

# Elmwood Community Unit School District #322



## Employee Handbook

## Introduction

This guidebook is presented as a quick reference guide for staff members on common information and procedures. It is not intended as a substitute for any contract or policy, nor does it create any contractual requirements or obligations. This document does not contemplate every possible scenario, but merely lays out common information for quick reference purposes. Not every topic presented will be pertinent for every employee.

The guidebook is written with ease of reading in mind. It is not in official policy or legal language, although many sections refer to official policy or procedures, and staff members should become generally familiar with Board policy related to their work. If there are questions regarding meaning or procedures tied to language in this document, please clarify those with the appropriate administrator.

Finally, this guidebook will become better over time. If you have suggestions for improvements, please let Dr. Wagner know.

The guidebook is presented in alphabetical order of topics for easy access to specific information. If you find information that you believe is not correct, or if there is information that should be added or deleted, please let Dr. Wagner know at [cwagner@elmwood322.com](mailto:cwagner@elmwood322.com).

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Note: Board policies referenced in this document are located at [www.elmwood322.com](http://www.elmwood322.com), Board of Education tab, Board Policy Manual link.

## About Elmwood CUSD #322

The Elmwood School District is a Unit district that houses Pre-Kindergarten through 12<sup>th</sup> grade students. The majority of students either walk or are transported by their parents to and from school, while buses transport approximately forty-percent of our student population. Elmwood has three sections of our schools: Elmwood Elementary, which houses students in grades Pre-Kindergarten to sixth grade; Elmwood Junior High School, which houses students in grades seventh through eighth; and Elmwood Senior High School, which houses students in grades ninth through twelfth. The Elmwood School District partners with the Special Education Association of Peoria County (SEAPCO) to meet the needs of those students requiring specialized educational services.

## Access to electronic networks

Employees are given access to electronic networks, including the internet, for work purposes. Filtering of content is provided on the school network, but does not ensure complete filtering of problematic content. Board Policy 6:235 and others govern the conditions under which employees are granted use of the district's network. All employees are required to sign the district's Acceptable Use Policy (AUP) agreement at least once at hiring and as significant updates are made to the AUP.

## Accident reporting

Any and all accidents or injuries to an employee or student should be reported by the employee immediately or as soon as possible to the building administrator. The building administrator will be responsible for any investigation necessary, as well as any report to the Superintendent or maintenance regarding corrections necessary to avoid similar future accidents. The accident must be reported within (1) calendar week of its occurrence to be considered work related.

## Administration and Directors

Location	Name	Title	Phone	Email
Unit Office	Dr. Chad Wagner	Superintendent	309-742-8464	<a href="mailto:cwagner@elmwood322.com">cwagner@elmwood322.com</a>
Jr High & High School	Mr. Tony McCoy	Principal	309-742-2851	<a href="mailto:tmccoy@elmwood322.com">tmccoy@elmwood322.com</a>
Elementary School	Mrs. Marcy Brugger	Principal	309-742-4261	<a href="mailto:mbrugger@elmwood322.com">mbrugger@elmwood322.com</a>
District	Mr. Caleb Waddell	Tech Director	309-742-2851	<a href="mailto:cwaddell@elmwood322.com">cwaddell@elmwood322.com</a>
District	Mr. Joe Harkness	Head of Maintenance	309-742-2851	<a href="mailto:jharkness@elmwood322.com">jharkness@elmwood322.com</a>
District	Mrs. Shanna Swadinsky	Cafeteria Director	309-742-2851	<a href="mailto:sswadinsky@elmwood322.com">sswadinsky@elmwood322.com</a>

## Administering medicine to students

District employees other than the school nurse are not required to administer medicine to students. However, employees approved by the building principal may voluntarily administer appropriate medications to students without incurring personal liability. Any such employee who administers medications to students must keep a written log of name, date, time, and medication(s) given to the student. (Board Policy 7:270)

**Bereavement leave**

The district provides bereavement leave to employees, as outlined in the ETA contract. Notification/requests for bereavement leave by educational support personnel should be made to the employee’s immediate supervisor (Board Policy 5:330).

**Board of Education members**

Members of the Board of Education are elected every four years, with three and four being elected in alternating elections. Board members in the Elmwood district are elected at-large, which means that there are no boundary requirements for individual Board members beyond living in the district.

Name	Term
Dr. Dean Cantu, President	2019-2023
Mr. Val Ramirez, Vice-President	2019-2023
Mr. Mark Davis, Secretary	2021-2025
Mr. Tom Conklin	2019-2023
Mr. Claude Keefer	2019-2023
Mrs. Katie Vaughn	2021-2025
Mr. Kevin Windish	2021-2025

**Building use by individuals and non-school sponsored groups**

Individuals and non-school sponsored groups may not use buildings and facilities without the approval of the building administration, as outlined in the district’s Building Use Policy and Procedures. Any individual or group using facilities that have not been approved should be directed to the building administrator to obtain appropriate approval (Board Policy 8:20, 8:20 AP).

**Cellular phones at work**

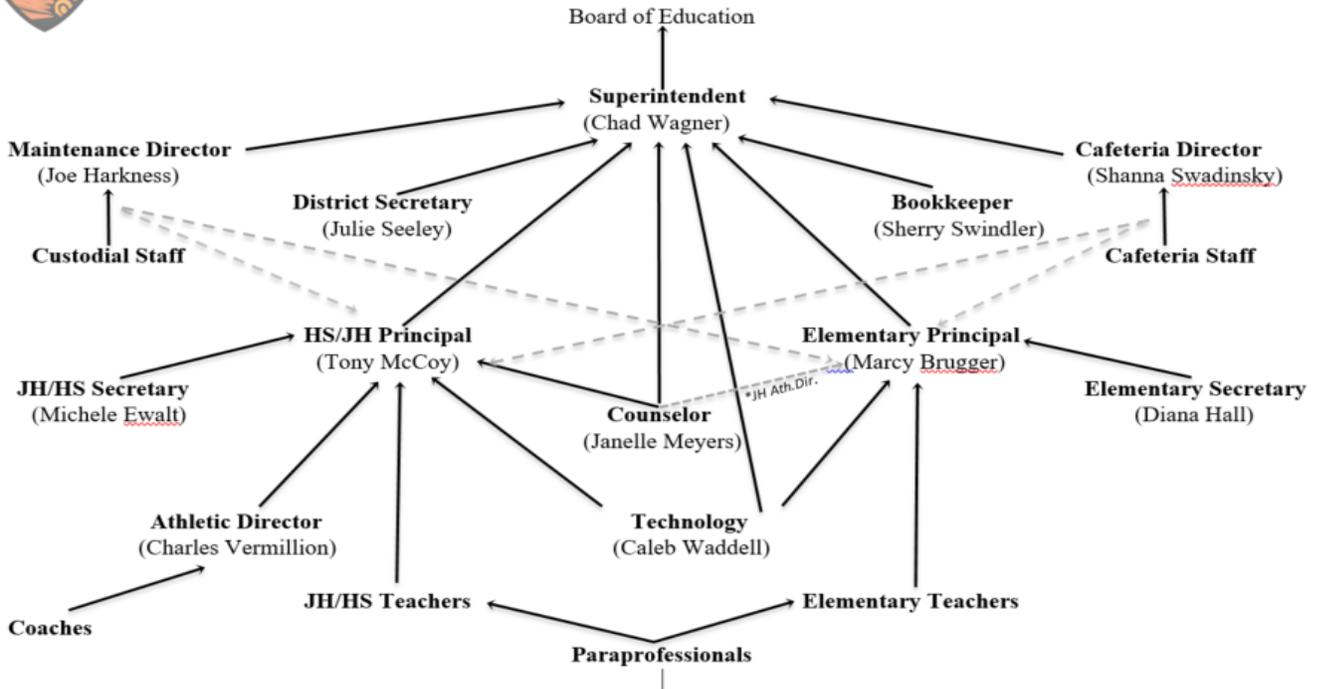
Non-emergency use of phones for personal reasons should be avoided during contract hours. Generally speaking, employees should not utilize cellular phones for personal use during work hours, outside of work-related applications or during prep or break times.

## Chain of Command

In order for our district to function appropriately, concerns, issues, complaints, requests, etc., need to follow the appropriate channel. Any attempt to circumvent the appropriate channels as specified below will be referred to the necessary step.



## ELMWOOD UNIT DISTRICT #322 CHAIN OF COMMAND



*\*\*In the event that Superintendent, and/or Building Principals are out of the building, principals/supt. will assign designee.*

*\*\*Bus drivers report directly to District Secretary, followed by Maintenance Director, Elementary Principal, and Superintendent.*

## CPR/AED

Administrators and coaches are to be trained on CPR and the use of AEDs regularly, as coordinated by the district nurse. All other staff members are encouraged to be trained regularly as well, but are not required to do so. Any staff member with questions regarding training should contact the school nurse.

## COBRA insurance

Employees (and their spouses and/or dependents) who leave the employment of CUSD 322 may be eligible for COBRA insurance for a period of time following the termination of employment. More information is available through the District Office.

## Compensatory time off vs. payment for overtime

Hourly employees should generally not work overtime unless approved by the supervisor. Employees who are granted overtime or who are "owed" time may either be granted compensatory time off or payment for services, as outlined in Board policy (Board Policy 5:310) and approved by administration.

## **Copyright**

Employees are reminded of their duty to observe copyright statutes and policies. Some copyrighted materials are available for use in the education domain without permission and/or royalties, but much is not. For example, a teacher may not, under copyright law, bring in a Disney movie to show to his/her class without proper permission. Any staff member who is uncertain of the education copyright status of a work should take the time to ensure that the proper rules are followed prior to use, as the copyright violation fines are quite high.

In addition, employees should be aware that any materials or procedures developed at work are the property of the district. (Board Policy 5:170)

## **Court duty**

Employees called for court duty will follow procedures outlined in the ETA contract and Board policy. Anyone with questions may contact the District office. Performing court duty will not be held against the employee in any way (Board Policy 5:80).

## **Crisis and safety manual**

The administrative team annually meets to update and revise the district's crisis/safety manual. Administrative staff and pertinent staff will also meet following any crisis and/or safety situation in the district to review responses and to address any concerns that are raised.

All staff members should familiarize themselves with the manual, especially the role(s) they will play in specific crisis situations. Any staff member having questions or questions about the crisis manual should address those to his/her supervisor.

It is expected that when a crisis in any building invokes a lockdown of any kind, other than a medical concern, all areas in the district will go to lockdown status. A crisis in the community may also trigger such a lockdown or soft lockdown (A soft lockdown includes extra care on who is entering the building and keeping students inside for recess and PE).

If a staff member is given indications that a student may cause harm to himself or to others, the staff member should report the concern to his/her building principal or division supervisor immediately. Indicators which could trigger such concerns will be discussed on a building by building level between principals and staff. District level staff will have similar discussions with the Superintendent.

## **Dental and Vision insurance**

The district provides options for dental and vision insurance to employees at employee expense. Any employee with questions regarding dental insurance coverages, deductibles, the cost of dental and/or vision insurance and how it would affect payroll etc., should contact Sherry Swindler at the District office.

## **District calendar FY22**

The district calendar for FY22 is available in Appendix A of this document.

## **District credit cards**

District credit cards may be available for use for purchase of approved items in specific circumstances if deemed absolutely necessary by administration. An employee wishing to use the district credit card should contact the District office (Board Policy 4:55).

**District email and communications**

The district provides email for all employees. There are often mailings and reminders sent out via email only. Each employee is expected to access and maintain his/her email account on a regular basis.

In addition, all work-related email communications are to be done via the district's provided email. Private or secondary email accounts should not be used for school business. In the case that a private email account is used for work purposes or to discuss work-related business, it is the employee's responsibility to preserve the email(s) involved and file copies with the building principal for record preservation purposes.

Also, it is strongly recommended that any communications regarding student issues, homework, etc., be made via e-mail.

**District tools and equipment**

The district provides various tools and equipment to employees. All tools and equipment are to be reasonably cared for and made secure. Any tools or equipment purchased by the district remain the property of the district.

**District vehicles**

Any employee requiring the use of a district vehicle for work purposes beyond the regular work schedule should contact Julie in the District office to determine if one is available.

**Dress standards**

The district's image is reflected in employees' dress and appearance, which must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, or decency. Good grooming and tasteful attire are expected.

**Drug, alcohol and tobacco free workplace**

Elmwood CUSD 322 is a drug, alcohol, and tobacco free workplace. Please refer to Board Policy 5:50 for more information.

**Employment record/employee status changes**

Employees who have changes in personal information that may affect payroll, W2/tax reporting, insurance, and other local, state and federal reports should report those changes to the District office as soon as possible. Included are changes in address and phone numbers.

**Equal employment opportunity and minority recruitment**

The district provides equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status for anyone authorized to work in the US, being a victim of domestic or sexual violence, physical or mental handicap or disability, and other legally protected categories (Board Policy 5:10). Anyone who believes that he/she has not received an equal opportunity should report the claim via the Uniform Grievance Procedure (Board Policy 2:260).

## **Ethics**

The state of Illinois has implemented sweeping ethics rules that govern specific political activities and the giving and receipt of gifts by employees. These rules are a response to many years of corruption and patronage in the state, and apply to all state employees and agencies who receive state funds of any kind. Please refer to Board Policies 2:105 and 5:120 for further information.

## **Evaluation**

Each certified and non-certified staff member will be evaluated under the laws of the state of Illinois, Board policy, and the CUSD 322/ETA contract. Certified evaluation procedures/handbooks have been developed by the ETA and the Board through the work of a collaborative, committee approached comprised of teachers and administrators, as well as collective bargaining in the ETA/CUSD 322 collective bargaining agreement 2020-2023.

## **Fair Labor Standards Act (FLSA)**

The district is subject to the rules of the Fair Labor Standards Act (FLSA) , available at [www.dol.gov/whd/flsa/](http://www.dol.gov/whd/flsa/). The ETA contract contemplates rules that exceed requirements of the FLSA. Generally speaking, FLSA addresses concerns of exempt/non-exempt job classifications, overtime pay rules, and suspension without pay – the contract addresses some of the provisions of FLSA (Board Policy 5:35).

## **Family and Medical Leave Act (FMLA)**

Eligible district employees may use the provisions of the Family and Medical Leave Act (FMLA) in order to access up to 12 work weeks per rolling year for personal or family medical concerns. FMLA leave may coincide with paid leave such as sick leave and personal leave. A longer period of weeks is available for care of a covered service member.

All FMLA related information is included in Board Policy (Board Policy 5:185).

## **Finding a substitute (certified staff)**

Starting in the 2018-2019 school year, each school's secretary will find and secure substitutes in the event that you need one. All staff members are expected to contact their respective school administrative assistant as soon as it is known that you will be unable to make it to work in a timely fashion so as to assist in the expediency and ease of securing a substitute.

Elementary School – Diana Hall: 368-4800

JH/SH School – Michele Ewalt: 742-8034

## **Fingerprinting and criminal background checks**

The laws of the state of Illinois require that all new employees undergo a criminal background check, which includes fingerprinting that is submitted to the Illinois State Police and FBI databases. Data returned from the background check are confidential, and are handled administratively on an individual basis. Copies are retained in the employee's personnel file.

## **Freedom of Information Act (FOIA)**

The Freedom of Information Act (FOIA) opens many records of public bodies, including school districts, to public scrutiny, upon request. This includes "all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded

information and all other documentary materials pertaining to the transaction of public business...” The Illinois Attorney General’s office further notes that FOIA covers “any document, regardless of form, that pertains to government business.” For this reason, an employee should not “clean out” documents, email, etc. that fit the list above.

FOIA does not cover:

- Private information – such items as social security numbers, driver’s license number, biometric identifiers, passwords, medical records, and personal telephone or email addresses
- Personal information that would constitute an unwarranted invasion of privacy – in Illinois, teachers’ evaluations are currently included in this category, but not disciplinary proceedings
- Law enforcement records that would interfere with legal proceedings
- Information that might endanger life or physical safety
- Preliminary drafts unless publicly cited and identified
- Business trade secrets
- Proposals and bids for contracts until the final selection is made
- Requests that are unduly burdensome

### **Health insurance**

The district provides eligible employees with health insurance under the provisions of the ETA contract and the law. Employees are not required to take district health insurance.

Employees wishing to make changes in health insurance may be limited to the open enrollment period, which occurs each September (effective October 1).

Any employee with questions regarding health insurance coverages, deductibles, questions regarding the cost of health insurance and how it would affect payroll, etc. should contact Sherry Swindler at the District office.

### **Holidays**

School year staff holidays are noted on the annual school calendar. Holidays for full-year non-certified staff are noted in Board Policy (Board Policy 5:330).

### **Hourly Employees**

All non-certified employees, other than directors, are considered to be hourly employees under the Fair Labor Standards Act (FLSA), and the district and all non-certified employees are subject to all rules and requirements implemented under FLSA.

### **Illinois Municipal Retirement Fund (IMRF)**

Non-certified staff members who qualify based on hours worked are required to be a part of the Illinois Municipal Retirement Fund (IMRF). Deductions for IMRF are required by the state of Illinois, and the percentage of deduction set by law.

Anyone desiring more information regarding retirement benefits from IMRF should contact IMRF directly.

### **Intellectual Property Rights and Prohibited Interests**

Intellectual property rights on staff-developed materials is outlined in Board Policy. According to the School Code, Section 22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected”. Please check with the superintendent if there are questions (Board Policy 5:120).

### **Leave of absence**

The ETA contract provides options for leaves of absence that are outside the daily scope of employment. Any employee wishing to access a leave of absence should become familiar with the terms of the contract regarding such leaves.

### **Life insurance**

The district provides a life insurance policy for any full-time teacher. The district pays for this policy. Any employee with questions regarding life insurance coverages, deductibles, etc. should contact Sherry Swindler at the District office.

### **Mandated reporter status**

All staff members are reminded that they are mandated reporters in the state of Illinois. The standard that is in place in the state of Illinois is that of reasonable suspicion. If an employee suspects that a child is being abused or neglected, and reasonable questions or an investigation do not dispel that suspicion, then the employee is required by law to call DCFS. The call may not be made by the employee’s supervisor, and should be made as soon as it is possible to do so. Please note that a recent lawsuit requires that such a call be made immediately.

### **Mandatory trainings**

Employees are required by the state of Illinois and ISBE to annually be trained on a variety of topics.

### **Network and computer security**

Our computer network and data are only as secure as the equipment and users on the system. Each staff member should be careful not to expose passwords to anyone else, nor to leave his/her computer “logged in” when he/she leaves an area.

### **Open Meetings Act (OMA)**

The Illinois Open Meetings Act (OMA) governs the content of open and closed sessions of all public bodies. This includes not only Board of Education meetings, but also any meeting at which public business is conducted. Any meeting at which public business is conducted, not including those at which student-specific information is discussed, are considered to be open meetings under OMA which members of the public may attend. Meetings may only be closed, in part or in whole, when the topic(s) of discussion meet the requirements of OMA.

### **Pay periods**

Pay periods for the district are outlined in the ETA contract and Board Policy. Generally speaking, employees are paid twice a month, on the 1<sup>st</sup> and 15<sup>th</sup>.

**Personal leave**

Employees are provided personal leave as noted in the CUSD 322/ETA, individual contracts, and Board Policy (Board Policy 5:330).

**Personal technology**

Employees may bring personal technologies to school to be used in accordance with Board policies and work practices. However, employees should recognize all aspects of Board policy in regard to this usage. In general, use of personal technologies at school should not be any different than using school-provided technology (Board Policy 5:125).

**Personnel file**

An employee's official personnel file is kept in the unit office. An employee has the right to view his/her personnel file and to have copies of documents in the personnel file copied at employee cost for his/her benefit. Anyone wishing to view/review documents in his/her personnel file should contact the unit office to set up an appointment. Any employee desiring to include any document in his/her file, or asking for the removal of any document already in his/her file, should speak to Dr. Wagner regarding the request.

**Policy and Procedure**

Board policy and procedure manuals are updated regularly to reflect changes in law and court cases which affect these. The district utilizes the Illinois Association of School Board's (IASB) PRESS Policy service to implement these changes. Policies are updated in the district manual when the finalized copy is received from PRESS, but the policy is effective immediately upon approval by the Board. Procedures are updated by district administrators for distribution to staff as needed.

**Professional activities**

The district encourages employees to become recognized leaders in their fields of expertise, as indicated by work roles and/or licensure and endorsements, and to be professional presenters at conferences and workshops. These opportunities reflect well on both the employee and the district. Within reason, and as long as funds are available to cover costs, the district will be supportive of those staff members who desire to disseminate professional information in such formats. Anyone wishing to present at conferences and workshops should speak with his/her supervisor regarding possibilities.

**Professional development**

CUSD 322 supports staff members in the professional development process. There are provisions in the ETA contract specific to professional development for certified staff members. The professional development plan is individualized for each teacher and in concert with the appropriate building administrator.

Professional development opportunities outside the district that meet PD plan criteria will be supported by the district as long as funds are available to cover those costs.

**Public information process**

Generally speaking, the Superintendent is the authorized contact for the district regarding the dissemination of public information, especially regarding sensitive information. It is understood, of course, that coaches and administrators will have contact with media, public

bodies, and community members regarding their programs and have the opportunity to speak for their programs.

### **Reasonable Accommodations**

The School District provides reasonable accommodations to employees with disabilities in accordance with the American's with Disability Act. However, the District does not offer light duty positions where employees cannot perform the essential functions of their job, with or without a reasonable accommodation. In those instances, employees may utilize sick time, other applicable paid leave or seek a discretionary unpaid leave of absence from the Board of Education. Employees have no right to be absent without leave and may be relieved from duty for failure to report to work.

### **Reimbursement for college credit**

Certified staff members may be eligible for reimbursement for college credit, as defined in the CUSD 322/ETA contract.

### **Reimbursement for mileage**

Staff members who must drive personal vehicles for school purposes may complete a mileage reimbursement form. Such mileage requests should be filed on a monthly basis, and will be reimbursed at the mileage rate set at the beginning of the school year. Staff members who attend workshops or other school-related events and who must drive their own vehicles must be approved in advance by the building administrator and superintendent, or reimbursement may be denied.

Mileage reimbursement for the 2021-2022 school year is the federal rate in effect when school begins.

### **Reimbursement for purchases**

Staff members are encouraged to make all purchases through the district's normal requisition/purchase order process. However, it is understood that once in a long while an employee must purchase items without the allowance of the process. In those cases, the supervisor must be contacted prior to the purchase, or, if not possible then, immediately after in order to secure permission for the purchase and therefore the possibility of reimbursement. To assure reimbursement, ask first and obtain written permission.

### **Religious holidays**

Rules regarding employee absence for religious holidays are provided in the ETA contract and Board Policy 5:70. Employees who will be absent for a particular religious holiday should access these sections in order to meet the timelines in the rules (Board Policy 5:70).

### **Reporting absences and attendance (non-certified staff)**

Any employee who is aware in advance of a pending absence should work with his/her supervisor to ensure that a substitute is found.

A non-certified employee or Teacher's Assistant who becomes ill or encounters an emergency that requires his/her absence without warning should contact the building administrative assistant immediately. All other employees should call his/her supervisor or follow procedures outlined by his/her supervisor (Board Policy 5:330).

Any employee who fails to appear for normally scheduled work assignment, or call to notify administration of such an absence, will be considered as abandoning position and will be terminated upon the third day of such an instance.

### **Retirement**

Any employee wishing to retire should follow the steps outlined in state law, the CUSD 322/ETA contract and Board policy, and should contact the appropriate retirement agency (TRS or IMRF) for more information. Unit office personnel do not keep track of the rules and procedures promulgated by TRS or IMRF, except as those directly affect CUSD 322 operations.

### **Safety**

Safety is everyone's business. Any employee who identifies an unsafe condition in either interior or exterior facilities should report the condition to the building office or the maintenance/custodial staff as soon as possible.

### **Safety drills**

Each building is required to hold safety drills as required by the state of Illinois. These include severe weather, building evacuation, lockdown and bus safety drills. Each building administrator is to schedule these drills for his/her building and ensure that they are completed.

### **Security of facilities**

The security of facilities is the responsibility of all employees. Employees should make sure that classroom or work area windows and doors are closed and locked daily before leaving the building. When leaving the building after school or on weekends when exterior doors are locked, make sure that the doors have closed and latched properly, and report any closure problems immediately to the custodian (if available) or to the supervisor.

### **Social media**

Many employees maintain a presence in the world of social media, such as Facebook or Twitter. It is the employee's responsibility to ensure that postings to any social media do not reveal student record information, as well as to follow all district guidelines and policies regarding the use of social media. No student pictures, depictions, or student-identifiable information may be included in social media or on personal websites or any other media without the express authorization of administration. In general, social/personal media should not be used during school hours. All staff should review these policies annually (Board Policy 5:125, 5:130, 6:235).

### **Student Discipline – Bullying Policy**

Elmwood Community Unit School District 322 maintains and regularly reviews and updates a policy regarding bullying and bullying intervention. Policy 7:180 is regularly maintained in the district's policy manual. All staff should annually review the policy.

### **Students in buildings after hours**

School buildings are an active place, and there are often students in the building outside of regular school hours. However, students should not be in the building after school hours or on weekends and holidays if they do not have legitimate business (i.e., practices, working with

teachers) in the building. If a staff member is uncertain why a student is in the building during off-school hours, the staff member should request more information from the student.

### **Student records**

Student records are controlled primarily by two laws: FERPA, a federal standard; and ISSRA, an Illinois statute. Student records commonly refer to records kept in student files in the office, such as discipline, immunization and grade records. However, student records can also include any information obtained at school regarding a child that would not otherwise be available to the employee. Extra caution should be taken when speaking or writing about student-identifiable information obtained at work (Board Policy 7:340).

Student medical records, under HIPPA, are confidential and may not be shared without express need. Only those requiring access to student medical records may review such records or have access to any information located in those records

It is critical that all employees use caution regarding the release of *any* information obtained about a child at school as a part of their work.

Both state and federal law require that student record information be maintained, no matter the form in which the information originated. Emails with parents, documents shared with other administrators or staff members, or any number of documents and/or electronic records may be considered student records. If a staff member is uncertain as to whether data may or may not be student record information, the staff member should consult with the building principal.

### **Student use of fitness facilities**

Students may not use district fitness facilities unless under the control and supervision of CUSD 322 approved coaches or sponsors (Board Policy 8:20).

### **Teachers' Retirement System (TRS) and Teachers' Health Insurance System (THIS)**

Certified staff members are required to be a part of the Teachers' Retirement System (TRS) and Teachers' Health Insurance System (THIS). Deductions for TRS and THIS are required by the state of Illinois, and the percentage of deduction set by law.

Anyone desiring more information regarding retirement benefits from TRS should contact his/her TRS representative directly.

### **Time Sheets**

All non-certified employees are required to keep an accurate account of their time according to district procedures in order to facilitate payroll processes. Accurate notation on the district's on-line time keeping system includes correct check-in and check-out times, as well as times in and out for lunch break, notation of sick days, comp time/overtime, etc.

### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Employees who are also members of the US armed services have rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Basically, USERRA protects armed services members who leave the job to perform military service. Any employee who may qualify for rights under USERRA and either needs to utilize those rights or has questions should contact the unit office for more information.

### **Victims' Economic Security and Safety Act (VESSA)**

The Victims' Economic Security and Safety Act (VESSA) provides employees with up to 12 weeks unpaid leave per rolling year for an employee who is a victim of domestic or sexual violence, or has a family or household member who is a victim, to address the situation created by said violence. The employee may use the leave to seek medical attention, obtain services from victims' services organizations, obtain psychological or other counseling, in planning for safety or relocating, or seeking legal assistance, among other. VESSA also outlines specific parameters that are to be followed by the employer and employee. Any employee wishing to access VESSA should speak with his/her supervisor.

### **Visitors to school property**

All visitors to school property should report to the main office of the school in which they are seeking to check in and receive a visitor's pass. This includes volunteers who are in the building. Employees who see unfamiliar faces in the hallway without such a pass are to challenge those persons and ask them to return to the office to check in. Visitors are also expected to be respectful, civil, and orderly during visits to the school. Any visitor who refuses to comply with such a request is in violation of state law and should be reported to the office immediately (Board Policy 8:30).

### **Volunteers who work with students**

Each building may utilize volunteers to work with children, including reading stories, making presentations, and other such roles. Volunteers, defined as those who will be in contact with children three or more times during the school year, must undergo fingerprinting and a background check. No volunteer will be allowed to work with children without these steps in place.

### **Workplace harassment**

Workplace harassment is prohibited, including both the harassment of students and of staff members. This includes harassment or abusive conduct on the basis of race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or any other protected status. Any staff member who believes he/she has been harassed may file a complaint utilizing the district's Uniform Grievance Procedure, Board Policy 2:260. For more information, including the district complaint managers, see Board Policy 5:20.

ELMWOOD CUSD #322  
 2021-2022 Public School Calendar  
*Board Approved 1/25/21*



FIRST SEMESTER

End of July	Online Registration (TBD)
August 16	NO SCHOOL – Teacher Institute
August 17	First Day of School (8:10AM–2:15PM)
September 3	NO SCHOOL – Teacher Institute
September 6	NO SCHOOL – LABOR DAY
September 17	Midterm Reports Sent to Parents
October 11	NO SCHOOL – COLUMBUS DAY
October 15	End of the 1 <sup>st</sup> Quarter
October 20–21	EARLY DISMISSALS (2:15PM) Parent/Teacher Conferences (2:30PM - 6:30PM)
October 22	NO SCHOOL
October 29	½ DAY OF SCHOOL – School Improvement Day Students (8:10AM–11:30AM) Teachers (12:30PM–3:45 PM)
November 19	Midterm Reports Sent to Parents
November 24–26	NO SCHOOL – THANKSGIVING BREAK
December 20–21	EARLY DISMISSALS (2:15PM) – Semester Exams
December 21	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
December 22–January 4	NO SCHOOL – WINTER BREAK

SECOND SEMESTER

January 5	NO SCHOOL – Teacher Institute
January 6	School Resumes for Students
January 7	Report Cards Sent Home
January 17	NO SCHOOL – MARTIN LUTHER KING, JR. DAY
February 11	Midterm Reports Sent to Parents
February 21	NO SCHOOL – PRESIDENTS’ DAY
March 7	REGULAR SCHOOL DAY – HOLIDAY WAIVED (Casimir Pulaski)
March 11	NO SCHOOL – Teacher Institute / End of 3 <sup>rd</sup> Quarter
April 8	Midterm Reports Sent to Parents
April 11–15	NO SCHOOL – SPRING BREAK
April 18	School Resumes for Students
May 15	High School Graduation – 1:00PM, High School Gym
May 23–24	EARLY DISMISSALS (2:15PM) – Semester Exams
May 24	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester (Last Day for Students)
May 25–27	Emergency Days – if not used, No School
May 30	NO SCHOOL – MEMORIAL DAY
May 31	Emergency Day – if not used, No School
June 1	Emergency Day – if not used, No School