms stated herein. If Customer is purchasing products and/or services from Goodman for resale, Customer agrees to hold Goodman harmless from any warranty given by Customer which differs from, or is more extensive than, Goodman's warranty with regard to services or the manufacturer's or supplier's warranty with regard to products. In the spirit of fairness and in keeping with its policy of providing quality materials and services Goodman pledges to Customer to assist Customer in obtaining the full value of any manufacturer's or supplier's warranty.
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13. This is a continuing agreement between Customer and Goodman and will remain in full force and effect until revoked in writing and received and accepted by Goodman.

26.27 NBHS Handbook Policy Revisions - Teacher Input

Model Student Handbook Required Policy Updates - These are aligned to PRESS Policy and are required to be added/revise unless stated that they are suggested/optional. There were not any released in January. There will be updates to add for July 2026

Chapters 3, 7, 8, 10, 11, and 12 are all aligned to PRESS Policy and will not be revised unless there was a Model Student Handbook update needed.

NBHS Student Handbook - Draft

Page/Policy #	Policy Change Recommendation
10	Update Event Calendar
Chapter 1 - Introductory Information and General Notices	
1.20	Staff Directory - update with 26.27 information - Done Update NB School Social Media Information - Done
Chapter 2 - Attendance/Promotion/Grading/Graduation	
2.00 Arrival Procedures - Student Arrival	
2.00 Closed Campus	
2.10 Attendance	
2:20 Student Absences	
2.40 Make-Up Work	
2.50 Truancy	
2.60 Grading and Promotion -Report Card	
2.60 Grading and Promotion - Schedule Changes	
2.60 Grading and Promotion - Add HS Retake/Grade Calculation Policy	
2.70 Homework Missing Assignments/Homework Policy Updates	

2.75 Grading Policy for Assessing Late Work	
2.90 Credit for Alternative Courses and Programs and Course Substitutions	
2.100 Home and Hospital Instruction	
2.110 Early Graduation Policy	
2.120 Requirements for Graduation	MSH Update 11.2025 - High School Graduation Requirements
2.121 assistance with FAFSA Application - New Policy	MSH Update 11.2025 Assistance with FAFSA Application
2.130 Complaints about curriculum...	Complaints About Curriculum, Instructional Materials, and Program; Ability to Opt-Out of Certain Course Content and Programs
Chapter 3 - Student Fees and Meal Costs	
3.10 Fines, Fees, and Charges	Update Fee Schedule pending board approval - Done Updated Breakfast and Lunch prices (.25 increase)
Chapter 4 - Transportation	
4.10 Bus Transportation	MSH 4.15-E Exhibit - School Bus Safety Rules - Part added: Ill. State Board of Education – School Bus Safety Guidance www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf
4.20 Driving/Parking Regs	
Chapter 5 - Health and Safety/SEL Support	
Wellness	
5.10 Immunization, Health, Eye and Dental Examinations	
5.20 Student Medication	
5.30 Student Counseling Services: Guidance & Social Work	
5.50 Communicable Diseases	

5.60 Head Lice	
Chapter 6 - Discipline and Student Conduct	
6.10 General Building Conduct/Expectations	
6.20 School Dress Code	
6.30 Student Conduct When and Where Conduct Rules Apply	
Disciplinary Measures	
Corrective Measures	
Weapons Prohibition Gang & Gang Activity Prohibited	
6.40 Prevention of and Response to Bullying, Intimidation, and Harassment	MSH 6.40 Prevention of and Response to Bullying, Intimidation, and Harassment Updated NBHS Incident Reporting Form Link - Done
6.45 Harassment and Teen Dating Violence Prohibited	MSH 6.45 Harassment & Teen Dating Violence Prohibited
6.50 Cafeteria Conduct/Expectations	
6.60 Field Trips – Conduct/Eligibility Senior Trip Conduct/Eligibility	I would like to create a field trip checklist - not to put in the handbook- but for procedures to get approval/transportation/notifications to staff and cafeteria, etc. I'd like to propose that we get out of the business of offering senior trips. This was of a past era when maybe families didn't travel as much. Let students join school organizations if they would like to go on a trip with one another. It shouldn't have to be a day of teachers policing students for their misbehaviors. Leave this to parents if they choose to take their children somewhere after the school year is over.
6.70 Access to Student Social Networking Passwords & Websites	

6.80 Student Use of Electronic Devices - New language that aligns with JH.	Failure to surrender a cell phone or electronic device upon staff request may be considered insubordination. Students who refuse to comply, argue with staff, or repeatedly violate electronic device expectations may immediately lose the privilege of possessing a cell phone at school and may be subject to additional disciplinary action. Progressive disciplinary steps may be skipped at administrative discretion.
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Chapter 7 - Internet, Technology, and Publications
All Changes are from PRESS

7.27 Access to Non-School Sponsored Publications	MSH 7.27 Access to Non-School Sponsored Publications
--	--

<ul style="list-style-type: none"> 7.50 Use of AI 	
--	--

Chapter 8 - Search and Seizure
All Changes are from PRESS

Chapter 9 - Awards/Recognition, Clubs and Organizations/Extra-Curricular and Athletics

9.00 Award/Recognition Opportunities	Updated Golden Honors Awards list
--------------------------------------	-----------------------------------

9.10 Student Athletes and Participants in Extra Curricular Activities	Possible addition of Athletic Advisory each term in the Dr. Ed Room that way dismissal announcements are not needed and students that are not eligible will be tracked by the Advisory Supervisor/AD. Will be added to align with the Athletics Code of Conduct Attendance Policy: Students must be in attendance at school on Friday for the entire day in order to participate in events on Saturday and Sunday unless otherwise approved by the building principal.
---	---

9.20 School Dances and Court Rules	
------------------------------------	--

9.30 Student Athlete Concussions and Head Injuries	
--	--

Chapter 10 - Education of Children with Disabilities
All Changes are from PRESS

Chapter 11- Student Records and Privacy
All Changes are from PRESS

MSH 11.20 Student Records

Chapter 12 - Parental Right Notification
All Changes are from PRESS

MSH 12.40-E1

[Exhibit - Requests to Examine Materials and Statutory Opt-outs](#)

November 2025 Model Student Handbook Update

Please note that this list *supplements and is in addition to* the May 2025 Model Student Handbook update.

Handbook Procedure Number & Title	Description	Status
MSH 2.120 High School Graduation Requirements	Revised to comply with changes to Illinois law.	Revised
MSH 2.121 Assistance with FAFSA Application	Created to comply with new Illinois law.	New
MSH 2.130 Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt-Out of Certain Course Content and Programs	Revised to comply with federal caselaw and changes to PRESS.	Revised
MSH 4.15-E Exhibit - School Bus Safety Rules	Revised to comply with changes to PRESS.	Revised
MSH 6.40 Prevention of and Response to Bullying, Intimidation, and Harassment	Revised to comply with changes to Illinois law for the 2026-27 school year. We have included this update now to comply with changes to PRESS.	Revised

MSH 6.45 Harassment & Teen Dating Violence Prohibited	Revised due to changes with Title IX regulations.	Revised
MSH 7.27 Access to Non- School Sponsored Publications	Revised to comply with changes to PRESS.	Revised
MSH 11.20 Student Records	Revised to comply with changes to Illinois law.	Revised
MSH 12.40-E1 Exhibit - Requests to Examine Materials and Statutory Opt- outs	Rewritten by PRESS.	Rewritten

High School Graduation Requirements¹

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.²
3. Passing an examination on patriotism, ~~and~~ principles of representative government, and proper use and display of the American flag, ~~methods of voting, and the Pledge of Allegiance.~~
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- (d) For students entering high school through the 2023-24 school year, two ~~Two~~ years of science. For students entering high school beginning with the 2024-25 school year, two years of laboratory science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) career and technical ~~vocational~~ education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
- (g) One semester of health education.
- (h) Physical education classes.³
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.

¹ Schools on a balanced calendar or block schedule will need to make the appropriate adjustments to these requirements.

² School districts that impose graduation requirements in addition to those required by the State should include such requirements below the section entitled "State Mandated Graduation Requirements."

³ Insert your school district's physical education requirement here.

- (j) Nine weeks of consumer education.
- (k) For students entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district ~~must~~ *may* award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Cross Reference: PRESS 6:300, <i>Graduation Requirements</i>

Assistance with FAFSA Application¹

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

FAFSA Contact Person:²

Cross Reference: PRESS 6:300-E2, <i>State Law Graduation Requirements</i>
--

¹ Only applicable to schools serving high school senior students.

² The Illinois State Board of Education and Illinois Student Assistance Commission must be notified annually of the name and contact information of the school's FAFSA student contact. These agencies will develop a form and reporting mechanism for this information. Additionally, the FAFSA student contact is required to complete an initial orientation and is encouraged to participate in annual briefings.

Complaints About Curriculum, Instructional Materials, and Programs;
Ability to Opt-Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.⁺

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

Cross Reference:

PRESS 6:60-AP1, Administrative Procedure – Comprehensive Health Education Program

PRESS 6:260, Complaints About Curriculum, Instructional Materials, and Programs

PRESS 6:260-AP-E, Exhibit – Curriculum Objection Form

~~⁺The Curriculum Objection Form is not included in the Model Student Handbook. For a copy of this form, please contact your District office.~~

Exhibit - School Bus Safety Rules¹

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Additional resources follow:

National Highway Traffic Safety Administration - **School Bus Safety**

https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - **School Bus Safety Campaign Material**

www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - **Tips for a Safe Ride**

www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

¹ This exhibit may be placed in the handbook or otherwise provided to parents/guardians.

Ill. State Police - **School Bus Safety**

<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - **School Bus Safety What Parents Should Know**

www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - **Instructions To School Bus Riders**

www.isbe.net/Documents/bus_ride_instruct.pdf

Ill. State Board of Education – School Bus Safety Guidance

www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf

Cross-references:

PRESS 4:110-AP3, *Administrative Procedure – School Bus Safety Rules*

Public Act 103-0896

School Bus Safety Guidance



Introduction

Pursuant to [Public Act 103-0896](#), the Illinois State Board of Education (ISBE) has prepared this guidance for school bus safety procedures in consultation with stakeholders. ISBE would like to thank the following individuals for their involvement in the development of this guidance:

Stephanie Jones (Partner, Kriha Boucek, LLC)

Dr. Erika Millhouse-Pettis (Superintendent, Sunnybrook School District 171)

Jill Reedy (Regional Superintendent of Schools, Macon/Piatt Regional Office of Education 39)

[This document is provided as a resource and ISBE does not specifically endorse or recommend any of the entities or programs identified.](#)

Millions of children ride school buses each school day,¹ so maintaining an environment on the bus that allows drivers to focus their attention on driving is paramount. Students must understand that failure to follow the rules can jeopardize the safety of everyone on the bus, and drivers must model appropriate behavior and professional conduct.

It is incumbent on a school district to develop a comprehensive student management program to ensure that all persons involved with the process of transporting students are familiar with their responsibilities.² School bus safety is a shared responsibility. Parents, students, school administrators, school bus drivers and private contractors in districts where contract transportation is provided, law enforcement, and social service agencies must be engaged in ongoing efforts to motivate students to engage in good behavior while being transported on school buses.³

¹ [School Bus Safety](#).

² [Administrator Manual For the Safe Transportation of Pupils Grade 12 and Below](#).

³ *Id.* See separate lists of school district, driver, pupil, and parent/guardian responsibilities on pp. 33-36 of the document.

Some basic steps from the [Illinois Professional School Bus Driver Training Curriculum](#) can be taken to assist in maintaining a safe environment on a bus:

1. A district must adopt and communicate a clear and supportive policy regarding student transportation and discipline on the school bus.
 - a. The responsibilities of teachers, coaches, and other chaperones who may be riding the school bus must be clearly identified.
2. Bus drivers must immediately report any action that impairs their ability to ensure the safe operation of the school bus.
3. Parents/guardians should exhibit support for procedures designed to assure the safety and well-being of bus-riding students.
4. A school district must provide instruction to all students in safe bus riding practices at least once during each school year. Part of this instruction includes a mandatory bus evacuation drill (minimum of one per year) at each school building that houses school children ([105 ILCS 128/20\(b\)](#)). It is recommended that districts provide this instruction twice a year (in the fall and spring).⁴

RESOURCES

[Administrator Manual For the Safe Transportation of Pupils Grade 12 and Below](#)

[Illinois Professional School Bus Driver Training Curriculum](#)

[School Bus Safety – What Parents Should Know](#)

[Instructions to School Bus Riders](#)

Evidenced-Based School Bus Safety Practices Implementing Positive Behavioral Interventions and Supports

Positive Behavioral Interventions and Supports, more commonly known as PBIS, is a three-tiered approach to student behavior support that “assist[s] school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.”⁵ The Center on PBIS describes it as “an evidence-based, tiered framework for supporting students’ behavioral, academic, social, emotional, and mental health.”⁶

PBIS is adapted from the premise that positive reinforcement is one of the most impactful ways to increase desired behaviors.⁷ The PBIS approach works by focusing on desirable behaviors and promoting the core values of respect, responsibility, and safety. “It focuses on being proactive and positive, rather than negative and punitive.”⁸ Expected student behaviors must be taught and reinforced, and those behaviors that ensure school bus safety are no exception. As one provider of holistic safety solutions for schools noted, “Extending your schoolwide expectations to the bus can reap big benefits for your entire school culture. Students arrive at school exhibiting positive behavior, which can create a positive start to their day. Positive behaviors can build throughout the day and continue on the ride home.”⁹

⁴ [Illinois Professional School Bus Driver – Training Curriculum](#).

⁵ [PBIS Frequently Asked Questions](#).

⁶ [What is PBIS?](#)

⁷ See [Managing Student Behavior on the School Bus \[-\] A Key to Bus Safety](#) (“Positive reinforcement is one of the most powerful ways of influencing behavior. Positive reinforcement is doing something immediately after a behavior that will increase the likelihood of that behavior being repeated.”).

⁸ [PPT: School Bus Safety Using Positive Behavioral Intervention and Supports](#).

⁹ [National School Bus Safety Week – PBIS on the Bus](#).

Research has shown significant effects from schoolwide PBIS implementation on children’s behavior problems, concentration problems, social-emotional function, and prosocial behavior; further, the multi-tiered approach allows for more intensive interventions for students who require more support.¹⁰ Similar benefits are also seen in the context of student transportation. One study extending common PBIS strategies and training components to bus drivers showed “a substantial reduction of bus discipline referrals at the middle school level” and “high levels of satisfaction from both the bus drivers and school administrators.”¹¹

The [National Technical Assistance Center on Positive Behavioral Interventions and Supports](#) (Center on PBIS) defines the three tiers of PBIS as follows:

1. *Tier 1 systems, data, and practices support everyone across all settings. They establish the foundation for delivering regular, proactive support and preventing unwanted behaviors. Tier 1 emphasizes modeling, teaching, and acknowledging positive social, emotional, and behavioral (SEB) skills. Teams, data, consistent policies, professional development, and evaluation are essential components for these practices to work effectively.*

- *The core principles guiding Tier 1 PBIS include the understanding that we can and should:*
- *Effectively teach appropriate SEB skills to all students*
- *Intervene early before unwanted behaviors escalate*
- *Use research-based, scientifically validated interventions whenever possible*
- *Monitor student progress*
- *Use data to make decisions¹²*

2. *Tier 2 supports refers to the practices and systems that enable targeted interventions for students who are not successful with Tier 1 supports alone. The focus at Tier 2 is supporting students who are at risk for developing more serious unwanted behaviors before they start. Essentially, intervention at this level is more targeted than Tier 1 but less intensive than Tier 3.¹³*

3. *At most schools, there are 1-5% of students for whom Tier 1 and Tier 2 supports have not connected. At Tier 3, these students receive more intensive, individualized support to improve their behavioral and academic outcomes. Tier 3 strategies work for students with developmental disabilities, autism, emotional and behavioral disorders, and students with no diagnostic label at all.¹⁴*

¹⁰ [Effects of school-wide positive behavioral interventions and supports on child behavior problems.](#)

¹¹ [Extension of Positive Behavioral Interventions and Supports from the School to the Bus: A Case Study.](#)

¹² See [Center on PBIS – Tier 1.](#)

¹³ See [Center on PBIS – Tier 2.](#)

¹⁴ See [Center on PBIS – Tier 3.](#)

The Center on PBIS has published an example of a schoolwide [PBIS expectations matrix](#) for expected student behaviors in various areas, including on the bus. The example is based upon the “Be Respectful, Be Responsible, and Be Safe” tenants of PBIS.

Authors Jamie Goldin and Dr. Sara McDaniel argue in [Reducing Discipline and Safety Issues: A District-Wide Bus-PBIS Initiative](#) that although maintenance of discipline on the school bus poses unique challenges (minimal training for drivers; only one adult to supervise), it is still possible to address student behaviors proactively “using researched-based interventions that can be extended from the school,” such as PBIS.¹⁵ The authors identify five steps for supporting student behavior through the implementation of a bus-PBIS (B-PBIS) framework. These include establishing leadership, creating the framework, training, implementation, and monitoring/regeneration.¹⁶

Interventions for Inappropriate Bus Behavior

Restorative justice and restorative practices help create and reinforce safe, inclusive, and supportive spaces in schools. As noted by the Chicago Lawyers’ Committee for Civil Rights Under Law,

[T]he purpose of the [restorative approach to discipline] process is to restore someone’s sense of belonging with in the school or classroom committee ... Restorative practices, when broadly and consistently implemented, will promote and strengthen positive school culture and enhance pro-social relationships within the school community.¹⁷

Restorative approaches focus on:

1. Proactively building community and strengthening the relationships between students, teachers, and administrators.
2. Addressing student discipline issues by focusing on who or what was impacted and how harm can be repaired.

Through restorative approaches, students are supported to address and take accountability for their behavior and to resolve conflicts. Student behaviors are viewed as opportunities to teach social-emotional and conflict resolution skills rather than incidents that require students to be punished.¹⁸

Restorative approaches can be equally as effective in the context of student transportation as in the classroom. Strong relationships among students, the driver, and any other adults on the bus are a necessary precursor, as these approaches rely on shifting student mindset to view misbehavior “as an offense against people and relationships, not just rule-breaking.”¹⁹ Some examples of restorative practices that can be used to address misconduct on the school bus include conferences, restorative questions, peer mediation, and helping with cleanup or reconstruction of anything that was damaged.

¹⁵ [Reducing Discipline and Safety Issues: A District-Wide Bus-PBIS Initiative](#).

¹⁶ *Id.*

¹⁷ [The Restorative Approach and its Strategies](#).

¹⁸ See, e.g., [School-Wide Restorative Practices: Step-by-Step](#).

¹⁹ [The Restorative Approach and its Strategies](#) (quoting the San Francisco Unified School District, Administrator’s Guide).

This chapter on [Restorative Practices in the Classroom](#) by the International Institute for Restorative Practices includes an in-depth discussion on how a restorative conference was effectively used to resolve a significant harassment problem on a school bus.

The following links provide resources, guidance, and research related to the implementation of restorative practices:

- International Institute for Restorative Practices Graduate School: [Restorative Practices in Schools -- K-12 Education](#)
- University of Chicago Education Lab: [Evaluation](#) on restorative practices within Chicago Public Schools
- Learning Policy Institute: [Improving Student Outcomes Through Restorative Practices](#)
- RAND Corp.: [Restorative Practices Help Reduce Student Suspensions](#)
- National Center for School Safety: [Restorative Practices at a Glance](#)
- SchoolSafety.gov: [Find Resources to Create a Safer School](#)

Traditional discipline measures may be needed to address more serious instances of misconduct. However, it is important to recognize that school bus suspensions, while not technically an exclusionary discipline measure, can function as exclusionary discipline if the student has no other way to get to and from school. Pursuant to Illinois law, each school district's required policy for makeup work by suspended pupils must include pupils suspended from the school bus who do not have alternate transportation to school. The law places the responsibility on the parent or guardian to notify school officials when they have no alternate transportation options (105 ILCS 5/10-22.6(b-30)).

Special note: Public schools may not withhold play time from students in kindergarten through Grade 5 as a disciplinary or punitive action, except when the student's participation poses an immediate threat to the safety of the student or others (105 ILCS 5/27-6.3(e)).

Strategies for School Bus Bullying

The [National Center on Safe Supportive Learning Environments](#)²⁰ has developed a two-module training course to empower school communities to address bullying on school buses. The course “is designed for trainers to assist school bus drivers in cultivating meaningful relationships with students while creating a positive climate on the school bus.”

Module 1 - See Something. Do Something: Intervening in Bullying Behavior

Addresses how to identify and effectively intervene when bullying occurs (including tips on de-escalation).

Module 2 - Creating a Supportive Bus Climate: Preventing Bullying

Considers effective strategies to build a school bus climate where bullying is less likely to occur.

ADDITIONAL RESOURCES

[Center on Positive Behavioral Interventions and Supports](#)

HMH: K-12 Adaptive Learning Company, [Using PBIS on the School Bus to Manage Student Behaviors](#)

Intervention Central, [School-Wide Strategies for Managing ... BUS CONDUCT](#)

²⁰ The contents of the National Center on Safe Supportive Learning Environments website were assembled under contracts from the U.S. Department of Education Office of Safe and Supportive Schools to the American Institutes for Research.

Prevention of and Response to Bullying, Intimidation, and Harassment¹

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

¹ Public Act 100-137 requires that the district's entire policy on "Prevention of and Response to Bullying, Intimidation, and Harassment" (PRESS 7:180) must be placed in the student handbook. This can be done by: (1) replacing this procedure with the policy of your district, or (2) listing the district policy as an attachment to the student handbook. This procedure is compliant with PRESS 7:180 but does not reiterate those sections of PRESS 7:180 that are not directly relevant to students.

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying:- ~~Cyberbullying also includes~~ (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying:- and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.²

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report

² This language is required beginning with the 2026-2027 school year but is included now in accordance with changes to PRESS.

it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Name

Address

Phone Number

Email Address

Complaint Managers:³

Name

Address

Phone Number

Email Address

Name

Address

Phone Number

Email Address

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation

³ One complaint manager should be male and one complaint manager should be female.

or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.⁴

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*

PRESS 7:190, *Student Behavior*

PRESS 2:260, *Uniform Grievance Procedure*

⁴ References are to the Illinois Association of School Board's PRESS service. We also suggest providing a link to the district policies that are referenced.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

¹ Some school districts have policies with modified protections regarding gender and gender identity. Please assure alignment with your school district's policy manual.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

~~The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.~~

~~A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.~~

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Non-Discrimination Coordinator:

Name

Address

Phone Number

Email Address

§6.45

Title IX Coordinator:

Name

Address

Phone Number

Email Address

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To be used in conjunction with the Illinois Association of School Board's PRESS Service

Please review this material with your school board attorney before use.

Complaint Managers:²

_____ Name	_____ Name
_____ Address	_____ Address
_____ Phone Number	_____ Phone Number
_____ Email Address	_____ Email Address

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

~~Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.~~

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian,

² One complaint manager should be male, and one complaint manager should be female.

invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:185, *Teen Dating Violence Prohibited*

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students¹; or
6. Encourages or incites ~~incites~~ students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

¹ This sentence should not be included in high school student handbooks.
§7.27

Cross Reference:

PRESS 7:315 Restrictions on Publications; High Schools

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. ¹

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

¹ This section is only applicable to high schools. The board, by policy, may allow scores received on college entrance examinations to be included on a student's academic transcript, if a request is made in writing by an eligible student or student's parent/guardian. If your district has a board policy on point, include this language in your handbook procedure.

3. The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the

other district,² any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date ~~and place~~
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

² For elementary and high school districts only.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.³

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Cross-reference: PRESS 7:340, <i>Student Records</i>

³ This section is only applicable to high schools.

Exhibit - Requests to Examine Materials and Statutory Opt-outs ¹

Date _____

Class and Time _____

Teacher _____

Request to Examine 105 ILCS 5/27-215 (Family Life) and/or 105 ILCS 5/27-1015 (National Sex Ed Standards (NSES)) Materials ²

A sample of the District’s instructional materials and course outline for family life instructional materials are available from the classroom teacher for your inspection. If you are requesting to examine this material, please check the box below and return it to your child’s classroom teacher within five calendar days.

The scope and sequence of instructional materials for NSES is posted on the District’s Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries.³ You may request to see NSES instructional materials in person by checking the box below.

- I request to examine the instructional materials and course outline for Family Life classes.
- I request to examine, in person, the instructional materials to be used for NSES.

Parent/Guardian Opt-outs ⁴

No student is required to take or participate in the following classes or courses, and no penalty exists for refusing to take or participate in such a course or program.

If you do not want your child to participate in these classes or courses, please complete the following request and return it to your child’s classroom teacher within five school days.

I request that the District opt-out my child for class attendance about:

(Check the box(es) that apply to your opt-out)

- Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence) (105 ILCS 5/27-215(a)(2))
- AIDS, including in grades 6 through 12, its prevention, transmission and spread (105 ILCS 5/27-215(a)(3))

¹ Schools are not required to notify parents/guardians of their rights as explained in this form. Modify this form to match the district’s curriculum. Students may not be required to take or participate in classes or courses listed under the subhead below, **Opt-outs**. For the district to maintain trust with its community, it is a best practice to keep and modify this exhibit.

² 105 ILCS 5/27-13.2, repealed by P.A. 104-391, formerly required districts to give parents/guardians of students in grades K-8 prior written notice of sexual abuse prevention instruction and the opportunity to opt their children out of such instruction upon written objection. **Note:** It is IASB's understanding that this provision was repealed in error by P.A. 104-391; however, as of the publication of **PRESS** Issue 120 (Oct. 2025), it is unclear if or when this error will be remedied. Consult with the board attorney if the district wants to continue to provide notice and an opportunity for parents/guardians to opt their children out of this instruction.

³ Schools are required to afford individuals, including parents/guardians, an opportunity to examine the instructional materials but are not required to provide a means for parents/guardians to request to examine the instructional material. This subhead may be deleted.

⁴ 105 ILCS 5/27-1015(e), renumbered by P.A. 104-391. Delete this sentence if the district does not have an Internet website. See also f/n 4 of sample administrative procedure 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

⁴ Schools are not required to provide a means for parents/guardians to request excusal and opt-out; this subhead and the following check boxes may be omitted. If kept, ensure that the check boxes match the curriculums offered in the district.

- NSES (See 6:60-AP2, Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES)) (105 ILCS 5/27-1015)*
- Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10 (105 ILCS 5/27-1045)
- CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization (105 ILCS 5/27-215(d) and 5/27-250)
- How to use an AED (105 ILCS 5/27-215(d) and 5/27-250)

Student (please print)

Parent/Guardian (please print)

Parent/Guardian Signature

Date

References:
 PRESS 6:60-AP, *Comprehensive Health Education Program*
 PRESS 6:60-E1, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

ESTIMATE

Prepared For

N.B. Bus Garage
(217) 725-9817

Stockton Construction LLC

102 Heritage Point
New Berlin, Illinois 62670
Phone: (217) 691-4140
Email: jstockton45@icloud.com

Estimate # 318
Date 01/24/2025
Business / Tax # 93-2449770

Description

Total

Pole Barn	\$125,000.00
220' x 50'	
Post framed pole barn, with 16, 12'x12' framed openings.	
Will not have a finished floor or doors.	

Subtotal	\$125,000.00
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Total	\$125,000.00
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By signing this document, the customer agrees to the services and conditions outlined in this document.

Jason Stockton

N.B. Bus Garage

RESOLUTION – HLS Amendment #32

WHEREAS, the former JH Circle which is used as storage has numerous roof leaks and the roofing membrane is failing. It is in need of a roofing recover which will include a 25 year warranty.

All previous Health/Life Safety projects are in progress and/or have been completed and are in compliance.

WHEREAS, BLDD Architects have determined that the existing roofing needs to have a recover to address the current roof failures.

WHEREAS, it is the recommendation of the Superintendent to utilize the Health/Life Safety money in order to replace the JH circle roofing.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education approve the work the certified estimate from the Architect in the amount of \$449,433.60 for this project.

ADOPTED this July 9, 2026, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Secretary Board of President

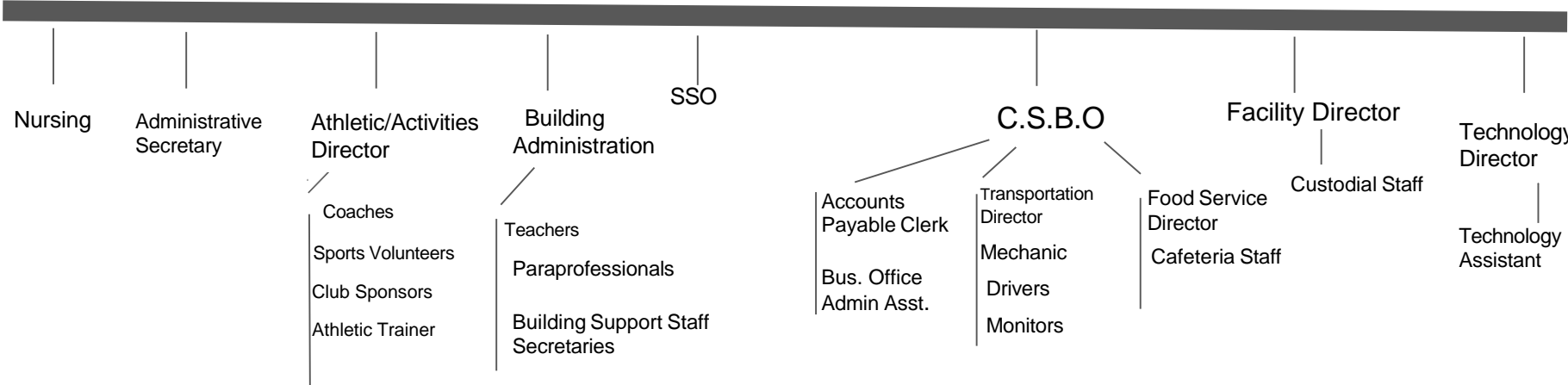
Secretary Board of Secretary

New Berlin CUSD 16 Organizational Chart

Board of Education



Superintendent





REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:		Subject/Grade:	Click or tap here to enter text.	ESP Position:	Lead Custodian
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Vincent King			Hourly/Daily Rate of Pay:	\$20 per hour
Location:	Elementary School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Brian Nickelson	Desired Beginning Date:	6-23-26		
Position Supervisor:	Matt Brown				
Action Requested by:	Lori Niemeier	Date:	6-23-26		Bd. Hire Date: 6/25/26

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
Certified Position:		Subject/Grade:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	
				ESP Position:	Lead Custodian

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Travis Creasey			Hourly/Daily Rate of Pay:	\$19 per hour
Location:	Elementary School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Vince King	Desired Beginning Date:	6-23-26		
Position Supervisor:	Matt Brown				
Action Requested by:	Lori Niemeier	Date:	6-23-26		Bd. Hire Date: 6/25/26

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Choose an item.	Employment Status:	Choose an item.
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Alex Kruckeberg			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Senior High School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	4	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Sophomore Class Sponsor	Placement:	Click or tap here to enter text.	Salary:	\$1641
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Nick Skinner	Desired Beginning Date:	8/18/2026		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	Date:	6/29/2026		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hire	Employee Category:	Volunteer	Employment Status:	Volunteer
				If PT, No. of Hrs/Day:	
Certified Position:		Subject/Grade/Activity/Sport:	JH Girls Softball	ESP Position:	Coach
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Jake Surratt			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	None	Desired Beginning Date:	August 2026		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:			

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hire	Employee Category:	HS Basketball	Employment Status:	
Certified Position:	Coach	Subject/Grade/Activity/Sport:	HS Assistant Basketball Coach	If PT, No. of Hrs/Day:	
				ESP Position:	Coach

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Mason Watson			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:	1	Annual Rate of Pay:	\$4,103
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Adam Aldridge	Desired Beginning Date:	August 2026		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	July 2026		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:		Employee Category:	Volunteer	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	Volunteer Girls Basketball Coach	Subject/Grade/Activity/Sport:	Junior High	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Drew Heironimus			Hourly/Daily Rate of Pay:	NONE
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	NONE
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	NONE	Desired Beginning Date:			
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	10/9/25		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

RESOLUTION FOR AMENDMENT TO PRINCIPAL CONTRACT

WHEREAS, the New Berlin CUSD #16 Board of Education (herein “Board of Education”) is a party to the *High School Principal’s Employment Agreement* (herein “Agreement”) between Board of Education and Hattie Llewellyn for the employment of Hattie Llewellyn (herein “Principal”) from July 1, 2023 through and including June 30, 2027.

WHEREAS, the Principal is assigned to New Berlin High School.

WHEREAS, the Board of Education wishes to expand Principal’s job duties to include Principal for the New Berlin Junior High School as an additional building assignment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education:

1. Approves the July 9, 2026, Amendment to the Agreement between Board of Education of New Berlin CUSD #16 and Hattie Llewellyn attached hereto and incorporated by reference as Exhibit A.

Adopted this 9th of July, 2026, by the following roll-call vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

President

Secretary

Exhibit A

**JULY 9, 2026 AMENDMENT TO AGREEMENT FOR PRINCIPAL
BETWEEN BOARD OF EDUCATION OF NEW BERLIN CUSD #16 AND
HATTIE LLEWELLYN**

This JULY 9, 2026 AMENDMENT TO AGREEMENT (hereinafter "Amendment") made this 9th day of JULY 2026, by and between the BOARD OF EDUCATION, NEW BERLIN COMMUNITY UNIT SCHOOL DISTRICT NO. 16, (hereinafter referred to as "the Board") and HATTIE LLEWELLYN (hereinafter referred to as "Principal"), ratified by resolution at the regular meeting of the Board held on July 9, 2026 and as found in the minutes of that meeting.

IN CONSIDERATION OF THE AMENDMENT, THE FOLLOWING IS AGREED:

1. The Principal's job duties shall be expanded to include Principal for the New Berlin Junior High School as a building assignment in addition to the High School.
2. All job descriptions and performance goals shall be updated accordingly.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed in their respective names and in the case of the Board, by its President, on the day and year first written above.

MRS. HATTIE LLEWELLYN

BOARD OF EDUCATION,
NEW BERLIN CUSD #16

Principal

President

ATTEST:

Secretary

**New Berlin CUSD #16
JOB DESCRIPTION**

Position Title: Dean of Students

Qualifications:

1. Professional Educator License with a School Counselor endorsement (Type 73) as required by the Illinois State Board of Education and/or school district.
2. Demonstrates professionalism, integrity, ethical conduct, and positive interpersonal relationships at all times.
3. Minimum of four years of successful educational experience, preferably at the elementary and/or junior high school level.
4. Previous Dean of Students experience preferred
5. Knowledge of Illinois School Code, student discipline procedures, restorative practices, PBIS, and MTSS.
6. Complete Teacher Evaluation Modules in ELIS
7. Knowledge of student information systems and data management
8. Ability to maintain confidentiality and exercise sound judgment
9. Excellent written and oral communication skills and strong computer skills.
10. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
11. Develop and maintain solid relationships with students in order to support them socially, emotionally, academically, and physically
12. Strong communication, leadership, collaboration, problem-solving, and organizational skills.

Department: Building Personnel

Location: Elementary and Junior High School

Reports to: Building Principals

FLSA Class: Exempt

Revised Date: 07/09/26

JOB GOAL: Serve as a collaborative instructional leader who supports the building principals in creating a safe, positive, and student-centered learning environment. The Dean of Students provides leadership in student behavior, attendance, restorative practices, PBIS, MTSS, school climate, and student counseling services while partnering with students, families, and staff to promote academic achievement, social-emotional wellness, and positive school culture. The Dean also shares responsibility for the supervision and evaluation of staff and performs other duties as assigned by the building principals.

PROFESSIONAL RESPONSIBILITIES:

Student Behavior, Attendance, and School Climate

1. Provide leadership in fostering a safe, positive, and student-centered school climate.
2. Administer and oversee student discipline in accordance with Board policy, the student handbook, and the Illinois School Code while utilizing restorative practices whenever appropriate.
3. Implement and support school-wide Positive Behavioral Interventions and Supports (PBIS), Multi-Tiered System of Supports (MTSS), social-emotional learning (SEL), and character education initiatives.
4. Monitor student attendance, investigate chronic absenteeism and tardiness, and collaborate with families and staff to improve student attendance.
5. Supervise students throughout the school day and at extracurricular activities as assigned.
6. Monitor student academic, behavioral, attendance, and social-emotional data to identify students requiring additional interventions and supports.
7. Assist in implementing the School Improvement Plan and building goals related to student achievement, behavior, attendance, and school culture.

School Counseling and Student Support Services

1. Provide individual and small-group counseling to support students' academic, social-emotional, behavioral, and personal development.
2. Deliver developmentally appropriate classroom counseling lessons aligned with the district's school counseling program.
3. Assist students in developing self-awareness, emotional regulation, conflict resolution, responsible decision-making, and interpersonal skills.
4. Consult and collaborate with teachers, administrators, families, and support personnel to develop effective interventions that promote student success.
5. Participate in MTSS, problem-solving, IEP, 504, and other multidisciplinary team meetings as assigned.
6. Coordinate and oversee the Section 504 process in accordance with applicable laws and district procedures.
7. Connect students and families with appropriate community agencies and outside support services.
8. Assist with student transitions, including elementary to junior high and other transitional periods.
9. Assist in responding to student crises, behavioral emergencies, threat assessments, and other situations requiring coordinated student support.

Instructional Leadership and Assessment

1. Collaborate with the administrative team to support instructional initiatives, curriculum implementation, and continuous school improvement efforts.
2. Support the coordination and administration of district and state assessment programs while ensuring appropriate testing accommodations for eligible students.
3. Utilize assessment, behavioral, and attendance data to evaluate student needs, monitor intervention effectiveness, and support continuous improvement.

4. Provide professional learning and resources to staff regarding student behavior, social-emotional learning, interventions, and student support strategies.

Staff Leadership and Collaboration

1. Collaborate with principals in the supervision, coaching, and evaluation of certified and non-certified staff in accordance with district procedures.
2. Foster positive working relationships with students, families, staff, and community members through effective communication and collaboration.
3. Serve as a member of building leadership teams, faculty committees, and other district committees as assigned.
4. Represent the school and district at community functions and meetings as requested by the building principals.
5. Participate in curriculum development, school improvement planning, and district initiatives as assigned.

Building Operations and Safety

1. Assist with the daily operation of the school, including student supervision, arrival and dismissal procedures, emergency preparedness, and other administrative responsibilities.
2. Ensure Board policies, administrative procedures, and student and staff handbooks are consistently communicated and implemented.
3. Maintain a safe, welcoming, inclusive, and confidential learning environment.
4. Identify and report unsafe conditions and assist in implementing the District Safety and Risk Management Plan.
5. Follow all district safety procedures and support emergency response protocols.

Professional Responsibilities

1. Maintain confidentiality and adhere to all ethical and professional standards.
2. Remain current on educational research, school law, counseling practices, student services, and leadership through professional development, professional organizations, and continuing education.
3. Perform other duties as assigned by the building principals.

TERMS OF EMPLOYMENT: This is a 10-month position working 200 days. The salary and work year will be established by the Board of Education.

ANTICIPATED ALLOCATION OF DUTIES:

1. Collaboration with administration on school climate, student discipline, attendance, curriculum, intervention, data analysis, and restorative practices (40%)
2. Participate in MTSS, problem-solving, IEP, 504, and other multidisciplinary teams (20%)
3. Coordinate and oversee the Section 504 process in accordance with applicable laws and district procedures (15%)

4. Complete supervision and evaluation of staff in coordination with the building principals (15%)
5. Provide social-emotional support and resources to students and families (5%)
6. Other duties as assigned (5%)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of Professional Personnel.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time the employee is with the District.

Name: _____

Date: _____

DRAFT