Selmaville Community Consolidated School District No. 10 Board Policies

Vernon G. Shook

Eastern Illinois University

Recommended Citation
https://thekeep.eiu.edu/theses/3068

This is brought to you for free and open access by the Student Theses & Publications at The Keep. It has been accepted for inclusion in Masters Theses by an authorized administrator of The Keep. For more information, please contact tabruns@eiu.edu.
THESIS REPRODUCTION CERTIFICATE

TO:  Graduate Degree Candidates who have written formal theses.

SUBJECT:  Permission to reproduce theses.

The University Library is receiving a number of requests from other institutions asking permission to reproduce dissertations for inclusion in their library holdings. Although no copyright laws are involved, we feel that professional courtesy demands that permission be obtained from the author before we allow theses to be copied.

Please sign one of the following statements:

Booth Library of Eastern Illinois University has my permission to lend my thesis to a reputable college or university for the purpose of copying it for inclusion in that institution's library or research holdings.

__________________________________________________________

Date

I respectfully request Booth Library of Eastern Illinois University not allow my thesis be reproduced because ______________________________________

__________________________________________________________

__________________________________________________________

Date  Author

m
SELMAVILLE COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 10
BOARD POLICIES

(TITLE)

BY

VERNON G. SHOOK

FIELD STUDY

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
SPECIALIST IN EDUCATION
IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1980
YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

August 5, 1980
DATE
SELMAVILLE COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 10

BOARD POLICIES

BY

VERNON G. SHOOK

B.S. in Ed., Southern Illinois University, 1964
M.S. in Ed., Southern Illinois University, 1967

ABSTRACT OF A FIELD STUDY

Submitted in partial fulfillment of the requirements
for the degree of Specialist in Education at the
Graduate School of Eastern Illinois University

CHARLESTON, ILLINOIS

1980
STATEMENT OF PURPOSE

The purpose of this field study was to develop a better understanding of the policies, rules and regulations of the Selmaville Community Consolidated School District No. 10. The Board of Education has authorized this revision of the District No. 10 School Board Policies.

Educational policy making has long been regarded as the most important function of the Board of Education. Boards have come to recognize the need for committing their policies to writing and organizing them into a usable manual. With this in mind the Board of Education with the assistance of the administrative staff and faculty has up-dated the district policies in a written form.

BACKGROUND INFORMATION

The Board Policies of Selmaville Community Consolidated School District No.10 have not been revised and up-dated for eleven years. The district officially operated to a great extent from procedures as had been established by board directives which were recorded in the official board minutes. Official Operating Policy was also established by letter, directive, written or verbal memorandum, custom or tradition, to manage, operate and control, the procedures of the district.

THE POLICYMAKING PROCESS

The policy development process follows essentially a sequence of operations. Twelve stages have been identified in the sequence. These
are not "12 easy steps to success;" the business of developing effective policies is seldom easy if your goal is to produce workable policies.

1. **Problem - Issue - Need Emerges.** This could be any problem, or issue, or need that comes to the attention of the school board.

2. **Study Needed.** The board studies the problem, or issue, or need to learn what must be known.

   If the matter is simple, it may be completed swiftly and involve no one other than the superintendent and board.

   If the matter is complicated or sensitive, the study may take a longer period of time. It may also involve many others in the amassing of facts and information.

3. **Recommendations.** Once facts are available the board listens to recommendations about how to handle the problem. The superintendent’s recommendations are usually especially important.

4. **Discuss, Debate, Decide.** After becoming informed and hearing all recommendations, the board discusses, debates, and finally decides for itself what the problem-issue-need policy ought to be. The board makes the decision on the basis of what is right and proper for the cause of education, not on the basis of what’s popular or expedient.

5. **First Board Action.** The board moves that a policy statement be drafted by the superintendent that expresses the will of the board in policy language. The policy will be more concerned with long-range goals and objectives and with a broad approach to the problem.

6. **Writer At Work.** The superintendent composes the draft policy. He keeps the statement brief, to the point, crystal clear in language.

7. **Rules Under Construction.** The administration anticipates the
need for such rules, executive orders, and memoranda as may be necessary to implement the new policy.

8. **Staff And Public, Take Notice.** The board has announced to the staff and to the public that a new policy is to be acted upon at an upcoming open board meeting.

9. **Final Board Action.** The board reviews and adopts the draft document. The policy is now official.

10. **Rules Review - Maybe.** Whether or not the board reviews the administrative rules and other procedures necessary for implementing the policy may not be essential.

11. **Dissemination - A Must.** The administration disseminates copies of information about the new policy and administrative rules as widely as possible.

12. **Evaluation - Certainly.** The board will certainly evaluate its board policies. The board requests reports from time to time to check on whether or not policy objectives are being achieved. If the board finds any policy to be untenable, it stands ready to revise that policy.

**CONCLUSION**

The Selmaville Community Consolidated School District No. 10 Board Policies have been developed for the following purposes:

1. To provide statements of general policy for governing the program of the school.

2. To establish the framework within which the administration and other employees may exercise discretionary action.
3. To build public confidence through evidence of the Board's position on basic issues.

4. To outline and summarize the various facets of the school's operation.

5. To facilitate orderly review of existing policies and provide an established basis for consideration of future proposals.
Selmaville Community Consolidated School District
No. 10 is a small rural school district which is
located approximately two miles west of Salem, Illinois.

The district is comprised of two former separate
school districts that formed a community consolidated
school district in 1968 in order to have a more
adequate school system. This consolidation improved
the financial picture as well as expanded the pupil
services that could be offered. The major improvement
was the ability to meet recognition standards easier
than before the consolidation.

The present pupil enrollment is 315 with pupils
in kindergarten through fourth grade attending
Selmaville North School, and pupils in fifth through
eighth grades attending Selmaville South School.

Certificated personnel include the superintendent,
a principal, fifteen full-time teachers, and two
part-time teachers. There are seventeen non-certificated
employees in the district.

The Policies of District No. 10 Board of Education
were out of date, sketchy, and not compiled in a
single available document. With this in mind, the
Board of Education, with the assistance of the super-
intendent and faculty has up-dated the district
policies in a written form. The superintendent reviewed all policies previously established as well as laws, rules or regulations established by the Federal or State Government and committed these policies to writing and organizing them into a usable manual.

Constitutionally, education in the United States is a function of state government. Basic responsibility for providing a system of education is placed on the various state governments and is implemented through their constitutional provisions and legislative action.

In the State of Illinois, these responsibilities are discharged through the State Board of Education, Offices of Educational Service Regions and local school districts. Members of local Boards of Education, although elected by the people in the communities they serve, are officers of state government. They have such powers as the state legislature confers upon them plus those powers necessarily implied to enable them to carry out the expressed powers granted.

The Selmarville Community Consolidated School District No. 10 Board Policies have been developed
for the following purposes:

1. To provide statements of general policy for governing the program of the school.

2. To establish the framework within which the administration and other employees may exercise discretionary action.

3. To build public confidence through evidence of the Board's position on basic issues.

4. To outline and summarize the various facets of the school's operation.

5. To facilitate orderly review of existing policies and provide an established basis for consideration of future proposals.

No school district or school policy is ever static and not subject to change. The total educational team will examine the material in this handbook with a critical eye, and as needed, recommend improvements and additions.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOREWORD</td>
<td>2</td>
</tr>
<tr>
<td>PHILOSOPHY OF EDUCATION</td>
<td>6</td>
</tr>
<tr>
<td>STUDENT GOALS</td>
<td>8</td>
</tr>
<tr>
<td>OBJECTIVES</td>
<td>10</td>
</tr>
<tr>
<td>CODE OF ETHICS</td>
<td>11</td>
</tr>
<tr>
<td>ARTICLE I - BOARD OF EDUCATION</td>
<td>12</td>
</tr>
<tr>
<td>ARTICLE II - ADMINISTRATIVE STAFF</td>
<td>25</td>
</tr>
<tr>
<td>ARTICLE III - INSTRUCTIONAL STAFF</td>
<td>34</td>
</tr>
<tr>
<td>ARTICLE IV - NON-INSTRUCTIONAL STAFF</td>
<td>64</td>
</tr>
<tr>
<td>ARTICLE V - STUDENTS</td>
<td>76</td>
</tr>
<tr>
<td>ARTICLE VI - INSTRUCTION</td>
<td>101</td>
</tr>
<tr>
<td>ARTICLE VII - COMMUNITY RELATIONS</td>
<td>110</td>
</tr>
<tr>
<td>ARTICLE VIII - NON-INSTRUCTIONAL OPERATIONS</td>
<td>115</td>
</tr>
<tr>
<td>APPENDIX - LOG OF ACTIVITIES</td>
<td>128</td>
</tr>
</tbody>
</table>
PHILOSOPHY OF
SELMAVILLE COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 10

The essential function of education in the Selmaville Community Consolidated School District No. 10 is, as we feel it should be in school education, to aid the child in a continuing process of growth. Social, mental, physical and spiritual growth as well as emotional adjustment should all be important parts of the educational process.

It should be the purpose of education to secure for every child an education which through discovery and development of his individual abilities, and through training and proper guidance help him to live a useful life that will yield him the maximum of happiness and satisfaction. It should be our goal to help the child develop integrity of purpose, tolerance, open-mindedness, self-reliance, and an intelligent attitude toward civic responsibility in a democratic society.

Each child, youth, and adult should be helped to an understanding and appreciation of his personal opportunities and responsibilities as a citizen of his local community, the nation, and the world. Each pupil, should through this process of education
come to realize that he can make a positive contribution to the advancement of society during his lifetime.

Every individual should be assisted in developing sound principles of healthful living by being permitted to attend and work in clean, wholesome, hygienic schools where good habits are practiced rather than merely talked about.

In our program of education, we should have flexibility without laxity. Creative abilities should be developed without neglecting the necessary skills. An appreciation should be developed for the cultural and aesthetic experiences without jeopardizing the acquisition of the basic skills. Our program should be so directed as to develop a fuller spirit of cooperation between the school, the home, the church, and the state.
STUDENT GOALS

"The educational system must foster a feeling of adequacy and self-worth on the part of all students."

"The educational system must provide experiences which help students adapt to a world of change."

"The educational system must provide an environment which brings about appreciation for and positive attitudes toward persons and cultures different from one's own."

Citizenship. Learning to understand, appreciate, and practice with unwavering loyalty the principles of our American democracy.

Character and Human Relations. Becoming the finest person it is possible to become; making one's best contribution to society; learning to live and work co-operatively.

Basic Skills. Learning to read, write, speak, and listen intelligently; and to understand and solve the numerical problems of everyday life.

Health and Safety. Developing and maintaining sound physical and mental health; understanding and using desirable safety practices.

Consumer Effectiveness. Understanding the role of the consumer in our American economic life and learning to use resources wisely.
Successful Family Life. Understanding and practicing the principles underlying successful family living.

Use of Leisure Time. Developing desirable practices, attitudes, and understanding related to the use of leisure time.

Appreciation of Beauty. Perceiving and enjoying beauty in everyday life; participating in appreciation of and expression in the arts.

Effective Thinking. Thinking effectively as a basis for good judgment and intelligent action.

Develop good character and self-respect.

Development of self discipline and self-reliance.
OBJECTIVES

1. To teach pupils to think as well as learn and to respect intellect and creative thought.

2. To develop skills in communication through understanding and appreciation of the written and spoken word.

3. To develop an understanding of our cultural heritage and to promote responsible citizenship in this democracy.

4. To teach physical education and health so that the need for the care of the body and mind will be understood, respected, and practiced.

5. To encourage students to continue their formal education to the extent of their ability.

6. To maintain a standard of achievement in the school that will equip the students going to high school to continue their formal education.

7. To develop and encourage appreciation of the cultural arts among all students, as well as to offer the talented pupil a good foundation in their practical application.

8. To assist agencies in developing appreciation for human relations, in developing character and personality, and in encouraging interest in worthwhile use of leisure time.

9. To help students set realistic goals that are best suited to their individual interests and abilities.

10. To maintain a flexible curriculum that meets the changing needs of the students in our school community.
CODE OF ETHICS

As a member of the Board of Education, I will do my utmost to represent the public interest in education by taking into consideration on a personal basis the following guidelines:

1. Represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.

2. Avoid any conflict of interest or the appearance of impropriety which could result from my position, and shall not use my board membership for personal gain or publicity.

3. Recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.

4. Take no private action that might compromise the Board of administration and shall respect the confidentiality of privileged information.

5. Abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

6. Encourage and respect the free expression of opinion by my fellow Board members and other who seek a hearing before the Board.

7. Be involved and knowledgeable about not only local educational concerns, but also about state and national issues.
ARTICLE I
BOARD OF EDUCATION

BOARD MEMBERSHIP

The Board of Education of Selmaville Community Consolidated School District No. 10 shall consist of seven members serving without compensation except as herein provided.

Members shall be elected by the voters of the district and shall serve for a three year period except in cases wherein it becomes necessary to elect someone to full an unexpired term of office.

Each member shall, on the date of his election, be a citizen of the United States, 18 years of age or over, a resident of the state and the territory of the district for at least one year immediately preceding his election and shall not be a school trustee or treasurer.

NOMINATION

Nomination to membership on the Board of Education shall be by petition signed by at least 50 legal voters of the district. Such petition shall be filed with the Secretary of the Board in the administrative offices of the district not more than 45 but at least
22 days before the election. The petition must be accompanied by a statement of candidacy acknowledged by a notary public.

ELECTION

The annual election for board membership shall be held on the second Saturday in April for which there shall be one voting precinct comprised of the total Selmaville School District. The polls will be opened at 12:00 noon, and close at 7:00 P. M. of the same day.

A person qualified to vote in a school election must be a citizen of the United States, have attained the age of 18 years, have resided in the State of Illinois for 6 months and in the school district for 30 days immediately preceding the election and must be registered to vote in the general elections from a residence located in the school district.

VACANCIES

A vacancy shall be considered to exist on the happening of any of the following events:

1. The death of the incumbent.
2. His resignation in writing filed with the Secretary or Clerk of the Board.
3. His becoming insane.
4. His ceasing to be an inhabitant of the State, district, county, particular area or town for which he was elected.

5. His conviction of an infamous crime, or of any offense involving a violation of official oath.

6. His removal from office.

7. The decision of a competent tribunal declaring his election void.

Whenever a vacancy occurs, the remaining members shall fill the vacancy until the next annual election. If the place of residence is a factor the appointed successor shall have the same type of residential qualifications as the predecessor.

ORGANIZATION

Within ten days after the annual election the board shall organize by electing its officers (President, Vice-President, Secretary) for the ensuing year and designating a time and place for regular meetings.

Special meetings may be called by the president or by any three members of the board by giving notice thereof in writing stating the time, place and purpose of the meeting. Such notice may be served by mail 48 hours before such meeting or by personal service 24 hours before such meeting. This notice may be given by the president or by the superintendent
when advised by the president. All meetings shall be held in the administrative offices of the district.

Four members of the board shall constitute a quorum to transact business. When a vote is taken upon any measure, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome thereof.

The board may adjourn its meetings to any fixed date for the completion of any unfinished business and and at such adjourned meeting shall have the power it has at any regular meeting.

Meetings of the board are, except for executive sessions, open to the public. Notices of meetings shall be advertised as required by statute.

An executive session is a board meeting, or a portion of a meeting, which is restricted to duly elected board members, the superintendent and such other persons as might be invited by the board to attend. The law provides that the board may, upon a majority of those present, move into executive session to discuss matters involving personnel, collective negotiations, student discipline, acquisition of real property, court proceedings in which the district might be involved.
and to permit an advisory committee to provide
the board with consultation on matters germane
to its field of competence. All official actions
of the board shall be taken in open session and
recorded in the minutes. No business shall be
conducted by the board except at a regular,
adjourned or specially called meeting of the board.

OFFICERS

The president of the board shall be elected
by the members thereof from among their number
for one year.

He shall preside at all meetings and shall
perform all duties as are imposed upon him by law
or by action of the board. If he is absent from
any meeting or refuses to perform his duties the
vice-president shall function in his stead. If
both are absent a president pro tempore shall be
appointed.

He shall be an ex officio member of all
committees appointed by the Board of Education.

The secretary of the Board of Education
shall be elected or appointed by the Board of
Education and may be a member thereof, who shall
serve for one year. He may receive such compen-
sation as shall be fixed by the Board of Education
prior to his election and, if a member, may vote on all questions coming before the board.

He shall perform the duties usually pertaining to his office, or to the clerk of a Board of Directors, and such as are imposed on him by law, or by action of the Board of Education. If he is absent from any meeting or refuses to perform his duties, a secretary pro tempore who shall be a member of the board shall be appointed.

MEETINGS

Regular meetings of the board shall be held on the third Monday of each month beginning at 7:00 P. M.

PROCEDINGS

The basic order of business for all regular and/or adjourned meetings shall be as follows:

1. Roll call
2. Approval of minutes
3. Financial reports
4. Acknowledgments
5. Communications
6. Special reports
7. Report of committees
8. Old business
9. New business
10. Report of administration
11. Adjournment

The proceedings of the board shall be governed by the laws of the state and general parliamentary procedures as set forth in Robert’s Rules of Order.
A copy of all minutes and the names of those who make and second such motions shall be recorded in the minutes. When a vote is taken upon any measure, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof.

On all motions which require the expenditure of funds, a roll call vote shall be taken with the names of the members voting "yea" or "nay" being recorded in the minutes.

Since all officers are elected as board members and subsequently chosen by the members to fill the offices, they shall have the privilege of voting on all issues the same as any other board member.

The board shall act as a committee of the whole unless it seems advisable to appoint a special committee for a specific purpose. When needed a special committee shall be appointed by the president and shall cease to exist once its purpose has been fulfilled. The president and superintendent shall be members, ex officio, of all committees, but the superintendent shall have no power to vote.
Patrons of the district wishing to present petitions to the board should contact the superintendent not later than 12:00 noon on the Wednesday preceding the regular board meeting for the month and notify him regarding the topic of the petition and make arrangements to present the petition.

Patrons of the district wishing to make a verbal presentation to the board should follow the procedures as outlined above.

Unannounced visitors at meetings of the board shall be heard only if the agenda is flexible enough to permit the work for the evening to be completed without unduly prolonging the length of the meeting.

WORKING PRINCIPLES

The most important function of the Board of Education is the formation of policy to govern the school.

Board policies are statements which set forth the purpose and describe in general terms the organization and program of the school. They create a framework within which the superintendent and employees can discharge their assigned duties with positive direction.
It is of utmost importance that the Board of Education, superintendent and staff work in an atmosphere of mutual trust and goodwill. A clear understanding, therefore, among those mentioned concerning policy formation and execution is necessary.

The Board of Education subscribes to the following principles and procedures as developed by the Illinois Association of School Boards and the Illinois Association of School Administrators.

1. The Board of Education will establish such policies for the conduct and administration of the schools as are prescribed by law and such other policies as may seem advisable and have them prepared in such form that all concerned will be aware of such policies.

2. The Board of Education will select a superintendent who shall be the head of the school system and be directly responsible to the board for the total administration of the school district. The board will vest in him the necessary authority and provide him with appropriate personnel to carry out such administration.

3. The Board of Education will endeavor to give counsel and advice to the superintendent regarding the administration of the school as it deems necessary or expedient, remembering always that board members as individuals have no authority, and only policies voted by the board have force. The board will adopt policies only after consulting the superintendent.
4. The Board of Education will require of the superintendent such periodic reports as the board deems necessary to keep it properly advised on the administration of the school district. The superintendent must be frank, honest, concise, and complete in his reports to the Board of Education. Important matters requiring board action, should be presented by the superintendent to the board as required, not in a semi-private way to individual members.

5. The Board of Education will expect from the superintendent attendance at all board meetings except as time when his own employment may be under consideration, or by mutual consent he is absent for a reason authorized by the board.

6. The Board of Education will employ, promote, suspend, or dismiss personnel after consultation and upon recommendation of the superintendent, and will issue all orders affecting employees through the superintendent.

7. The Board of Education will endeavor to develop ways and means of serving the community and of keeping parents, patrons, and taxpayers informed of the school program, with the advice and cooperation of the superintendent as their executive officer and professional advisor.

8. The Board of Education will endeavor thoroughly and constructively to orient new board members into the work of the board and the education program of the schools with the assistance of the superintendent.

9. In the community, the Board of Education should expect the superintendent to assume his place as a citizen with all the responsibility which the concept of citizenship conveys. He should use
his position of leadership to present the cause of public education honestly and forthright, and to further community activities compatible with and complementary to those of the schools.

10. The Board of Education reserves unto itself all of its legal responsibilities for the operation of a good common school, including the right to reject any and all recommendations and the right to revise its policies, rules and regulations from time to time to meet changing conditions.

11. Under the laws of the State of Illinois, the Board of Education is the final authority on any controversial issue which cannot be resolved through the regularly constituted administrative channels.

12. All meetings and records of the board are open to the public, except on those occasions when the board, by majority vote, sits in executive session. Executive sessions are called only to consider issues as permitted by the statutes.

13. All official meetings open to the public - exceptions:

All meetings of any legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, shall be public meetings except for (a) collective negotiating matters between public employers and their employees of
representatives, (t) deliberations for decisions of the Illinois Commerce Commission and the Illinois Parole and Pardon Board, (c) meetings where the acquisition of real property is being considered, or where a pending court proceeding against or on behalf of the particular governmental unit is being considered, but no other portion of such meetings may be closed to the public, (d) grand and petit jury sessions, (e) where the constitution provides that a governmental unit can hold secret meetings, and (f) meetings at public institutions of higher education relating to campus security or to the safety of staff and students. This Act does not apply to the General Assembly or to committees or commissions thereof.

This section does not prevent any body covered by this Act from holding closed sessions to consider information regarding appointment, employment or dismissal of an employee or officer to determine its validity, but no final action may be taken at a closed session. This Section does not prevent an agency of government from holding a closed session when Federal regulation requires it. This Section does not prevent a school board or any committee thereof from hearing student disciplinary cases or from discussing matters relating to individual students in special education programs as defined by Article 14 of The School Code of Illinois at a closed session. This Section does not prevent an advisory committee appointed to provide a public body with professional consultation on matters germane to its field of competence from holding a closed session to consider matters of professional ethics or performance. This section does not prevent the corporate authorities of a municipality from enacting ordinances.
which provide for closed meetings for conciliating complaints of discrimination under Section 11-11.1-1 of the "Illinois Municipal Code", approved May 29, 1961, as amended. This section does not prohibit any body covered by this Act from holding closed sessions to consider the appointment of a member to fill a vacancy on that body, but no final action may be taken at a closed session.

14. The Board of Education and the superintendent shall have as the basic criterion for evaluating any issue, its effect upon the educational welfare of boys and girls.

15. The Board of Education, together with the superintendent, has a moral obligation to provide such leadership and render such service as will give dignity to the teaching profession and the learning process, and as will engender trust and confidence on the part of all citizens in public education. It is their obligation and responsibility to work together for an increasingly effective program of education for all people, and insofar as is required by each, to submerge personal ambition, prejudice, and desires to that end.
ARTICLE II
ADMINISTRATIVE STAFF

SUPERINTENDENT OF SCHOOLS

Employment and Qualifications

The superintendent must possess the proper certificate which meets the recognition requirements set forth by the State of Illinois. This must include a master's degree, which includes twenty hours of graduate credit in professional education. At least eight of these hours must be in courses in administration and supervision. The courses taken should be divided between the elementary and secondary level. The district superintendent must have had at least four (4) years of successful teaching experience.

The superintendent shall be employed from July 1 to June 30 on a twelve (12) month basis and shall be entitled to a four week vacation with pay during each fiscal year, exclusive of and in addition to all legal holidays and all other holidays which are or may be authorized by the Board of Education.

Working Principles and Procedures

A clear understanding between the board on one hand and the superintendent and staff
on the other hand concerning policy formation and policy execution is necessary if policies are to be effective. The establishment of policies for the governing of a school district by the Board of Education and the administration of those policies by the chief administrator call for a high order of devotion, statesmanship and integrity. It is of utmost importance for the good of the children in our schools that the Board of Education and the chief administrator work in an atmosphere of mutual trust and good will.

Duties of Superintendent

The superintendent of schools is the chief executive officer of the Board and has charge of the administration of the schools under the direction of the Board. The superintendent has the following responsibilities:

a. Improvement of educational opportunity

b. Obtaining and developing personnel

c. Inter-relationships with the community - studying the community to relate its problems to education and relating the problems to the people

d. Administer and maintain funds and facilities
In carrying out the above outlined responsibilities, the superintendent shall have the following duties:

1. He shall make recommendations to the Board concerning the budget, building plans, the location of sites, the selection of teachers and other employees, the selection of textbooks, instructional material and course of study. The superintendent shall assist in keeping the records and accounts of the Board and in making reports required by the Board and perform such other duties as the Board may delegate to him.

2. He shall attend all meetings of the Board and Board committees, except when his own election, tenure, efficiency or salary are being considered.

3. He shall have responsibility for formulation of school policies, plans and programs and otherwise prepare and present facts and explanations necessary to assist the Board in its duty of legislation for the schools.

4. He shall keep the Board informed as to how policies are being carried out, as to the effectiveness of such policies, and as to the conditions and efficiency of the different services of the school system. He shall report at each Board meeting such matters as are pertinent to the business at hand.

5. He shall recommend for appointment, election or employment, all employees of the Board except as otherwise provided.

6. He shall assign, transfer and recommend for promotion or dismissal any or all employees except himself, except as otherwise provided.

7. He shall direct the development of the annual budget for its adoption by the Board.
8. He shall administer the budget as enacted by the Board, acting at all times in accordance with legal requirements and the adopted policies of the Board.

9. He shall represent the schools before the public and shall maintain through cooperative leadership, both within and outside the schools, such a program of publicity and public contacts as may serve to improve understanding and morale within the schools, and keep the public informed as to the activities, needs and successes of the schools.

10. He shall see that all constitutional or statutory laws and all charters or state regulations governing the schools are effectively carried out. He may secure legal advice when necessary.

11. He shall alter or establish, with the approval of the Board, the attendance grade levels for the various attendance centers within the school district, in the interest of good administration of the instructional program.

12. He shall have the power to make such rules and to give such instructions to school employees as may be necessary to make the rules and regulations of the Board effective in the management of the schools; and in all matters not covered by these regulations he shall act on his own discretion if action is necessary, but shall report his action to the Board for its information and approval.

13. He shall organize a program for the supervision and evaluation of all employees and make progress reports to the Board of Education regarding the performance and effectiveness of all employees.
11. He shall be authorized, under circumstances which so dictate, to suspend any employee and recommend for discharge any employee whose services or personal activities are so unsatisfactory as to warrant such action.

12. He shall be responsible for developing rules and regulations for governing the conduct of the student body and shall be authorized to take whatever measures deemed necessary to establish and maintain a controlled and well disciplined student body.

13. He shall have the power to suspend or approve suspension of students for gross misconduct and/or willful or persistent violations of school regulations. Conversely, he shall be authorized to reinstate those who have been suspended upon their making suitable amends for the offense and giving satisfactory assurances of future good conduct.

14. He shall have responsibility for the development of such curriculum as will provide a complete and adequate system of instruction for all students who attend Selmaville Schools and to keep the program of studies abreast of the needs of the community and in accordance with the current developments in the field of education.

15. All courses of study, textbook adoptions and instructional materials shall be submitted to the superintendent after appropriate staff consideration and shall receive his approval prior to implementation or use.

16. He shall maintain or cause to be maintained financial records which are in accordance with sound accounting principles and directions from the Illinois Office of Education. All receipts and disbursements shall be coordinated with the school treasurer.
20. He shall be responsible for the operation and maintenance of all of the school's physical facilities and shall make periodic reports to the Board of Education as to the adequacy of such facilities along with recommendations for improvement which appear to be desirable.

21. He shall determine the needs for transportation of students, recommend suitable facilities and supervise this service in accordance with legal requirements and in a manner which assures the reasonable safety and welfare of the students transported.

22. He shall maintain all the records necessary to the efficient management of the school and make all reports required to the various educational and legal agencies.

23. He shall have authority to form, or to authorize the formation of advisory councils to aid in the development of policies and plans to carry on the work of the school.

ELEMENTARY SCHOOL PRINCIPAL

Qualifications

Elementary principal must possess a master's degree and a valid certificate which entitles him to teach, supervise, and administer in elementary schools in Illinois. Elementary principal will be employed on a ten month contract.

Duties and Function of the Principal

The principal shall be the chief administrative officer of the school to which he is assigned, responsible to the superintendent for the general
policies and programs established by the Board and the superintendent. He shall keep teachers and pupils of the attendance center informed of such policies and provide for coordination and direction in carrying them out.

1. The principal shall be responsible for assisting the superintendent in the evaluation of the competence and effectiveness of all teachers under his direction.

2. He shall supply such information about the instructional program of the school, teachers, and pupils as the superintendent or Board may require. The superintendent will direct the presentation of such information.

3. He shall work under the immediate direction of the superintendent and shall consult with him about the organization and plans for procedures for the school.

4. The principal shall continuously keep the superintendent informed of activities, plans and problems of the school. He shall make such formal reports as the superintendent may require.

5. The principal shall be responsible for the supervision of the instructional program including all class and extra-class activities and shall offer leadership in the improvement of instruction.

6. The principal shall be responsible for the in-service training of the teachers in his building.

7. The principal shall be responsible for maintaining desirable citizenship among pupils. He shall have authority to discipline or suspend pupils and to recommend dismissal to the superintendent and the Board.
8. The principal shall be responsible for securing, screening, and consolidating for submitting to the superintendent all requisitions for the school budget.

9. The principal shall be responsible for the routine supervision of non-teaching employees during the school year.

10. The principal shall be responsible for the supervision and control of school buildings and grounds during the school year.

11. The principal shall be responsible for assisting the superintendent in recommending teachers for vacancies on the school staff.

12. The principal shall be responsible for the maintaining of proper and adequate records for all pupils enrolled.

13. The principal shall act for and in lieu of the superintendent when the superintendent is not available.

14. The principal shall attend all meetings of the Board of Education except when his own selection, efficiency or salary is being considered.

15. The principal shall make recommendations regarding the development and revisions of the curriculum, courses of study, textbook adoptions and instructional materials. All such revisions and adoptions must receive approval of the superintendent prior to implementation or use.

16. The principal shall be authorized to delegate to other staff members certain of the powers and duties entrusted to him by the Board of Education and superintendent, but he shall remain responsible for the execution of such powers and duties.
17. The principal shall develop and implement plans for Commencement Exercises and supervise activities associated therewith.

18. The principal shall be responsible, at the end of each grading period, for the preparation of student honor rolls and for the dissemination of this information to the local news media.

19. The principal shall organize and supervise the activities necessary for the annual scholastic honors program.

20. The principal shall examine all posters, placards, signs, etc., to be displayed in the school and approve or reject their display.

21. The principal shall serve as a liaison between the school and parents of students who are ill and arrange for teachers to provide assignments for such students when a request for assignments is made.

22. The principal shall perform all other duties necessary to his office and such other duties as may be fixed by the superintendent or Board of Education.
ARTICLE III
INSTRUCTIONAL STAFF

PROFESSIONAL STAFF

Qualifications

It shall be the purpose of the Board of Education of District No. 10 to staff the school with teachers and administrators who have superior personal characteristics and are highly qualified in their areas of professional service. The teacher is the key to effective instruction and pupil growth, working with the support of the administration and the cooperation of students and parents.

Teachers shall be of good character, good health, a citizen of the United States and at least twenty years of age.

Teachers shall demonstrate their ability and desire to work cooperatively, harmoniously, and effectively for the best interests of the school system, the students, and the community.

Recruitment

A competent professional staff shall be maintained by means of an active recruitment program. Candidates shall be identified and selected whose training and experience best
qualifies them to provide a quality educational program for all students and to implement the philosophy and objectives of the District.

Interviews

The superintendent shall interview candidates. The superintendent shall select the best qualified candidates and recommend them to the Board of Education for employment.

Non-Discrimination

There shall be no discrimination because of sex, color, race, nationality, religion, or religious affiliation in the employment, assignment, promotion, or dismissal of certified and non-certified personnel. (SCHOOL CODE OF ILLINOIS, Section 10-20.7, 10-21.1, 13-12, 24-4, 24-7)

Title IX

It is the intent and purpose of the Board of Education to comply with and implement the requirements of Title IX of the Educational Amendments of 1972, effective July 21, 1975.

It is the policy of Selmaville School District No. 10 not to discriminate on the basis of sex in the educational programs or activities of such school district. No person shall be excluded from employment with the
district on the basis of sex; nor shall any person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or in any academic, extra-curricular or other educational program or activity operated by this school district, pursuant and according to the requirements of Title IX of the Educational Amendments of 1972.

The following shall constitute the grievance procedure for prompt and equitable resolution of student and employee complaints alleging non-compliance with Title IX:

Step 1. Any complaint alleging non-compliance with Title IX shall be in writing, shall include a statement of facts, comprising the alleged non-compliance, shall be signed and dated, shall be filed with the district's Title IX coordinator (superintendent).

Step 2. The Title IX coordinator shall refer the written complaint to the appropriate administrative employee for investigation and conference with the complainant for an equitable resolution of the complaint. Within ten (10) days of such meeting, if the grievance is not satisfactorily resolved, the administrative employee shall communicate his investigative findings and his recommendation in writing to the Title IX coordinator.
Step 3. If the grievance is not satisfactorily resolved under Step 2, the grievant shall notify the Title IX coordinator, within ten (10) days of the meeting held under Step 2, and shall, within ten (10) days of such notice, call a meeting of the grievant and other appropriate parties, if any, for discussion and an equitable resolution of the complaint. Within ten (10) days of their meeting, the Title IX coordinator shall communicate his decision in writing, together with supporting reasons, to the grievant and the president of the School Board.

Step 4. If the grievance is not satisfactorily resolved under Step 3, the grievant shall, within ten (10) days of the coordinator's decision, forward copies of the grievance and other appropriate materials, if any, to the president of the Board of Education, and may request a public or private hearing before the Board of Education. The Board of Education within fifteen (15) days of receipt of hearing request shall hear the issue. Within fifteen (15) days after the hearing, or within fifteen (15) days after receipt of written grievance and supporting materials, if no hearing is requested, the Board shall communicate its decision in writing, together with supporting reasons to the grievant.

Step 5. If the grievance is not satisfactorily resolved under Step 4, the grievant may, within ten (10) days of the receipt of the decision of the Board of Education, forward the complaint to the Director of the Office of Civil Rights, Chicago's regional office, for investigation and appropriate determination.
The grievant and the Title IX coordinator, administrative employee or Board of Education may be represented at any step of the foregoing procedure.

The Title IX coordinator is authorized to notify applicants for employment, students, parents, and employees of such district of the above policy and grievance procedure and shall publish a notice to that effect in the local newspaper and in any newsletter published by the district.

Affirmative Action - Equal Employment Opportunities

It is the policy of the Board of Education to take affirmative action to accomplish the following goals:

The District shall in its employment systems for professional and classified employees:

1. Guarantee fair treatment of applicants and employees in all aspects of personnel administration without regard to their race, color, national origin, religious creed, age, physical handicap, or sex excepting those positions where a particular sex is a bona fide occupational qualification.

2. Identify and correct any employment practice that is not job related and that has an adverse effect on minority groups and women.
3. Require that affirmative action employment practices be established and adhered to as the controlling factors in all personnel actions including and not limited to recruiting, screening, hiring, assigning, paying, evaluating, promoting, demoting, laying off and disciplining.

4. Take whatever positive actions may be necessary to correct the effects of advertent or inadvertent discrimination in the representation and utilization of minorities and women in the work force at all levels.

The District shall in its relationships with contractors:

5. Require compliance with Executive Order 11246 that all persons, firms or corporations supplying goods, materials, equipment, or service of any kind to the district shall certify in writing on all bids to the district that each, as a contractor with the district, shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, or national origin.

The District shall in the implementation of this policy:

6. Charge the superintendent of schools with responsibility for the development and enforcement of regulations, reporting procedures and a plan for evaluation of the effectiveness of the program, all of which result in equal employment opportunities reflecting the spirit and intent of this policy. Authority for implementing this responsibility shall be delegated to an affirmative action officer appointed for this specific purpose.
Section 504 of the Rehabilitation Act of 1973

It is the intent and purpose of the Board of Education to comply with and implement the requirements of Section 504 of the Rehabilitation Act of 1973, effective June 3, 1977.

It is the policy of Selmaville School District No. 10 not to discriminate on the basis of a handicap in the educational programs or activities of such school district. No person shall be excluded from employment with the district on the basis of a handicap; nor shall any person, on the basis of a handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or in any academic, extra-curricular or other educational program or activity operated by this school district, pursuant and according to the requirements of Section 504 of the Rehabilitation Act of 1973.

The following shall constitute the grievance procedure for prompt and equitable resolution of student and employee complaints alleging non-compliance with Section 504 of the Rehabilitation Act of 1973:
Step 1. Any complaint alleging non-compliance with Section 504 of the Rehabilitation Act shall be in writing, shall include a statement of facts, comprising the alleged non-compliance, shall be signed and dated, and shall be filed with district's Rehabilitation Act coordinator (superintendent).

Step 2. The Rehabilitation Act coordinator shall refer the written complaint to the appropriate administrative employee for investigation and conference with the complainant for an equitable resolution of the complaint. Within ten (10) days of such meeting, if the grievance is not satisfactorily resolved, the administrative employee shall communicate his investigative findings and his recommendations in writing to the Rehabilitation Act coordinator.

Step 3. If the grievance is not satisfactorily resolved under Step 2, the grievant shall notify the Rehabilitation Act coordinator, within ten (10) days of the meeting held under Step 2, and shall, within ten (10) days of such notice, call a meeting of the grievant and other appropriate parties, if any, for discussion and an equitable resolution of the complaint. Within ten (10) days of their meeting, the Administrator shall communicate his decision in writing, together with supporting reasons, to the grievant and the president of the Board of Education.

Step 4. If the grievance is not satisfactorily resolved under Step 3, the grievant shall, within ten (10) days of the Administrator's decision, forward copies of the grievance and other appropriate materials, if any, to the president of the Board of Education, and may request a public
or private hearing before the Board of Education. The Board of Education within fifteen (15) days of receipt of hearing request shall hear the issue. Within fifteen (15) days after the hearing, or within fifteen (15) days after receipt of written grievance and supporting materials, if no hearing is requested, the Board shall communicate its decision in writing, together with supporting reasons to the grievant.

Step 5. If the grievance is not satisfactorily resolved under Step 4, the grievant may, within ten (10) days of the receipt of the decision of the Board of Education, forward the complaint to the Director of the Office of Civil Rights, Chicago's regional office, for investigation and appropriate determination.

The grievant and the Rehabilitation Act coordinator, administrative employee or Board of Education may be represented at any step of the foregoing procedures.

The Rehabilitation Act coordinator is authorized to notify applicants for employment, students, parents, and employees of the district of the above policy and grievance procedure and shall publish a notice to that effect in the local newspaper and in any newsletter published by the district.

Certification

Each member of the professional staff shall have an Illinois Certificate which legally qualifies the member for duties assigned. (SCHOOL CODE OF ILLINOIS, Article 21)
Assignments

The assignments of all members of the professional staff shall be made by the superintendent. Teaching assignments shall be made after consultation with the principal and other appropriate personnel. Administrative assignments shall be made after consultation with the Board of Education.

Transfers

The superintendent may transfer members of the professional staff. Teachers and administrators may request transfers. The transfer of personnel from one building to another may be necessary to maintain a balance of youth, experience, and specialized competence among the several schools in the system. The welfare of students and the programs of the schools are prime considerations in approving transfer requests. Transfer action is determined after conferring with all individuals concerned.

Credentials

A member of the professional staff is not eligible to receive compensation for his/her services until official college transcripts are on file in the superintendent's office certifying college credits and degrees earned, as required.
by the ILLINOIS SCHOOL CODE: Section 24-23, and
an appropriate Illinois Certificate which legally
qualifies him/her for the teaching or supervisory
duties assigned. The Illinois Certificate shall
be registered annually with the Superintendent of
the Educational Service Region.

PHYSICAL EXAMINATIONS

New Employees

Each employee at his/her own expense shall
provide a written statement of physical fitness
to perform duties assigned and freedom from
communicable disease. This statement shall
include the results of a physical examination
made by a licensed physician not more than
90 days preceding time of presentation to the
Board of Education.

The health condition of the employee must
be such that he/she can discharge his professional
responsibilities. (SCHOOL CODE OF ILLINOIS:
Section 24-5)

Tuberculin Tests

The Board of Education may require an employee
to present to the superintendent, evidence certifying
such employee to be free of tuberculosis in a
communicable form and which certificate shall be based upon or refer to a chest X-ray or negative tuberculin test made within 30 days of the date of the certificate.

Additional Examinations

The Board of Education may require a medical examination of any employee by a designated licensed physician and shall pay the expenses thereof from school funds. (SCHOOL CODE OF ILLINOIS, Section 24-5)

EMPLOYMENT

Probationary Status

All certificated employees shall serve a probationary period of at least two consecutive years in District No. 10 prior to entering upon continued contractual service (tenure).

Certificated personnel with less than one year's experience prior to employment by District No. 10, upon the recommendation of the superintendent may be requested by the Board of Education to serve an additional year of probationary service. Such action shall be initiated by written notice by registered mail at least 60 days prior to the end of the school year. Such notice shall state the
reasons for the one year extension and shall outline the corrective actions which the teacher should take to satisfactorily complete probation. (SCHOOL CODE OF ILLINOIS, Section 24-11)

Contractual Continued Service

All certificated personnel not on probationary status shall be on continued contractual service (tenure) in compliance with the SCHOOL CODE OF ILLINOIS, Section 24-11.

Dismissal or Reduction of Staff

Any full-time certificated person who is on probation and who is not to be re-employed for the following school year shall be given written notice of dismissal stating the specific reason therefor, by registered mail 60 days before the close of the school year by the Board of Education. (SCHOOL CODE OF ILLINOIS, Section 24-11)

Any full-time certificated person who is on continued contractual service may be dismissed for the reasons set forth in the SCHOOL CODE OF ILLINOIS and in the manner prescribed by law. (SCHOOL CODE OF ILLINOIS, Section 10-22.4 and 24-12)

Release from Contract

Certificated personnel may terminate their service
The work load of the teachers shall be determined by the superintendent and shall be consistent with the regulations of the Illinois Office of Education. In addition to teaching duties, staff members shall assume supervisory and professional responsibilities.

TEACHERS' WORK DAY

The minimum work day for certificated personnel shall be determined by the superintendent. The supervision of student activities, faculty meetings, in-service education projects, and similar activities are required in addition to the regular school day.

EXTRA DUTY ASSIGNMENTS

Certain specific extra duties may be assigned, requiring time and responsibilities outside the
normal school day for which teachers shall receive extra compensation according to the schedule adopted by the Board of Education.

CONTRACTUAL SCHOOL YEAR

The contractual school year for teachers shall consist of the days included in the school calendar adopted annually by the Board of Education and the designated institute days. (SCHOOL CODE OF ILLINOIS, Section 10-19)

TUTORING STUDENTS

Teachers shall not accept compensation for tutoring students enrolled in the District No. 10 schools except as they may be assigned to teach homebound students by the superintendent.

TEACHER LIABILITY

Teachers and administrators are responsible for the welfare and safety of students under their supervision. If accidents to students should occur, evidence must be provided that reasonable precautions were taken and reasonable judgment exercised. If students are injured emergency treatment shall be provided until professional aid can be secured.

Accidents shall be reported to the principal
showing time, place, and other pertinent facts on the Accident Form provided.

Students must not be sent on errands beyond the school grounds except with the approval of an administrator.

SUBSTITUTE TEACHERS

The administration shall maintain a list of qualified substitute teachers who shall be called to serve when regular staff members are absent. Substitute teachers shall be properly certificated and approved by the superintendent. (SCHOOL CODE OF ILLINOIS, Section 21-9)

When substitute teachers are not available, members of the professional staff may be requested to substitute during their unscheduled time.

TEACHER AIDES

Teacher aides may be utilized in accordance with Section 10-22.34 of the SCHOOL CODE OF ILLINOIS.

Employment

Teacher aides shall be appointed by the superintendent with the approval of the Board of Education.

Qualifications

Teacher aides shall have earned at least
30 semester hours of credit from a recognized institution of higher learning and be a citizen of the United States.

Evaluation
Teacher aides shall be evaluated by their supervisors and principals.

Holidays
Teacher aides shall be granted the same holidays as the professional staff.

Personal Leave
Teacher aides shall be entitled to the same personal leave as the non-professional staff.

Sick Leave
Teacher aides shall be entitled to the same sick leave as the professional staff. Time off shall be equivalent to the hours worked per day.

IN-SERVICE TRAINING PROGRAM
A continuous program of in-service training, including the utilization of "In-Service Days," shall be conducted for all certificated personnel. Such training programs shall be the responsibility of the superintendent or the superintendent's designee.
PROFESSIONAL GROWTH

Teachers shall be responsible for keeping themselves informed of improvements in education through professional study, professional meetings, in-service meetings, and school visitation. Activities to broaden the teacher's background and make for better quality teaching include travel and professional workshops.

All professional growth credits must be approved by the superintendent. Course work must also be approved in advance by the superintendent in order to receive credit on the salary schedule.

EVALUATION

There shall be one or more evaluations of all probationary and tenure teachers each year.

The evaluations shall include a review of the strengths and potentials of the teachers as well as needs for improvement. Objectives and goals shall be mutually developed to improve teaching practices and professional growth.

The primary purpose of the evaluations shall be to improve the quality of instruction. However,
the evaluations shall be used to determine whether
probationary teachers be recommended for tenure
and whether tenure teachers be retained or dismissed.

The evaluation report shall become part of
the teacher's permanent record.

TERMINATION OF EMPLOYMENT DUE TO ILLNESS OR INCAPACITY

Employment may be terminated when an employee
is unable to fulfill the employee's assigned duties
because of illness or incapacity.

Temporary illness or incapacity shall not be a
cause for termination of employment. Temporary
illness or incapacity is defined as the inability
to perform assigned duties during a period of
six consecutive months.

Failure to continue work beyond the six month
period, or beyond the termination date of all
accumulated sick leave, whichever occurs last,
shall be cause for termination of employment.

REPORTING TEACHER ABSENCES

Teachers who find it necessary to be absent
shall give adequate notification to the principal.

Adequate notice shall also be given to the
principal of the date of the teacher's return to
work. In case adequate notice is not given and a substitute reports for work, the teacher shall be considered absent for the day.

LEAVES

Military Leave

A leave of absence shall be granted to tenure teachers inducted into the military service. The contractual continued service shall not be affected by such absence. (SCHOOL CODE OF ILLINOIS, Section 24-13)

Leaves of Absence

Leaves of absences may be granted to members of the professional staff. Applications for leaves shall be submitted to the superintendent in writing before the effective dates of such leaves. The application shall include the period of absence, the reason for the leave, and the activities to be engaged in. The conditions and provisions of the leaves shall be specified by the Board of Education.

Jury Duty

A member of the professional staff who is called for jury duty shall advise the superintendent as soon as notification has been received.

Employees who are required to serve on a jury
shall receive their regular salaries; however, any compensation for jury services received when school duties are interrupted shall be assigned to the Board of Education. Employees shall retain any monies received for expenses. (SCHOOL CODE OF ILLINOIS, Section 10-20.7)

INSURANCE

Group Health and Major Medical Insurance

Group health and major medical insurance shall be available for full-time certificated staff members and their families. The employee shall pay the cost of this insurance. The insurance coverage shall be reviewed and specified periodically by the Board of Education.

Liability Insurance

Liability insurance shall be provided to insure against any loss or liability of the School District, members of the Board of Education, employees, and student teachers by reason of civil rights damage claims and suits, constitutional rights damage claims and suits and death and bodily injury and property damage claims and suits, including defense thereof, and when damages
are sought for negligent or wrongful acts allegedly committed during the scope of employment, or under the direction of the Board of Education. Such insurance shall be carried in a company licensed to write such coverage in this State. (SCHOOL CODE OF ILLINOIS, Section 10-22.3)

Disability - Workmen's Compensation

All school employees are protected under the Workmen's Compensation Act in cases of injury or death incurred in line with the usual duties required of the school employee as provided in his contract or other condition of employment. In the event of an accident to an employee, the employee, his supervisor, or another person on his behalf shall report the accident on the proper form to the superintendent as soon as possible and in no case later than twenty-four hours after the accident. (ILLINOIS STATUTES, Chapter 48, Section 138)

Illinois Teachers' Retirement System

All staff members legally certificated in Illinois shall comply with the provisions of Illinois Teachers' Retirement System and shall
be entitled to the retirement disability, and death benefits set forth in the Teachers' Retirement System Act. The contributions of the certificated staff members shall be on the payroll deduction plan.

SUSPENSION OF EMPLOYEES

The superintendent shall have the authority to suspend without prejudice an employee from his position when, in the judgment of the superintendent, the employee's conduct is seriously detrimental to the school. The suspension shall be effective until acted upon by the Board of Education.

NEWS RELEASES

Material for news media shall be directed through the superintendent or the superintendent's designee.

RELATIONS WITH VENDORS

Employees shall not have pecuniary interest in the sale, proceeds, or profits, of any purchased to be used in the District. (SCHOOL CODE OF ILLINOIS, Section 24-22)

USE OF PERSONAL AUTOMOBILES

Employees shall be compensated for the use of their automobiles for school business which has been
authorized by the superintendent. The rate of compensation shall be established by the Board of Education.

USE OF SCHOOL EQUIPMENT

School property shall not be removed from the school premises except upon written request to, and approval by the superintendent or the superintendent's designee.

SALARY POLICY

It shall be the policy of the Board of Education and the administration to offer professional salaries consistent with budgetary limitations and the financial condition of the School District that will enable the District to:

1. Compete with comparable communities for an equitable share of promising beginning teachers and the most successful experienced teachers.

2. Encourage competent experienced teachers to remain in the community

3. Encourage teachers to advance in professional growth and competence.

Teacher Eligibility

To be eligible for placement on the salary schedule, a teacher shall have a Bachelor's degree and shall hold a valid teaching certificate issued by the State of Illinois.
Salary Changes

There will be no changes in a teacher's placement on the salary schedule after September 15 of the school year. If a teacher is assigned duties under the extra duty schedule, specified compensation shall be granted. In order to qualify for consideration on the salary schedule beyond the B.A. level, teachers must provide the school office with satisfactory evidence of work completed not later than September 15, and an official transcript of such work must be filed in the school office not later than October 1.

Credit for Professional Growth

Horizontal placement and movement on the salary schedule is determined by credits given for professional growth. A teacher may not advance on the schedule beyond the B.A. + 16 semester hours column until a Master's degree is earned. Professional growth credit may be earned in the following way:

Accredited Graduate Courses

Professional growth credit shall be given for graduate academic work as measured by the number of satisfactorily completed semester hours from an accredited college or university.
Credit for Experience

Vertical placement and movement on the salary schedule is primarily determined by years of teaching experience. Each year of satisfactory teaching service in the Selmaville School System shall entitle a teacher to advance one step. A teacher can advance only one vertical step in any given year, regardless of additional hours of work earned.

Temporary substitute teaching shall not be counted toward years of experience.

TEACHER PARTICIPATION

The regular teaching contract covers the expected participation of all professional personnel in the total school program, including scheduled teachers' meetings, committee assignments in curriculum, and other educational developments. The contract also covers other designated duties, such as attendance at home and school meetings, supervision of a club or activity, and attendance at designated school activities scheduled outside of normal classroom hours to lend supervision and to promote an orderly environment.

RECORDS OF PUPILS

Teachers shall keep such records as may be
required by the principal, superintendent, and Board of Education. All such records shall be considered confidential and shall not be furnished to any person other than the principal, superintendent, or parents of a student whose record is being reviewed with such parents.

DISCIPLINE

Teachers and other certified educational employees shall maintain discipline in the schools. They shall stand in the relationship of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

PARENT-TEACHER CONFERENCES

Teachers shall use every means to encourage conferences with each individual student's parents. Once during each school year parent-teacher conferences will be held. Early dismissal will be scheduled for one week each fall to allow teachers to arrange for individual conferences with parents. The principal, parent, or teacher may request additional meetings as they are needed.
PERSONAL LEAVE

All professional staff shall be entitled to two personal leave days per school year. These days may be used for any situation which is not allowable under present school leave rules.

The use of these days is subject to the following conditions:

a. Non-accumulative.

b. Salary of substitute to be payroll deducted from teacher salary only for second day used if teacher does not have 25 sick leave days accumulated.

c. No reason need be given if five days prior notice is given.

d. With less than five days notice, written reason must be given to principal.

e. No days may be used before or after a holiday (immediately before or after).

f. Such personal leave may not be used in increments of less than half-day at a time.

g. These leave days are subject to the availability of a substitute.

h. Principals have the obligation to contact all substitutes on the board approved list.
SICK LEAVE POLICY

The Board of Education shall grant full-time employees sick leave provisions to the amount of ten (10) days at full pay per year, cumulative to 120 days. Sick leave may be used for illness, disability or injury of employee, appointments with the doctor, dentist or other recognized practitioners, for illness, disability, injury, or death of a member of the immediate family of the employee.

Immediate family of the employee shall be defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law.

ARRIVAL AND LEAVING TIME OF TEACHERS

All teachers and teacher aides will be expected to be on duty at school thirty (30) minutes prior to the opening of the school and twenty (20) minutes following dismissal. Except for the noon period, teachers should not leave the building (grounds) without proper notice to and permission of the principal.

All teachers will be expected to participate in hall and playground duty as assigned by their
building principal. Assignments will be made as nearly as possible on an equal basis.

SUGGESTIONS, INQUIRIES, AND COMPLAINTS

Suggestions, inquiries, complaints, problems, and concerns of certificated personnel shall proceed through the regular line of authority in the following order:

1. To the building principal.

2. To the Superintendent of Schools.

3. To the Board of Education. Any request or complaint that needs to be brought to the attention of the Board shall first be presented to the superintendent.

The Board of Education is the final authority on any issue which cannot be resolved through the regularly constituted administrative channels. The Board of Education and the superintendent shall have as the basic criteria for evaluating any issue, its effects upon the educational system.
ARTICLE IV
NON-INSTRUCTIONAL STAFF

NON-INSTRUCTIONAL PERSONNEL

Non-instructional personnel play a very important role in the operations of the schools. They maintain the physical plant, assist the professional staff, and provide a variety of essential services. They serve the students, the faculty, and help maintain good relations with the parents and the community.

RECRUITMENT AND EMPLOYMENT

The superintendent shall plan and direct a recruitment program to secure the best qualified candidates available. Employees shall be appointed, assigned, retained, promoted or dismissed on the basis of efficiency, fitness, and merit. The superintendent may delegate the supervision of the non-instructional employees to appropriate personnel.

QUALIFICATIONS

Non-instructional employees shall be clean and neat and shall be in good health and of good moral character. They shall be qualified to perform duties assigned in a proficient manner.
They shall have sufficient knowledge and experience to operate and care for any equipment used by them.

NON-DISCRIMINATION

There shall be no discrimination because of sex, color, race, nationality, religion or religious affiliation in the employment, assignment, promotion or dismissal of non-instructional personnel. (SCHOOL CODE OF ILLINOIS, Sections 10-20.7, 10-21.1, 18-12, 24-4, 24-7)

The Board of Education will comply with and implement the requirements of Title IX, Affirmative Action-Equal Employment opportunities, Section 504 of the Rehabilitation Act of 1973.

JOB DESCRIPTIONS

A documented job description shall be provided for each type of non-instructional position.

ASSIGNMENT AND TRANSFER

The assignment and transfer of members of the non-instructional staff shall be made by the superintendent or the superintendent's designee.

PROBATION

New non-instructional employees shall serve a probationary period of six months. Upon completion of this probationary period, the principal shall
submit an evaluation of the employee's abilities, qualities, and general aptitude to the superintendent. Appropriate action shall then be taken and the employee shall be given notice, either of entering into regular employment or of dismissal. If the employee is dismissed the reason shall be given.

ILLINOIS MUNICIPAL RETIREMENT FUND

All members of the non-instructional staff who work 600 hours or more per school year shall comply with the provisions of the Illinois Municipal Retirement Fund and shall be entitled to the retirement, disability, and death benefits set forth in the Act.

FULL-TIME AND PART-TIME PERSONNEL

Full-time personnel shall normally work 8 hours per day and 40 hours per week. For purposes of employee benefits, full-time employees shall work at least 6 hours per day on a regular basis.

Part-time personnel are those employees who work less than 6 hours per day and 30 hours per week on a regular basis.

INSURANCE

Group Health and Major Medical Insurance

Group health and major medical insurance shall be available for full-time non-instructional employees
and their families. The employees shall pay the
cost of this insurance.

This insurance shall be reviewed and specified
periodically by the Board of Education.

**Liability Insurance**

Liability insurance shall be provided to
insure against any loss or liability of the School
District, members of the Board of Education,
employees, and student teachers by reason of civil
rights damage claims and suits, constitutional
rights damage claims and suits and death and bodily
injury and property damage claims and suits,
including defense thereof, and when damages are
sought for negligent or wrongful acts allegedly
committed during the scope of employment or under
the director of the Board of Education. Such
insurance shall be carried in a company licensed
to write such coverage in this State. (SCHOOL
CODE OF ILLINOIS, Section 10-22.3)

**Disability - Workmen's Compensation**

All school employees are protected under the
Workmen's Compensation Act in cases of injury or
death incurred in line with the usual duties
required of the school employee as provided in his contract or other condition of employment. In the event of an accident to an employee, the employee, his supervisor, or another person on his behalf shall report the accident on the proper form to the superintendent as soon as possible and in no case later than twenty-four hours after the accident. (ILLINOIS STATUTES, Chapter 48, Section 138)

SICK LEAVE

Full-time employees shall earn ten (10) days of sick leave per year. Unused days of sick leave shall accumulate to 120 days including the current year.

New full-time employees shall be eligible for one day of sick leave for each month worked.

Part-time and temporary employees receive no sick leave.

EMERGENCY AND PERSONAL LEAVE

Up to two days of leave may be approved for full-time employees with one day being paid by the district after five years of service, for matters which cannot be attended to during time other than working hours, or for the observance
of recognized religious holidays. Except in emergencies, notification shall be made five days in advance of such leave. Leave cannot be taken during the first or last 5 days of the school term, on teacher institute days, or the days immediately before or after a school holiday, except in emergencies or for observance of a recognized religious holiday. Emergency leave days are not cumulative.

Part-time and temporary employees receive no emergency or personal leave.

LEAVE OF ABSENCE

A leave of absence may be granted by the Board of Education to employees without pay and in accordance with the provisions specified by the Board.

JURY DUTY

An employee who is selected for jury duty shall be paid the difference between his or her regular salary and the amount received for jury duty. Compensation received for expenses shall not be deducted from the employee's salary.
PHYSICAL EXAMINATIONS

New Employees

At his or her own expense each employee shall provide a written statement of physical fitness to perform duties assigned and freedom from communicable disease including tuberculosis. This statement shall include the results of a physical examination made by a licensed physician not more than 90 days preceding time of presentation to the Board of Education. (SCHOOL CODE OF ILLINOIS, Section 24-5)

Cafeteria Employees

Annually each cafeteria employee shall submit a written statement certifying evidence of physical fitness and freedom from communicable disease. This statement shall include the results of a physical examination made by a licensed physician not more than 90 days preceding time of presentation to the Board of Education.

The cost of the physical examination as specified by the Board of Education shall be paid from District No. 10 funds.

Additional Examinations

The Board of Education may require a medical
examination of any employee by a designated licensed physician and shall pay the expense thereof from school funds. (SCHOOL CODE OF ILLINOIS, Section 24-5)

The Board of Education will pay Ten Dollars ($10.00) towards the cost of the physical examination of School Bus Drivers.

HOLIDAYS

The following days shall be observed as paid holidays if they fall on scheduled work days and are within the employee's work year:


RELATIONS WITH VENDORS

Employees shall not have pecuniary interest in the sale, proceeds, or profits of any purchase to be used in the district. (SCHOOL CODE OF ILLINOIS, Section 22.5)

EVALUATIONS

Employees shall be evaluated by their principal using their position descriptions as guides.
SUGGESTIONS, INQUIRIES, AND COMPLAINTS

Suggestions, inquiries, or complaints from employees shall proceed through the regular line of authority typically as follows:

1. To the building principal.
2. To the superintendent.
3. To the Board of Education. The Board may require that the matter be submitted in writing.

The Board of Education is the final authority on any issue which cannot be resolved through the regularly constituted administrative channels. The Board of Education and the superintendent shall have as the basic criteria for evaluating any issue, its effect upon the education system.

SUSPENSION OF EMPLOYEES

Should the performance of any non-instructional employee be adjudged unsatisfactory by the principal and the superintendent, the employee shall be given a written notice stating the reason or reasons that his/her work is unsatisfactory. The employee shall be given the opportunity to confer with the principal or the superintendent to determine why his/her work is unsatisfactory and to make plans for improvement. If the employee does not receive
a satisfactory rating within a specified period after written notification, his/her employment shall be terminated.

In an emergency, the superintendent shall have the authority to suspend without prejudice an employee from his/her position when, in the judgment of the superintendent, the employee's conduct is seriously detrimental to the school system. A written notice stating the reason or reasons for the suspension shall be given the employee. The suspension shall be effective until acted upon by the Board of Education.

TERMINATION OF EMPLOYMENT DUE TO ILLNESS OR INCAPACITY

Employment may be terminated when an employee is unable to fulfill the employee's assigned duties because of illness or incapacity.

Temporary illness or incapacity shall not be a cause for termination of employment. Temporary illness or incapacity is defined as the inability to perform assigned duties during a period of six consecutive months.

Failure to continue work beyond the six month period, or beyond the termination of all accumulated sick leave, whichever occurs last, shall be cause for termination or dismissal.
DISMISSAL

All non-certified personnel may be discharged from service for legal cause, incompetence, cruelty, negligence, immorality, or other sufficient cause set forth in these policies, or when in the opinion of the Board of Education and upon the recommendation of the superintendent, the best interest of the District would be served.

VACATIONS FOR 12-MONTH EMPLOYEES

The vacation schedule for twelve-month employees who have been in continuous service in District No. 10 shall be as follows:

- Custodian - 2 weeks paid vacation
- Secretary/Bookkeeper - 3 weeks paid vacation

SALARY POLICY

It shall be the purpose of the Board of Education to provide salaries and working conditions that will attract and retain qualified and competent employees with skills necessary to support the educational program.

ADMINISTRATION OF MEDICINE

Medicine, if prescribed, should be provided for a student in an emergency. As to medication not administered on an emergency basis, this district does not sanction the routine administration of medicine or drugs by its school personnel.
Procedures for the administration of medicine to students will be developed by the school administration.
ARTICLE V

STUDENTS

The purpose of the Board of Education, the teachers, and administrators shall be to provide a stimulating school environment in which each student will acquire skills and knowledge, and zeal for continuous learning and self-improvement. School experiences should help students understand the meaning of democracy and the privileges and duties of responsible citizenship. Students and teachers shall be expected to work cooperatively to avoid the extremes of regimentation and authoritarianism on one hand and irresponsibility on the other.

Both students and teachers have rights and responsibilities. Students have the right of free inquiry, to express their views, and evaluate the opinions of others. They have the responsibility to become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by the teachers and administration.

Teachers and administrators shall encourage students to participate in school activities and
and in the implementation and evaluation of planned educational programs. The staff has the responsibility to maintain a climate suitable for study and learning and to protect the interests and privacy of all students.

ENTRANCE REQUIREMENTS

Students entering kindergarten shall be five years of age by December 1.

Each child admitted to the Selmaville Schools for the first time shall furnish a bonafied statement of age (birth certificate or hospital certificate), date and place of birth, parents' or guardians' names and address and other information as may be required.

Students entering from another school shall have the schools previously attended provide transcripts, or furnish evidence that a transcript is available upon request. If proof of grade placement is not provided, the principal shall initiate an evaluation of the student by means of testing and counseling. Temporary placement may be made until the evaluation is completed.
RESIDENCY

Delayed Residency

A family that desires to enter a child or children in the Selmaville Schools before residency is established shall provide evidence of intent to move into District No. 10. Tuition shall be paid for the portion of the year that the family resides outside of the District.

Attendance after Termination of Residency

A student of parents who become non-resident during a school semester may complete the remainder of the school year without paying tuition. (SCHOOL CODE OF ILLINOIS, Section 10-20.12a)

Tuition - Non-Resident

Non-resident students shall pay tuition in an amount equal to the per capita cost of maintaining the schools of the District for the preceding year. Tuition students are admitted only upon application to and after approval by the superintendent and the Board of Education. (SCHOOL CODE OF ILLINOIS, Section 10-20.12a)

PHYSICAL EXAMINATIONS

Required Physical Examinations

Immediately prior to entrance into school or into the grades listed below, students shall
be required to present evidence of having had a physical examination and required immunizations by a physician licensed to practice medicine in all its branches in Illinois or other states.

a. Kindergarten students
b. Fifth grade students
c. All students entering a school in District No. 10 for the first time if such students were not previously examined upon entering another school in Illinois 

(SCHOOL CODE OF ILLINOIS, Section 27-8)

If the required physical examination and immunizations are not presented before the opening of school, students shall not be admitted to school. New students are permitted 30 days for compliance.

Exemption from Physical Examinations

A student objecting to a physical examination on religious grounds shall not be required to submit to such examination if a statement of proof is presented to the Board of Education stating such objection signed by the parent or guardian.

Exempting students from the physical examination does not exempt them from participation in the program of physical education.
Interscholastic Athletics

Students who engage in practice or who play in interscholastic athletic contests shall have a physical examination as is required by the Southern Illinois Junior High School Association.

Additional Examinations

Students may be required to have additional examinations when deemed necessary by the school authorities. (SCHOOL CODE OF ILLINOIS, Section 27-8)

HEALTH SERVICES

Health service shall be provided to serve the students. Records shall be maintained of student physical examinations and immunizations. The service shall include health counseling and appraisals, visual and auditory screening, supervision of required physical examinations, and first aid to students and staff who are injured or ill. The nurses shall keep parents informed and seek their cooperation in cases involving their children. In emergencies parents shall be advised as soon as possible.

Medication cannot be administered to students by the nurses or other school employees, except at the direction of a physician and parent.
EMERGENCY ILLNESS OR INJURIES

Emergency illnesses or injuries occurring during the school day shall be referred to the school nurse or administration. It shall be the responsibility of the nurse or administration to contact the parent or guardian of the student who is ill or injured and make arrangements for the parent to take charge of the student. No student shall be permitted to go home until the home or an emergency telephone number has been contacted or approval has been granted by an administrator.

STUDENT SAFETY

1. The safety of the students shall be the prime concern in a disaster situation.

2. The building principal has the primary responsibility for initiating appropriate action as prescribed by the Administrative Procedures. The principal shall be responsible for the orderly control and movement of students and shall attempt to provide for the safety of both students and staff.

FIRE, TORNADO, AND DISASTER DRILLS.

Students and members of the school staff shall be made aware of plans and procedures to be followed in case of fire, tornado, or other disaster. Drills shall be held so that plans can be effectively implemented.
ATTENDANCE

Compulsory Attendance

Any person who has custody of a child between the ages of seven and sixteen shall cause such child to attend school unless exempted by law.

School Day

All students enrolled in school shall be in regular daily attendance except for absence due to illness or other justifiable cause.

Religious Holidays

A student shall be excused for absence because of his or her observance of a recognized religious holiday.

Pre-Arranged Absences

Requests for pre-arranged absences shall be considered individually on the basis of each request. Students who expect to be absent shall bring a note from home and present it to the principal or the principal's designee.

Class assignments shall be provided in advance for approved pre-arranged absences and all work shall be submitted to the individual teacher upon the student's return.
TARDINESS

A student late for school or class shall account for his/her tardiness and if he/she becomes chronically tardy, the parents shall be required to confer with the authorities at school on corrective steps.

STUDENTS LEAVING SCHOOL DURING SCHOOL HOURS

No student may leave school during regular school hours except by permission of the principal or the principal's designee. If a student leaves the building or is dismissed from school the school official shall attempt to notify the parent or guardian.

Students may leave school during the school day when a properly authorized written excuse has been presented previously, or when a parent appears in person to withdraw his or her child from school.

CORPORAL PUNISHMENT

Corporal punishment may be used after all other positive corrective measures have been unsuccessful. It should be corrective in nature rather than punitive. It shall be administered without anger and/or malice and in a reasonable manner which will not do great or continuing bodily injury.
Corporal punishment shall be administered only after consultation with the administrative head of the school, with some other staff member acting as witness.

Whenever possible parents shall be advised in advance of the decision to administer such punishment and the reasons therefor. A parent's request that no corporal punishment be administered to his/her child or children shall be observed.

STUDENT RECORDS

Cumulative records shall be maintained for each student and shall be used only for the benefit and welfare of the student. Students and parents shall be notified annually of their right to review these records.

There shall be two categories of cumulative records, permanent and temporary.

Permanent Records

Permanent records shall consist of:

a. Basic identifying information, including students' and parents' names and addresses, birth date and place, and gender;

b. Academic transcripts, including grades, graduation date, grade level achieved;

c. Attendance record;
d. Accident reports and health record;
e. Record of release of permanent record
information; and

Permanent records also may consist of:

a. Honors and awards received; and,
b. Information concerning participation
in school-sponsored activities or
athletics, or offices held in school
sponsored organizations.
c. No other information shall be placed
in the student permanent record.

Temporary Records

Temporary records consist of all information
not required to be in the student permanent record
and may include:

a. Family background information;
b. Intelligence test scores, group and
individual;
c. Aptitude test scores;
d. Reports of psychological evaluations
including information on intelligence,
personality and academic information
obtained through test administration,
observation, or interviews;
e. Elementary achievement level test results;
f. Participation in extracurricular activities
including any offices held in school
sponsored clubs or organizations;
g. Honors and awards received
h. Teacher anecdotal records;
i. Disciplinary information;

j. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records relating to special education placement hearings and appeals;

k. Any verified reports or information from non-educational persons, agencies, or organizations;

l. Other verified information of clear relevance to the education of the student; and,

m. Records of release of temporary record information.

Retention of Records

The permanent records shall be retained after students graduate or leave school and shall be available for future references. The temporary records shall be removed from the students' files and destroyed at the time they leave elementary school.

Confidential Records

Confidential records such as reports of guidance counselors, social workers, and results of psychological evaluation shall be available only to staff members directly involved with the student in question. The release of this information shall be only with the approval of the principal.
Specialized personnel shall be available to interpret these records when they are requested by students or parents.

Reports received from professional sources that are confidential in nature which are received through the written consent of the parent shall be available only to designated staff members and shall not be released.

Confidential records shall be considered temporary and shall not be retained after student graduation.

Records Not Subject to Review or Inspection

1. Private notes of professional personnel which are retained and used only by the owners or their substitutes.

2. Law enforcement records of a law enforcement unit associated with the district.

3. Records of a student who is employed by the district, but is not in attendance in the district's schools.

Release of Information

Information from student records shall not be divulged except as follows:

1. The records shall be available for use by the professional staff of the district.

2. The records shall be available to students or their parents upon request.
3. The school shall send transcripts of student records to agencies or institutions when authorized by parents in writing.

4. Representatives of the Illinois Office of Education or other state agencies may use the records when such use is consistent with their statutory powers and responsibilities.


6. The records shall be released in compliance with a judicial order or the order of an administrative agency where the agency has the power of subpoena. The student and the parent shall be notified of such release.

7. The records may be made available to accrediting or research agencies when such use will not reveal the identity of the students.

8. Records may be released in an emergency if such knowledge is necessary to protect the health and safety of students.

9. Records may be released to officials in connection with a student's application for, or receipt of financial aid.

Parents' Right to a Hearing

Parents shall have the opportunity for a hearing to challenge the contents of the student's records to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an
opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data. A request for a hearing shall be submitted to the hearing officer, the superintendent, in writing.

Record of Requests for Access to Student Records

The school district shall maintain a record kept with the educational records of each student which will indicate all individuals, agencies, or organizations which have requested or obtained access to a student's records and which shall indicate specifically their legitimate interest in such records.

Directory Information

Directory information may be released by the District providing students and parents have an opportunity to object to the release of the information.

The information which may be made public and which is termed "directory information" includes the following:

Student's name, address, telephone listing, date and place of birth, participating in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, awards received, and the name of the most recent educational institution attended.
Home room lists of students in grades K through 8, with parents' names, addresses, and phone numbers may be released to other parents in a school. However, upon written request names shall be withheld.

Inclusion of All Rights of Students and Parents

This policy is intended to extend to parents and students all rights which are provided by the Family Educational Rights and Privacy Act of 1974. Accordingly, any rights or terms of that Act which are not included within this policy are hereby incorporated by reference. Further, any provision of this policy which is in conflict with the provision of that law or any regulations promulgated to implement that law is void.

SUGGESTIONS, INQUIRIES, AND COMPLAINTS

Suggestions, inquiries, concerns, or complaints shall proceed through the regular line of authority as follows:

1. The student should discuss the matter with the person directly responsible.

2. If the matter is not resolved it should be directed to the principal.

3. If further discussion is required the District Superintendnet shall be contacted.
4. If the matter is serious and a satisfactory solution is not realized the student and/or parent may request permission of the President of the Board of Education to present the matter at the next meeting of the Board. The Board may require the matter to be submitted in writing.

The Board of Education is the final authority on any issue which cannot be resolved through the regularly constituted administrative channels. The Board of Education and the superintendent shall have as the basic criteria for evaluating any issue, its effects upon the educational system.

CONDUCT

The Board of Education, in support of the aims of public education, believes that the behavior of students shall reflect standards of good citizenship that are expected of members of a democratic society. Acceptable behavior through self-discipline is a goal of the schools and is attained when students develop the insight needed to reconcile the goals of the school with their own goals.

Students attend school for the primary purpose of gaining knowledge and are expected to strive for a standard of achievement commensurate with their individual abilities. When students fail to accept the obligations of good citizenship and educational development they may be excluded from school.
Student conduct provides a basis from which the educational program can proceed. To insure the best climate for learning, students shall be expected to:

1. Respect constitutional authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of juveniles or minors.

2. Exhibit the type of citizenship that requires respect for the rights of others and expects cooperation with all members of the school community. Student conduct shall reflect consideration for the rights and privileges of others.

3. Maintain high personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others. Respect for real and personal property, pride in one's work and achievement within the limits of one's ability shall be expected of all students.

4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit from the educational experiences provided, shall be encouraged and given assistance in achieving scholastic success to the limit of the student's ability.

Dress and Grooming:

Individual differences among students shall be recognized and the major responsibility for acceptable dress and grooming shall lie with the individual student and his or her parent or guardian.
Prohibited Conduct

The following activities shall be prohibited in school buildings, on school grounds, on school busses, and wherever students are under jurisdiction of the school. Violations shall be considered gross disobedience or misconduct, and offenders shall be subject to suspension or expulsion.

1. Drugs and Narcotics
2. Smoking
3. Alcohol
4. False Fire Alarms
5. Destruction of School Property
6. Physical Threats or Verbal Abuse
7. Disruptive or Coercive Activities

SUSPENSION OF STUDENTS

The superintendent shall have the authority to suspend students for a period of not to exceed ten (10) school days. This authority may be delegated to the principal. Students may be suspended for gross disobedience or misconduct as provided in Section 10-22.6 of the SCHOOL CODE OF ILLINOIS.

When a student is suspended the following procedures shall be observed:
1. The suspending school official shall give the student oral or written notice of the charges and the evidence to support such charges.

2. If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official.

3. The suspending school official shall make a decision and then inform the student, if the suspension is to be imposed.

A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school without the notice and hearing set forth in paragraphs (1) and (2) above.

Immediately upon imposition of the suspension, the student and the parent(s) or guardian(s) of the student shall receive notice by certified mail of the following:

1. The reason(s) for the suspension, including the regulations allegedly violated by the student.

2. The beginning date and total number of days of the suspension.

3. The right to a review of the suspension. A request for a review hearing shall be submitted in writing within ten (10) school days after receipt of the suspension notice. The review hearing shall take place within ten (10) school days of the receipt of the request or on a date mutually acceptable to all parties involved.
EXPULSION OF STUDENTS

The Board of Education may expel students for gross disobedience or misconduct for a period beyond the initial suspension up to a maximum of the current school year.

Whenever the conduct of a student is such that the superintendent believes the student should be recommended to the Board of Education for expulsion from school under Section 10-22.6 of the SCHOOL CODE OF ILLINOIS, the procedure shall be as follows:

1. The superintendent shall send a certified letter to the student and parents advising them of the following:
   a. The action to be recommended to the Board of Education, and the reason for such action including the regulations allegedly violated.
   b. The time and place of a Board of Education hearing to consider the expulsion and the time and manner by which the parents or their representatives must respond if they wish to attend the meeting. The hearing shall be held in closed session.
   c. The student shall have the right to counsel at his/her own expense, the right to present and question witnesses, and the right to make a statement on his/her behalf.

2. The superintendent shall arrange to have the hearing procedures recorded and filed.
3. Within ten (10) school days after the Board of Education has taken official action, the superintendent shall send a letter to the student and his/her parents in which the action of the Board is clearly stated and the Board's decision may be appealed to the Regional Superintendent of Schools and then the Illinois Superintendent of Education. (ILLINOIS REVISED STATUTES, 1973, Chapter 122, Sections 3-10 and 2-3.8)

Reporting to Civil Authorities

If a student is under sixteen (16) years of age is expelled for the remainder of the current semester or school year, a report of the expulsion shall be made to the Regional Superintendent of Schools.

SEARCH AND SEIZURE

Lockers, student desks, and other areas are assigned to students for use at school. They are to be used for clothing, books, and other articles appropriate for school use. These assigned areas are school property and as such are subject to regulation and inspection. Lockers and all assigned areas are to be kept in an orderly condition. Money and articles of special value shall not be kept in lockers or other assigned areas. The District takes no responsibility for loss of contents.
Routine inspections of assigned areas may be made at any time.

If there is reasonable evidence that articles are being kept in assigned areas that are illegal, a threat to safety, a threat to the orderly operation of the school, or articles contrary to school rules and regulations, a special inspection of the assigned area may be made and the articles temporarily removed. In such cases a witness shall observe the inspection.

Any portion of this Section found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

GRADING AND REPORTING STUDENT PROGRESS

The purpose of the grading system shall be to evaluate the educational growth and progress of students. The students' work shall be evaluated at the end of each quarterly grading period and reported to parents.

PROGRESSION AND RE-CLASSIFICATION

Grades K through 8

The progression policy in the elementary schools shall be to encourage and assist children to move in a continuous growth pattern in
achieving skills and knowledge along with normal social and emotional development. Teachers shall attempt to provide for the wide range of differences in interests, abilities, and maturity that exist among children. The learning rates of children will vary according to these differences. Some will take longer to achieve mastery of the basic skills than others. This will occasionally necessitate the classification of a child with a younger age group, rather than skipping material just so that he/she can be with children of the same chronological age.

The criteria to be considered in the re-classification of a child shall include: Needs, aptitudes, academic achievement, chronological age, mental ability, social and emotional adjustment, and physical characteristics.

Whenever the re-classification of a child is considered a conference shall be held with the parent or guardian to discuss the child's status in relation to the evaluation criteria.

INSURANCE

Accident insurance may be made available to students on a voluntary basis.
Athletic Insurance

Students participating in inter-scholastic athletics shall have accident insurance coverage or provide an insurance waiver signed by their parents.

STUDENT FEES

Students may be charged fees for consumable materials, rental of books and equipment, identification cards, the school annual, and similar items.

Book Rental

Students may be charged rental for reusable textbooks and other non-consumable materials. Rental charges shall be fixed with the purpose of providing educational materials at the lowest practical cost to students.

STUDENT TRANSPORTATION

Free transportation shall be provided for all students residing a distance of 1½ miles or more, and less than 1½ miles if student's safety requires, from any school in the District to which they are assigned.

Transportation shall be provided for special education students who require transportation.

VISITORS AND GUESTS

Visitors to the school shall report to the office of the principal for permission to visit.
They shall be required to present proper identification and state the purpose of their visit.

If students wish to bring guests to school, permission shall be secured in advance from the principal.

STUDENT PICNICS AND TOURS

Picnics and Excursions

School sponsored picnics and excursions which do not lend themselves to effective student control and supervision by school officials are prohibited. Parent organizations may plan and sponsor such activities as long as school personnel and school facilities and equipment are not used in the activity.
ARTICLE VI

INSTRUCTION

The philosophy of the Selmaville Schools as set forth in this POLICY MANUAL shall orivide the criteria for the development of the curriculum and instructional practices.

The curriculum includes all the experiences which a student has while under the guidance of the school. The curriculum and instruction provide both the essential reason for being and the vehicles by which the schools' responsibilities are met and satisfactorily discharged. Every activity of the schools is peripheral to and exists only to facilitate and assist in the realization of student growth and their highest potential for learning.

In a dynamic society, such as ours, the curriculum shall be meaningful, steadily evolving, and continuously changing. It shall include real problems as they affect the lives of boys and girls. The basic skill shall be recognized as essential and shall be taught as a means to accomplish purposeful ends.
SCHOOL CALENDAR

The school calendar shall be established by the Board of Education on recommendation of the superintendent at a regular meeting of the Board. The school calendar shall meet the requirements of the School Code. Parents shall be notified of the school calendar.

The school calendar may be amended by the Board of Education at any properly convened meeting of the Board. (SCHOOL CODE OF ILLINOIS, Sections 10-19 and 18-8)

SCHOOL DAY

The length of the school day shall be set by the Board at a regular meeting based on the recommendation of the superintendent and shall fall within the limits established by the SCHOOL CODE OF ILLINOIS, Sections 10-19 and 13-3.

EMERGENCIES - SCHOOL CLOSINGS

In the event of severe weather, natural disaster, critical damage to a building, malfunction of a building's internal environmental support system, etc., school closings shall be decided upon by the superintendent and announced through the local radio stations.
PLAN OF INSTRUCTION

Teaching shall be directed toward groups of varying levels of ability in a continuous educational progress program. The educational program is effective to the extent that it reacts to the individual and group needs of the students. Students shall progress through the elementary phases of the educational program according to their levels of maturity and capacity to learn. Individual needs of students are best met by evaluating, grouping and/or re-grouping students in accordance with their abilities, achievements, intellect, and maturity.

COURSES OF STUDY

Requirements

The courses of study shall be designed to meet the varied needs of the students, to achieve their highest potentials in learning, and conform to the requirements of the SCHOOL CODE OF ILLINOIS, and State Board of Education Document Number One.

Curriculum Revisions

Curriculum change requires continuous study and planning to provide for the differences in interests, abilities, and cultural backgrounds of students and to make courses challenging and effective learning experiences.
Decisions regarding the introduction of new courses shall take into account the need for change, the place of the new offering in relation to the total curriculum, requirements for special preparation of the staff, and any special demands on the budget for new personnel, equipment and supplies.

The introduction or elimination of courses or significant changes in courses shall be made upon the recommendation of the superintendent and with the approval of the Board of Education.

REVISION OF TEACHING METHODS

Opportunities shall be provided the staff to evaluate new teaching methods and technological advances in education to enhance teaching effectiveness and productivity.

New ideas, methods, and techniques shall be encouraged. Innovations in methods of instruction shall be planned by the members of the teaching staff and principals under the direction of the superintendent. The Board of Educational shall be informed or give approval prior to implementations.

TEXTBOOKS AND TEACHING MATERIALS

Selection of Teaching Materials

The superintendent with the aid of the professional staff shall be responsible for
developing procedures for the evaluation of textbooks, supplementary books, teaching supplies, reference materials, and other types of teaching aids.

Adoption of Textbooks

Textbooks shall be selected by the superintendent with the assistance of the staff and recommended to the Board of Education for adoption.

Supplementary Teaching Materials

Teachers shall be free to use supplementary teaching materials approved by the superintendent or the superintendent's designee.

Free Instructional Materials

Free educational materials provided by business, industry, foundations, or similar organizations may be used if they contribute to the educational objectives of the school and do not actively advertise or sell a particular service or product of the contributing organization.

Home Work

Home work that is well planned and designed to reinforce and supplement classroom teaching shall be considered an important method of instruction. Teaching that motivates students to investigate and develop ideas and topics voluntarily is especially encouraged.
USE OF COMMUNITY RESOURCES IN INSTRUCTION

Teachers shall be encouraged to use community resources to supplement and enrich classroom instruction.

Speakers

Speakers may be used to supplement the classroom instruction. They shall be approved by the superintendent or the superintendent's designee.

Field Trips

Field trips to observe and study community resources may be made with the approval of the superintendent.

Class work shall be planned so that students are prepared to observe and profit from their field trips. The trips shall be planned for their educational value and not as a reward to individuals or groups.

All members of such groups shall travel together under the supervision of a faculty sponsor and other approved adult. In all cases, prior written approval by a parent or guardian shall be secured for students taking field trips. Parents shall be advised of the mode of transportation.

A fee may be required for admissions.
LIBRARY INSTRUCTIONAL MATERIALS CENTER

Instructional Materials Centers shall be provided and shall be equipped with learning resource materials for student and teaching resources for the faculty. They shall include multi-media learning materials and equipment that will enrich and support the curriculum, taking into consideration the varied interests, diverse learning skills, and the maturity level of the students served.

TESTING

Teacher Tests

Teachers shall administer tests and examinations periodically to students as one means of evaluating progress in learning.

Standardized Tests

Standardized tests shall be used to provide objective measures of student achievement and abilities. They shall also be used to evaluate the educational program.

Additional testing of a specialized nature may be administered as needed.

EXTRA-CLASS ACTIVITIES

School clubs and activities shall be approved by the superintendent or his designee. Every club
or activity shall be sponsored by a member of the
faculty and approved by the principal. The sponsor
or a designate shall be present during acc activities.
The principal shall be responsible for the
organization of all student activities, shall provide
adequate supervision, and shall administer any
finances thereof.

PUBLIC PERFORMANCE

Public performances to demonstrate the quality
of school programs are to be encouraged. Prior
approval of the principal is required for student
participation outside regular school hours or at
locations other than where the participating
students are regularly assigned.

Student performances within a school during
regular school hours shall have the approval of
the principal.

SPECIAL INSTRUCTION

Children who need special services beyond
those available in the regular classroom shall
have the benefit of such special education services
as provided for and required by Illinois law.
The Selmaville School District No. 10 shall be
one of the cooperating districts of the Kaskaskia
Special Education District and shall work collectively
to provide services offered to handicapped students.
EVALUATION OF THE EDUCATIONAL PROGRAM

The educational program shall be evaluated in terms of the school's philosophy and objectives as stated in this POLICY MANUAL, which recognizes the difference is students' abilities, interests, and needs. The superintendent, with the aid of the professional staff, shall continuously evaluate the educational program to determine the effectiveness of the curriculum and teaching methods. The evaluation shall be used to help teachers and students improve their performance in the teaching and learning process.
ARTICLE VII
COMMUNITY RELATIONS

SCHOOL-COMMUNITY RELATIONS

School-community relations are a process wherein the Board of Education and staff maintain two-way communication with the students and public. The objectives of the school-community relations program shall be to create an understanding of the purposes, accomplishments, and needs of the school system and to secure the advice and counsel of the citizens of the District.

BOARD OF EDUCATION

The Board of Education shall attempt to keep the public informed regarding the policies, objectives, and operations of the School District.

Opportunities shall be provided the public to make recommendations and express concerns regarding school operations.

Board of Education Meetings

Regular meetings of the Board of Education shall be open to the public except as provided by law.

Cooperation with School and Community Groups

The Board of Education shall work with community groups in promoting the educational development and general welfare of the students of the District.
CITIZENS ADVISORY COMMITTEES

Citizens Advisory Committees may be established by the Board of Education for obtaining the advice and counsel of the public in considering matters of importance to the schools. The Board shall authorize the method of selecting committee members. The committees shall be terminated at the completion of their assignments.

STAFF IMPLEMENTATION

Superintendent

The superintendent shall assume leadership in implementing school-community relations. He shall provide an informational program to acquaint the public with the operation, plans, achievements, and needs of the School District. The superintendent shall use his position of leadership to present the cause of education honestly and forthrightly, and to further community activities compatible with and complementary to those of the schools.

School Staff

The superintendent shall keep the staff informed of the school's policies and practices in order that they may serve the school more fully and assist in interpreting the school program to the public. School personnel shall be encouraged to assist in establishing
and maintaining good relationships with students, parents, and other residents of the District.

STUDENT PARTICIPATION

The participation of students in interpreting the educational program of the school to the community shall be encouraged, except that students shall not be exploited for the benefit of any individual, school, or non-school group.

SCHOOL-PARENT ORGANIZATIONS

The formation of parent-staff organizations shall be encouraged to promote the welfare of the students and to secure the advice and assistance of parents.

EMERGENCY CLOSING OF SCHOOL

In the event of snowstorms or other emergencies necessitating the closing of school, notice shall be broadcast from radio stations making their services available to schools.

SCHOOL VISITORS

Parents and other residents of the community shall be encouraged to visit the school throughout the year. All visitors are required to register in the school office, present proper identification, and state the purpose of their visit.
SCHOOL EQUIPMENT

School equipment is intended for school use and shall not be available for loan or rent without approval of the superintendent.

ADVERTISING IN THE SCHOOLS

Advertising by Commercial Companies

Representatives of agencies organized for profit shall not be permitted to advertise, sell, or solicit in the schools unless approved by the superintendent.

Advertising by Community Not-for-Profit Organizations

Bulletins or posters announcing activities of community not-for-profit organizations may be displayed or distributed with the approval of the superintendent or the superintendent's designee.

USE OF BUILDINGS AND GROUNDS

Community groups may be permitted to use the school buildings and grounds when such uses do not conflict with the school program. Arrangements for the use of school facilities shall be subject to the approval of the Board of Education.

SUGGESTIONS, INQUIRIES, AND COMPLAINTS

Citizens or parents who have suggestions, complaints, or inquiries relating to the functioning
of the school system shall direct such suggestions, inquiries, and complaints as follows:

1. To the person responsible for the matter in question, such as the teacher.

2. If further consideration of the inquiry or complaint is desired, the issue shall be pursued through the regularly constituted channels, which would normally involve the building principal.

3. If the matter is not resolved, the superintendent should be contacted.

4. If the matter has not been satisfactorily settled after this administrative review, the Board of Education will consider the complaint. The Board may require that the matter be submitted in writing.

The Board of Education is the final authority on any issue which cannot be resolved through the regularly constituted administrative channels.

The Board of Education and the superintendent shall have as the basic criteria for evaluating any issue, its effects upon the education system.
ARTICLE VIII
NON-INSTRUCTIONAL OPERATIONS

EQUAL EDUCATIONAL OPPORTUNITIES

The school program shall be planned to help all students regardless of their sex, race, color, creed, intellectual ability, economic status, social, or cultural differences. Students of both sexes shall have equal access to courses and extra-curricular activities including athletics. Students shall receive help in reaching their highest potential in mental, social, and physical development.

LUNCH PROGRAM

The District shall provide a lunch program in the schools designed to meet the guidelines of the state and federal lunch programs. The price of the meals shall be established by the Board of Education upon the recommendation of the superintendent. The lunch program shall be self-sustaining. Meals shall be provided at no cost for those students whose families qualify under the federal guidelines.

EXTRA-CURRICULAR ACTIVITIES

The Board shall provide a program for extra-curricular activities. Students shall be encouraged
to participate in these activities which extend and supplement the educational program of the schools. These activities should provide opportunities for democratic self government, the development of special interests, wholesome recreational and social activities, and a positive attitude toward the schools.

ATHLETIC PROGRAM

A program of sports shall be provided for the students. The objectives shall be to provide opportunities to participate in activities in which they may achieve proficiency in athletic skills and develop strength, endurance, competitive spirit, and sportsmanship in programs that are commensurate with the status of their health, ability and maturity.

Title II of the Education Amendment of 1972 provides that there be separate athletic teams for males or females or through a single team open to both sexes in which selection is based on competitive skills. There may be separate teams in contact sports such as wrestling, boxing, basketball, and football.
Interscholastic Sports

Interscholastic sports shall be offered to the students of the junior high school. The sports offered to students and the number of teams participating in each sport shall be approved by the Board of Education.

Intramural Sports

A program of intramural sports shall be offered to all students. The extent and types of activities shall be determined by student interest and the availability of staff and facilities.

PROHIBITION OF SEX DISCRIMINATION TITLE IX

Title IX Regulations implementing the Education Amendment of 1972 of the Federal Statutes prohibit sex discrimination by educational institutions. In compliance with this Statute there shall be no sex discrimination in employment or in courses and extra-curricular activities offered to students.

Extra-Curricular Activities

Extra-curricular activities including intramurals, interscholastics, clubs, and various after-school activities which are offered shall be available to all students regardless of sex.

The factors described by Title IX Regulations
which determine the equity of athletic opportunities include the following:

Selection of sports that reflect the interests and abilities of both sexes, provisions for supplies and equipment, game and practice schedules, the assignment of coaches, and practice and competitive facilities.

The interscholastic sports program shall provide separate teams or coeducational teams open to both sexes in those sports which are not generally accepted as body contact, providing both sexes have equal opportunity to participate.

Separate teams for students may be sponsored where the selection for team members is dependent upon competitive skill and the present level of skill for girls does not allow for equal representation on the various teams.

Since some sports are more expensive to operate than others, appropriations need not be equal; however, comparable supplies, services, travel accommodations, facilities, and coaching services must be made available to both sexes.

Statement of Policy

The following policy shall be published annually stating that District No. 10 does not discriminate on the basis of sex:
School District No. 10 does not discriminate on the basis of sex in the educational programs or activities which it operates. The policy extends to employment therein and admission thereto. This statement is published pursuant to the requirements of Title IX of the Federal Education Amendments of 1972. Inquiries concerning application of Title IX to District No. 10 may be referred to the District Coordinator of Title IX or the Director of the Office for Civil Rights of the Department of Health, Education, and Welfare.

ACCOUNTING

Form of Accounting

School District No. 10 shall maintain complete financial books and records which shall be on a cash basis and shall conform to all requirements of the SCHOOL CODE OF ILLINOIS and all regulations of the State Board of Education.

Reconciliation

All District accounting records shall be reconciled monthly with the fund reports submitted by the School Treasurer to verify the accuracy of the records.

Reporting to the Board of Education

Regular financial reports shall be prepared for the Board of Education and the school administration. The Board shall take formal action and cause to be properly recorded in the minutes all major financial transactions as prescribed in the SCHOOL CODE OF ILLINOIS, Section 8-15.
BUDGET

Fiscal Year

The fiscal year for District No. 10 shall be from July 1 to June 30.

Preparation of the Tentative Budget

The superintendent shall prepare and submit a tentative budget showing the estimated cash on hand, the estimated receipts, and recommended appropriations in the various funds. They may seek the assistance of the teachers and principal in determining the school needs and the most effective use of available funds.

The budget shall conform to the SCHOOL CODE OF ILLINOIS and the requirements of the Illinois Superintendent of Education.

Adoption of Budget

The budget preparation and review shall culminate in the adoption of the budget by the Board of Education in conformance with Section 17-1 of the SCHOOL CODE OF ILLINOIS.

TAX LEVY

The Levy Certificate showing the amount of tax monies that will be required in each of the school funds shall be filed with the County Clerk not later than the last Tuesday in December.

(SCHOOL CODE OF ILLINOIS, Section 17-11)
SCHOOL TREASURER

Appointment

The Treasurer shall be appointed by members of the Board of Education for a term of one year.

(SCHOOL CODE OF ILLINOIS, Section 8-1)

Custody of School Funds

The School Treasurer shall be the only lawful custodian of all school funds and shall demand receipts for and safely keep according to law, all bonds, mortgages, notes, monies, effects, books, and papers belong to the school district.

(SCHOOL CODE OF ILLINOIS, Section 8-7)

Depository for School Funds

The School Board shall designate a bank or banks or other depository, situated in the State of Illinois, in which school funds and monies in the custody of the School Treasurer shall be kept. (SCHOOL CODE OF ILLINOIS, Section 8-7)

Bond

Before entering upon his duties, the School Treasurer shall execute a bond with a surety company authorized to do business in Illinois, payable to the Board of Education and conditioned upon the faithful discharge of his duties. (SCHOOL CODE OF ILLINOIS, Section 8-2)
The cost of the bond shall be borne by
School District No. 10

Investment of Funds
The School Treasurer shall be authorized
to invest District funds in accordance with
the SCHOOL CODE OF ILLINOIS.

BIDDING
The Board of Education shall let all contracts
for supplies, materials, or work involving an
expenditure in excess of $2,500.00 to the lowest
responsible bidder after due advertisement, except
those contracts which by their nature are not
adapted to award by competitive bidding in accordance
with Section 10-20.21 of the SCHOOL CODE OF ILLINOIS.
Right is reserved to combine bids on an
individual item basis, to award bids on a total
bid basis, to reject any or all bids as submitted
and to make such selection of materials or equipment
as is in the judgment of the Board of Education best
suited for the purposes intended.

FINANCIAL OPERATIONS OF STUDENT ORGANIZATIONS
Collection of Funds
Student organizations are authorized to collect
dues and acquire monies by means of appropriate
fund raising activities when authorized by the
organizational advisor and principal and approved, by the superintendent and the Board of Education.

Internal Accounting of Student Funds

All funds belonging to a school sponsored student organization shall be deposited in that school's Student Activity Fund. There shall be a Treasurer for each Activity Fund who shall be responsible for all student organization accounts and who shall maintain accurate records by accounts. The Treasurers of the Activity Funds shall be approved by the Board of Education.

AUDIT OF ACCOUNTS

An audit of accounts of the school district shall be made annually by an independent Certified Public Accountant. The audit of accounts shall be conducted in accordance with the SCHOOL CODE OF ILLINOIS and the regulations of the State Board of Education. It shall include all funds over which the Board has direct or supervisory control.

Each year the Board of Education shall select an auditor experienced in municipal accounting and shall approved the fee for the service specified. (SCHOOL CODE OF ILLINOIS, Section 3-7)
PUBLICATION OF ANNUAL FINANCIAL REPORT

The financial report of the District shall be published in a newspaper of general circulation in the school district prior to December 1 of each year. Not later than December 15 a certified statement that the publication has been made, together with a copy of the newspaper, shall be filed with the Superintendent of the Educational Service Region. (SCHOOL CODE OF ILLINOIS, Section 10-17)

INSURANCE

Insurance shall be provided by the Board of Education in a manner that will assure adequate coverage to protect the district.

FOOD SERVICE

Lunch programs may be provided for the students and employees of the District. The cost of the meals shall be established by the Board of Education upon the recommendation of the superintendent, and an attempt shall be made to cover the cost of the food, supplies, preparation, delivery, serving, and provide a reasonable reserve. Complete and accurate records of the financial operations of the lunch program shall be maintained, under the direction of the superintendent. The lunch program shall be operated by the cafeteria personnel under the direction of the superintendent.
PLANT OPERATION AND MAINTENANCE

The operation and maintenance of the physical plant shall be under the direction of the superintendent and shall be administered and supervised by the superintendent. The building shall be operated with the objectives of presenting a desirable learning environment for students, providing for the health and safety of students and employees, contributing aesthetically to the students and community, making for efficient and economic operation, and prolonging their usefulness.

There shall be a complete program of preventive maintenance and continuous study and planning with regard to major repairs and replacements, alterations, and renovations.

STUDENT TRANSPORTATION

The Board of Education shall provide student transportation as specified below. The bus service shall be under the direction of the superintendent. All bus trips shall be conducted in conformity with rules established by the State Board of Education and the SCHOOL CODE OF ILLINOIS.

To and From School

Bus service shall be provided for students who live at least one and one-half miles from their
attendance centers or as otherwise required for safety or mandated by law.

Special Education
Special education students who require transportation shall be transported between their homes and the schools they attend.

Educational Field Trips
Bus service may be furnished for educational field trips which are an extension of the courses offered in school.

Interscholastic Events
Transportation may be furnished students participating in interscholastic events as approved by the superintendent or the superintendent's designee.

Travel Sponsored by Student Organizations
Bus service may be furnished for travel by student organizations if approved by the superintendent of the superintendent's designee. A fee may be charged.

SCHOOL SAFETY.
A school safety program shall be provided under the direction of the superintendent. It shall include accident prevention, vehicle safety, fire prevention, emergency procedures for storms and
the evacuation of the buildings in case of fire or other threats to safety.

NON-SCHOOL USE OF SCHOOL FACILITIES

The school buildings and grounds shall be made available to the community for educational, civic, recreational, and cultural purposes, when such use does not interfere with the school programs or school sponsored activities.

Community organizations using the school facilities shall pay rental fees according to the Board's adopted schedule and the costs incurred in making facilities available.
APPENDIX

LOG OF ACTIVITIES

June, 1979

<table>
<thead>
<tr>
<th>Date</th>
<th>ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Kaskaskia Division, I.A.S.B., Governing Committee Meeting, Vandalia, Illinois. Speech, &quot;Ethical Conduct of Administrators and Board Members&quot;. Plans for Fall Meeting and election of officers.</td>
</tr>
<tr>
<td>11</td>
<td>Selmaville Board of Education regular meeting. Decision to establish committee of board members, staff and administration to study present Board Policies and revise to meet the needs of the Selmaville Community Consolidated School District No. 10.</td>
</tr>
<tr>
<td>13</td>
<td>Meeting of elementary district, superintendents and Salem Community High School superintendent to study and evaluate a new program to help students who have a record of poor school attendance. Study application and regulations for the Home School Guidance Program which will be a cooperative program.</td>
</tr>
<tr>
<td>26</td>
<td>Meeting of superintendents in Marion, Clinton, and Washington Counties. The purpose was to select members to serve as Southern Illinois Educational Services Center's Board of Directors, Executive Committee and Policy Committee</td>
</tr>
<tr>
<td>28</td>
<td>Meeting S.I.U. to acquaint area school administrators with the roles of various agencies which relate to alienated youth. &quot;Responsible Directions for Dealing with Alienated Youth: Agency Roles and Inter-Agency Relationships&quot;</td>
</tr>
</tbody>
</table>
28  Selmaville School District Board  

July, 1979

11  Board of Education opens bids for new additions and alterations at Selmaville North and South Schools.

17  Board meeting to accept bids for new construction. Report on progress towards development of policies.

18  Research of present policy to eliminate out-dated material.

August, 1979

21  Board of Education meeting: Review tentative budget for the 1979-80 school year. Present established philosophy, student goals, and educational objectives for Board review and approval.

23  August meeting for administrators of Marion County conducted by Mr. Sam Nall, Superintendent of Educational Service Region.

24  School District Attorney reviews legal contracts for purchase of land and eviction notices to be sent to lease holders.

27  Teacher Workshop for beginning of school year. Presentation of rules and regulations for the daily operation of the District.

27  Meeting at Salem Community High School to implement Home/School Guidance Program.
September, 1979

10 Board of Education meeting: Board Policies - presentation of materials to be retained from present policies.

13 Title I meeting with Title I staff to review new laws and regulations pertaining to Title I.

19 Gifted Education meeting of schools participating in the Marion County Gifted Program Cooperative. Discussion of approved program and procedures to be implemented for compliance with State guidelines.

20 Review of Board of Education Minutes to obtain established policy not recorded in manual.

25 Policy Committee workshop: Presentation for study all present policies as established by Board Minutes.


October, 1979


11 Meeting on Minimal Competency at Mt. Vernon. Discussion of legislative action and the position of the State Board of Education.

15 Board of Education meeting: Presentation of written policies from Board Minutes to study what should be retained.
Policy Committee meeting to review information on policies in reference to Board of Education.

Teacher Workshop after school with a section devoted to presentation on progress of revising Board Policy.

Oil Belt Conference meeting to revise constitution and by-laws for the athletic conference.

Illinois Association of School Administrators, Kaskaskia Division Meeting: Discussed current legislation for teacher retirement and implementation of the corporate personal property tax legislation.

Work towards developing the requirements necessary for policy on the administrative staff.

Faculty meeting, early dismissal, presentation on policies in reference to Board of Education.

Special Board of Education Meeting: Time was scheduled for final approval of items to be retained and included in revised policy manual.

Math Committee Meeting of elementary schools who sent students to Salem High School. The math programs are correlated between the elementary schools and the high school. Progress is made on development of minimal competency for mathematics for elementary students.

National Beta Club study to see if it should become a part of our extra-curricular activities.
November, 1979

8
Semi-Annual Conference I.A.S.B.,
Kaskaskia Division, Vandalia,
Illinois. Panels: "Are Your
Policies Up-To-Date?"; "Approaches
to Student Discipline"; "Recent
Court Decisions"; "Teacher
Evaluation".

9
Continued development of written
policies for administrative
staff. Study of many sources
such as other policies from
neighboring school districts,
ILLINOIS SCHOOL CODE, Document
No. 1, I.A.S.A., and I.A.S.B.

12
Board of Education meeting:
Presentation for study on
policies for article pertaining
to Board of Education.

12
Parent-Teacher Conferences all
day. Superintendent is part
of conferences with teacher and
parents when there are special
concerns about the child. Parent-
Teacher Conferences all week from
2:00 to 4:00 P.M.

13
Policy Committee meeting to study
article on administrative staff.
Improvements suggested and noted
for corrections before presentation
to staff and Board.

15
Parent-Teacher Organization with
guest speaker Mr. Gary Dobbs,
Attorney, who spoke on "Corporal
Punishment".

15
November meeting for superintendents with Superintendent of
Educational Service Region.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>I.A.S.B./I.A.S.A. Convention in Chicago from November 16-19. Attended several sessions on establishing good board policies.</td>
</tr>
<tr>
<td>20</td>
<td>Meeting of the Marion County Joint Agreement for the Elementary Occupational Information Program. Discussion on future direction of career education cooperative.</td>
</tr>
<tr>
<td>28</td>
<td>Teacher Workshop: Time set aside to evaluate policy materials on administrative staff.</td>
</tr>
<tr>
<td></td>
<td>December, 1979</td>
</tr>
<tr>
<td>4</td>
<td>Meeting with superintendent of Salem Community High School and all elementary superintendents in the high school district to communicate and coordinate the elementary and high school programs.</td>
</tr>
<tr>
<td>4</td>
<td>Work on career awareness program at Superintendent of Educational Service Region's office.</td>
</tr>
<tr>
<td>5</td>
<td>Study materials for development of policy on instructional staff. Review of teachers' handbook, Document No. 1, SCHOOL CODE OF ILLINOIS, and district information.</td>
</tr>
<tr>
<td>6</td>
<td>I.A.S.B., Kaskaskia Division, Governing Committee Meeting at Vandalia, Illinois. Discussion of &quot;Informal Bargaining&quot; and plans for spring division meeting.</td>
</tr>
<tr>
<td>7</td>
<td>State evaluation of Kaskaskia Special Education District of which Selmaville is a member, with all schools in the three counties of Marion, Clinton, and Washington. The Special Education District is placed on probation. Several rules and regulations of special education must be implemented before full recognition.</td>
</tr>
</tbody>
</table>
10 Board of Education Meeting: Final approval of all tax levies for 1980-81 school year. Presentation for study the article on Administrative Staff policies.

11 Policy Committee review and presentation of information on instructional staff. Discussion of suggested improvements and clarifications.


13 Continue preparation of policies for instructional staff. Organization of materials in written form.

January, 1980

7 Study materials obtained to be utilized in the development of policy for non-instructional staff. Review of job descriptions, present board policies, I.M.R.F., SCHOOL CODE OF ILLINOIS, Document No. 1, federal programs rules and regulations.


14 Board of Education Meeting: Presentation for study the article material for instructional staff.

15 Policy Committee Meeting: Study materials developed on policy for non-instructional staff. Recommendations for improvements and additional information.

17 Physicians, nurses, regional superintendents, and district superintendents meet in Marion County at Mr. Nall's
office. Study revisions of SCHOOL CODE OF ILLINOIS, Section 27-8, Health Examinations and Immunizations.

22
Title I Parent Advisory Committee Meeting: This meeting was to explain the Federal Rules and Regulations for our program.

23
School Board Election Seminar at John A. Logan Community College. Presentation of information on present and new laws.

24
Administrators meeting at Superintendent of Educational Service Region's office. Mr. Ross Hodel, State Board of Education Finance Section, discussed the corporate replacement tax and school finances.

28
Finalize development of materials for policies on non-instructional staff. Develop into a written article.

29
Teacher Workshop: Presentation of information to be implemented in policies for instructional staff and non-instructional staff.

February, 1980

1
I.A.S.A., In-Service Education Seminar, "Utilization of Retrieval Systems in Meeting the Challenge of the Eighties". Opportunity to become familiar with the use retrieval systems that help in decision making.

5
Assemble materials for development of student policies. Study the SCHOOL CODE OF ILLINOIS, information from the State Board of Education, district materials, and present student policies.
Superintendency Search Seminar, I.A.S.B. in cooperation with T.A.S.A. The seminar was in Springfield. It was designed to assist persons seeking employment as a superintendent.

Board of Education Meeting: Review of policies developed for non-instructional staff.

Board Policy Committee Meeting: Presentation for recommendations the article for student policies.

Study recommendations and evaluate materials utilized in the development of policies for students. Develop into a written form.

Teacher Workshop, early dismissal. Teachers evaluate materials for student policies. Make recommendations for changes and improvements.

Administrators meeting with Superintendent of Educational Service Region. Mr. Chuck Givens was present to discuss court cases and answer legal questions.


March, 1980

Board Policy Committee Meeting: Completion of article on student policies.

Title I Workshop at S.I.U.-C. The workshop covered matters related to completion of FY-81 application, new Federal Rules and Regulations, and administrative concerns.
Study materials relative to the development of policy on instruction. Review of the rules and regulations from the State Board of Education Document No. 1, SCHOOL CODE OF ILLINOIS, present district policies, and policies of other districts.

Elementary District Organization, executive committee, met in Springfield. Discussion of the implementations of the State Board of Educations present state aid proposal which included formula revisions. Development of formula recommendations from EDO.

Board of Education Meeting: Review of information developed for instructional policies.

I.A.S.A., Membership and Hospitality Committee Meeting in Springfield. The committee began arranging for the I.A.S.A. Fall Conference. Discussed and organized a campaign for new members.

Math Committee met at Salem High School to complete the minimal competency test for students in grades K-8.

Gifted Cooperative Program meeting at Mr. Nall's office. Discussion of gifted program plans for the coming school year.

I.A.S.A., Kaskaskia Division, met at Vandalia. The program was "Current Legislative Update for 1980-81" by Don Sledge, I.A.S.A.

Completion of recommendations for development of policies for instruction.

April, 1980

1 Kaskaskia Special Education District, General Representative Assembly. Evening meeting to receive information that all areas of non-compliance have been corrected and all districts will be placed on full recognition.

8 Development of policies for community relations. Study of literature from district regulations for citizens advisory committees. Study of information from the State Board of Education Document No. 1, SCHOOL CODE OF ILLINOIS, information from other districts.

9 State Title I Evaluation to make certain that district's Title I Program met all Federal and State Rules and Regulations. The district will implement a few minor changes as recommended.

12 Annual School Board Election. Four candidates running for three positions.

14 Board of Education Meeting: Canvass election with three incumbents being officially elected. Review of all policies association with instruction.

15 Policy Committee Meeting: Presentation of information and materials organized into policies for community relations.

16 Title I Application Workshop: Mr. Nall's office. The application was reviewed item by item. Reviewed Public Act 81-866 concerning contractual continued service.
21
Language Arts Committee met at Salem Community High School to begin development of minimal competencies.

23
Appellate Court with attorney to present oral testimony on Selmaville law suit against Salem Elementary School.

24
Administrators meeting with Superintendent of Educational Service Region. Discussion of possible state aid revisions and other business.

30
Teachers Workshop: Review of policies for community relations.

May, 1980

5
Study materials and information organized for development of policies on non-instructional operations. Review of all accounting procedures, all rules and regulations for State and Federal programs, SCHOOL CODE OF ILLINOIS, and State Board of Education information.

12
Health/Life Safety Workshop, School District Organization and Facilities Section, Mr. Nall co-host. The purpose was to receive the latest information regarding Health/Life Safety procedures, energy activities and the Federal Regulation 504 and Accessibility Standards.

13
Policy Committee Meeting: Presentation of recommendations for non-instructional operations.

19
Board of Education Meeting: Review and discussion of developed policies for community relations.
27 Teacher Workshop: Presentation of information to be utilized in the development of policies for non-instructional operations.

June, 1980

5 Completion of article on non-instructional operations.

16 Board Meeting: Review and discussion on article for non-instructional operations.

The rest of June spent as time permitted on organizing the Board Policy Manual for typing.

July, 1980


21 Board of Education Meeting: Presented total document, but only one copy.

31 Eastern Illinois University, Charleston, Illinois, to meet with my Adviser, Dr. Robert Shuff.