

# Employee Handbook

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**DONGOLA**  
**UNIT SCHOOL DISTRICT 66**

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2025-2026

# Dongola Unit School District #66 Employee Handbook 2024-2025

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# **Dongola Unit School District #66 Employee Handbook 2024-2025**

## **Dongola Unit School District Employee Handbook**

This handbook is designed to serve as a reference for the employees at Dongola Unit School District. It provides answers to frequently asked questions and general information that is helpful to employees regarding employment guidelines within the Dongola Unit School District.

The information within this handbook is listed alphabetically. In addition, an attachment section includes forms referenced throughout the booklet. To find more comprehensive information, employees should utilize the School District's policy manual. A hard copy of the School Board Policy is located at Central Office.

Please note that the employee handbook does not contain full explanations of all policies and procedures. The handbook is intended to be a summary of the most common policies impacting employees. It does not supersede or re-interpret policy. School Board Policy is the primary document of reference. We hope that you find this information useful. Please contact your supervisor or the superintendent if you need additional information. If you have suggestions for improving subsequent editions of the handbook contact the superintendent.

This handbook is subject to revisions.

This Employee Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations, and standards of the school district; however, this Handbook should not be considered all inclusive. Copies of Board Policies and Administrative Regulations are available in the Central Office to all personnel. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by the laws of the State of Illinois, rules of the State Board of Education and policies of Dongola Unit School District. Our primary business is the education of our youth, and everything we do should be directed toward providing students with the best possible learning environment. In meeting our primary objective, all of us must comply with reasonable rules and regulations intended to make us effective employees. Thus, everyone is expected to do his/her share to create and maintain a pleasant and safe environment conducive to our educational goals. Hopefully, these policies and regulations will assist us in reaching our objective.

These policies and regulations are subject to change at the discretion of the Superintendent or his/her designee. Any adoptions, deletions, or revisions of policy take precedence over those printed in this Handbook. This Handbook will be revised annually and suggestions for the Handbook's improvement, as well as usefulness, are always welcome. Please direct suggestions to the Superintendent.

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## **Preface**

The explanations contained in this booklet are intended to provide information relating to our school system, including benefits. Most information provided for benefits is in summary form only. The policies set forth in this employee handbook are merely guidelines for the employee and are provided for informational purposes only. The employer is in no way bound, contractually or otherwise, to the rules, policies and procedures contained herein and reserve the right to deviate from these guidelines without notice. This employee handbook in whole or in parts does not create a written employment contract and does not modify the nature of your employment.

## **Employees are Informed**

The Dongola Unit School District utilizes video surveillance equipment to ensure the safety and security in its facilities. Employees of the Dongola Unit School District, therefore, are notified that equipment may record their actions at work. These recordings from the surveillance equipment may then be utilized to review employee conduct and appropriate work behavior.

Employees receive a copy of the Dongola Unit School District Employee Handbook at the beginning of each school year. It is the employee's responsibility to read and comply with all policies contained therein as well as any revisions made to it. A hard copy of the most updated version can be found in each administration office.

## **Board of Education and Superintendent**

Dana Eddleman, President  
Philip Miller, Vice President  
Cherie Wright, Secretary  
Mark Eddleman, Member  
Tyler Eddleman, Member  
David Gaddis, Member  
Brenda Hogue, Member  
Paige Maginel, Superintendent

## **Absences**

**Illness** – if you are absent because of illness or emergency, please call Ellie Rush at 618-218-8280 ASAP! It is important to make early notification, as there are a limited number of substitutes. If an outside substitute is not available, then it will be necessary to find sufficient staff members to cover your classes period by period.

If you become ill at school, please notify Ellie Rush as soon as possible so that arrangements can be made to cover your classes.

Teachers should make provisions for student work on days of absence so that the substitute may fulfill the teaching assignment in the best interests of the school.

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Teachers should also call attention in the substitute handbook to the location of attendance sheets, seating charts, plan books, grade books, or any other material which may be needed by the substitute. In some instances, teachers may need to contact Dr. Rush with specific plans.

You may use sick leave when you miss work due to:

- Personal illness
- Pregnancy and maternity leave
- Adoption of a child or placement of a foster child
- Incapacity because of bodily injury
- Exposure to contagious disease that might endanger the health of others
- Illness in immediate family that necessitates your supervision and care. Immediate family includes your spouse, father, mother, brother, sister, child or any other relative who lives with you.
- Medical or dental appointments when it is not possible to arrange such appointments during non-working hours.
- Absences that are covered by the Family and Medical Leave Act.

The Teacher's Responsibility – An accurate seating chart must be available for every class the substitute will handle, include first and last names. Place this cart in the substitute folder.

A plan book showing the work to be done, what has been done in recent weeks, and an outline of future work to be accomplished should be available.

The class grade book should be available.

Pupil cooperation with substitutes is usually good in classes where previous discipline has been good.

Personal Leave – If you are requesting personal leave, please place requests in the superintendent's books for consideration. All personal leave notices shall be applied for three (3) days prior to the leave date.

### **After School Activities**

In the interest of student welfare and to provide proper building security, it is necessary that no student remain in the building after 3:05 p.m. unless under the direct supervision of a faculty member/sponsor.

Whenever a group of students remains after school to work on any project, the faculty member/sponsor must be present with that group. There will be no exceptions to this policy. The faculty sponsor shall remain with the group until the students have been dismissed and have left the building.

No meetings or activities involving students should be scheduled on days when full faculty meetings are scheduled.

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## **Alcohol and Drugs**

Dongola Unit School District is a drug- and alcohol-free work environment. All employees shall adhere to the requirements of Board Policy. An employee who uses a drug authorized by a licensed physical through a prescription specifically for that employee's use shall not be considered to have violated this policy.

## **Americans with Disabilities Act Coordinator**

The district designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Acts of 1973.

Dr. Paige Helm Maginel  
Superintendent, Dongola Unit School District #66  
1000 High Street  
Dongola, Illinois 62926  
618-827-3841

Requests for accommodations under ADA from current employees must be made in writing to the immediate supervisor. The supervisor, working in consultation with the superintendent, will provide a written job description to which a health care provider must provide written medical certification of the employee's inability to perform specific essential functions without accommodation. Inquiries from employees and/or supervisors should be made to the Superintendent.

## **Announcements and Daily Bulletins**

If you have information that you would like to have announced or to place an item in the daily bulletin, please contact the secretary in the main office.

## **Appropriate Information to Share with Parents via E-mail**

1. Upcoming events specific to a teacher's classroom (e.g., units of study, field days, community service projects, concerts, performances, etc.);
2. Assignments (book reports, projects, tests, etc.);
3. Deadlines for various school activities (fundraisers, permission slips, field trips, testing dates, etc.);
4. Scheduling of parent conference requests;
5. Positive social interactions with classmates as long as other students' names are not mentioned.

## **Asbestos Abatement Program**

The Dongola Unit School District #66 contracted with an environmental consulting company, which as E.P.A. approved to inspect all of the DUSD buildings for asbestos-containing building materials, write plans, and make recommendations that would contribute to the safeguarding of all building occupants, i.e., employees and students.

These inspections are available for review through Central Office during normal campus hours and days defined by the school calendar.

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## **Assembly Supervision**

Teachers must either stay with their class during an assembly or go to their assigned section.

## **Authorized Use of School-Owned Property and Materials**

Employees are prohibited from utilizing school property materials, facilities, supplies, and equipment for personal use or gain.

Upon request by an outside organization the superintendent may authorize the use of school supplies, materials or equipment for other than school purposes.

## **Care of Your DUSD Work Environment**

Please follow these guidelines to help maintain the cleanliness and safety of your workplace:

- Refrain from dragging furniture and file cabinets across floors. Please request assistance.
- Please use only wall mounting tape and tabs to affix materials to the walls. Avoid using masking, packing, or duct tape, staples or glue in direct contact with all wall surfaces.
- Exterior doors should never be propped or left open.
- Refrain from storing food items and/or food containers in desks and closets. This reduces the need for pest services in the building.

## **Child Abuse Reports/Mandated Reporting**

All school personnel having reasonable cause to believe a child known to them in their official or professional capacity has been subjected to any physical, emotional, or sexual abuse or neglect, shall immediately report or cause a report to be made to the Department of Children and Family Services. This report must be made immediately by phone or in person followed by a report in writing within forty-eight (48) hours sent to a Department of Child Protective Service Unit. The child abuse hotline number is 1-800-25A-BUSE. Any person who acts in good faith in reporting shall be immune from any liability resulting from said reporting.

## **Communicable Diseases**

If you have a medical condition that poses a substantial health or safety threat to your school or workplace, you must leave the premises until your attendance on duty no longer poses such a threat. DUSD relies upon public health and medical experts' advice to determine whether to require your removal and permit your return to work.

## **Complaint Procedure**

Any school personnel who believe he or she has been a victim of prohibited harassment or has noticed that a student or school personnel has been a victim of prohibited harassment should report the alleged harassment to the compliance officer. The Report of Discrimination/Harassment form should be used to file the complaint.

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## **Compliance with Laws and Policies**

Employees of the Dongola Unit School District shall be subject to and shall comply with all state and federal laws, district policies, procedures, administrative directives, rules and regulations that are in effect at the time of their employment or that may become effective during their employment.

All district employees have the responsibility to protect district assets and shall be expected to be alert to the potential for theft of property, theft of services, and theft of anything of value, fraud, misappropriation or financial impropriety. Any employee who knows or who has reason to know of or suspect an occurrence of fraud, misappropriation, financial impropriety, or covered activity shall immediately notify the superintendent.

## **Compliance with Subpoena**

The district may not discharge, discipline, or penalize in any manner an employee because the employee complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding.

## **Computer Software Policy**

In accordance with Board Policy and Administrative Regulation, it is the practice of the district to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. Technology Services is charged with the responsibility of enforcing these guidelines.

All computer software installed on district equipment must be purchased, reported to and installed by Technology Services, or its designee. Software acquisition is restricted to ensure that the school district has a complete record of all software that has been purchased for district computers and can register, support, and upgrade such software accordingly. Software on district computers used for instructional and/or administrative purposes must be approved by the Superintendent and Technology Coordinator.

Student's, district employees, and volunteers may not duplicate any licensed software or related documentation for use either on the district's premises or elsewhere unless Technology Services is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject the employee and/or the school district to both civil and criminal penalties under the United States Copyright Act.

Students, district employees, and volunteers may not give software to any third party including relatives, clients, contractors, etc. District employees, students, and volunteers may use district-approved software on local area networks or on multiple machines only in accordance with applicable license agreements.

## **Confidentiality of Data and Information**

For all electronic media, employees are subject to certain state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for

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educators even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

1. Confidentiality of student records.
2. Confidentiality of other district records, including educator evaluations and private email addresses.
3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
4. Prohibition against harming others by knowingly making false statements about a colleague or the school system.

### **Consent Requirements**

Copyrighted software or data may not be placed on any system connected to the district's network system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any district student or employee will be posted on the district website under the district's control unless the district has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information about a district student will be posted on a web page under the district's control unless the district has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act (FERPA) and district policy.

### **Consequences of Network Violations**

Any attempts to violate the provisions of the network guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the district discipline policy and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. With just cause, the System Administrator or other administrator, may deny, revoke, or suspend Network/Internet access as required, pending the outcome of an investigation.

### **Corporal Punishment**

DUSD prohibits the use of corporal punishment by all employees. Corporal punishment includes any consequence that results in physical pain or harm to students. On rare occasions, physical force may be necessary to restrain a person or to prevent an injury. When such force is used, it should be applied without anger and as a restraint rather than retaliation. Employees who find it necessary to use physical force with students should immediately provide a written report of the details to the principal.

### **Criminal Conduct**

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District employees are expected to abide by the law at all times. Conviction or adverse adjudication, including a plea of *nolo contendere* or deferred adjudication for a felony offense or misdemeanor involving moral turpitude, may be the basis for disciplinary action, up to and including termination.

## **Discipline Problems and Procedures**

Teachers are encouraged to handle their own discipline problems in a consistent and reasonable manner. Standards of conduct shall be maintained to establish the orderly operation of the school and to secure the safety and welfare of all students and staff.

## **Disclaimer**

The district's network system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the district.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

## **District Web Site – District Approved School Web Pages**

The district will maintain a district web site for the purpose of informing employees, students, parents, and members of the community of district programs, policies, and practices. Requests for publication of information on the district web site must be directed to the superintendent or his/her designee. The superintendent or his/her designee will establish guidelines for the development and format of web pages controlled by the district.

## **Dress and Grooming**

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by administration.

The attire of Dongola Unit School District employees during the hours when school is session should conform to the following principles:

- Dress should reflect the professional position of the employee.
- Clothing should be appropriate to the assignment of the employee.
- Clothing should not be revealing and the midriff should be fully covered.
- Clothing should cover cleavage .
- Denim policy is driven by Collective Bargaining Agreement.

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- Faculty and staff are expected to follow the dress code for students (inserted below, although shorts are not appropriate for faculty and staff during the school year, regardless of assignment)

## **Dress and Grooming**

Dongola Unit #66 expects appearance and grooming that demonstrate pride in self and school. Students should be clean and well groomed to prevent distracting others from their educational endeavors.

1. Shirts can be sleeveless and must extend beyond the beltline. Apparel should be free of holes above three inches above the knee. All patches must be permanently affixed.
2. There should be no visible cleavage, and shirts must completely cover the back and abdomen.
3. Pants, shorts or skirts must be no more than three inches above the knee, and may not have open holes. Undergarments may not show.  
Yoga pants and leggings may be worn only if the shirt covering them reaches the students fingertips or under shorts, skirts and dresses referenced in number 3.
4. Chains and jewelry that may be used as weapons may not be worn.
5. Hats and head coverings are to be placed in lockers at the beginning of the day and may be worn only with permission of the administration. Caps and head coverings that are confiscated will be returned at the end of the school year.
6. Coats and jackets are to be placed in lockers and removed at the end of the day.
7. Sleepwear is not permissible.
8. Student dress may not dress in a way that advertises or promotes suggestive language, vulgar messages, or wear anything pertaining to alcohol, drugs, tobacco, violence, or other items deemed inappropriate.

## **Drug Free Workplace Requirements Notice**

This district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. The district shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the district, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibition is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the district shall notify the granting agency of the conviction.

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Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the district shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S. C. 702).

### **Duty Assignments**

Principals may assign duties to employees in addition to those specified in job descriptions. Such duties may include the following:

1. Lunch period duty in accordance with law;
2. Recess duty;
3. Hall duty;
4. Classroom housekeeping duties such as turning out lights, closing windows, locking doors, maintaining neat and attractive classrooms, and the like;
5. Duty at extracurricular activities;
6. Bus loading duty;
7. Parking lot duty; and
8. Any extra duty assigned by the principal.

The principal will prepare a schedule of these duty assignments. A copy of the schedule will be available, and orientation will be provided for such duty assignments.

### **Teachers**

Teachers may be called upon to sponsor various organizations and class groups. The sponsorship of classes may be rotated among teachers annually so that the same teachers do not have the more demanding sponsorships in consecutive years.

Sponsors will:

1. Supervise projects and activities selected by organizations and class groups;
2. Counsel and advise students in elections, and in the selection of projects and activities;
3. Establish proper and adequate procedures for the collection and accounting of funds derived from fund-raising projects;
4. Keep the principal informed of projects and activity dates and have these posted on the school activity calendar;
5. Ensure that all projects and activities of classes and organizations are approved by the administrations;
6. Schedule projects and organizational work so that class time is not used for that purpose.

Teachers are urged to attend and participate in as many extracurricular activities as time and convenience permit.

### **E-mail**

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All DUSD employees are assigned an e-mail account. It is each employee's responsibility to check e-mail on a regular basis and to maintain and archive e-mail records as required.

E-mail is a district service provided by public funds. E-mail is intended for instructional, administrative, and limited personal use. Sending jokes, chain letters, etc., via e-mail is considered inappropriate use of district equipment.

E-mail is viewed as a public document and can become part of a legal process. Care should be given to the tone of the e-mail. Also, grammar and spelling should be checked before an e-mail is sent. E-mail should not be considered confidential and may be monitored. Remember that e-mail can be sent to other without one's knowledge.

School personnel should service their e-mail at appropriate times. For example, teachers should service their e-mail before and after school, during their lunch breaks, and during conference periods.

Building administrators shall approve an e-mail distributed to an entire campus staff. School employees should follow district and school guidelines when distributing an e-mail to the entire school staff.

- E-mail should be positive or informative and never negative in content.
- Use proper e-mail etiquette as described.
- Revealing personal addresses or phone numbers of others is prohibited.
- E-mail should be professional in nature, to the point and signed correctly.
- Use good judgment in forwarding any email. Ensure that privacy considerations are taken into account.

If you will be unable to receive your e-mail for an extended period of time (e.g., two or more days), please use the "Out of Office Alert" feature in the district's e-mail system.

Consider using a signature file at the end of your e-mail in order to adequately identify yourself and to eliminate the need for you to enter the information each time you send an e-mail.

### **Electronic Communication**

The Superintendent or designee will oversee the district's electronic communications system.

### District Technology Resources

The district has invested in computer technology to broaden instruction and to prepare students for an increasingly digital society. Use of these resources is restricted to students working under a teacher's supervision and/or direction for approved instructional purposes only.

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All students and district employees may use district-approved software in accordance with applicable license agreements. Unless otherwise noted in the license, or in the event the software arrived without a license agreement, any duplication of copyrighted software, except for back-up and for archival purposes, is a violation of federal law. The use of any non-district software or the erasing of or tampering with authorizes software on district computers is not permitted.

Students or district employees violating these guidelines will face disciplinary actions and/or restitution to the district. A copy of the responsible use guideless is included in this handbook and the student handbook. All district employees are required to sign and agree to the district's Responsible Use Guidelines regarding appropriate use of these resources.

The statements above are explained in detail in the policies and procedures that follow. The district will provide training in proper use of the system and will provide all users with copies of responsible use guidelines. All training in the use of the district's system will emphasize the ethical and safe use of this resource.

### **Electronic Media**

Employees are prohibited from communicating with students who are enrolled in the district through electronic media, except as set forth herein. An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student. For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for purposes of this section on Electronic Media: "Electronic media" includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites, and all forms of telecommunication such as landlines, cell phones, and Web-based applications.

### **Electronic Media Usage**

Any electronic activity via the DUSD network or using DUSD computers – including the DUSD e-mail account – is subject to inspection and monitoring. There should not be any expectation of privacy. Electronic systems should primarily be used for instructional and administrative support. Limited personal use is permitted. Use of DUSD Internet and technology resources is a privilege that may be revoked at any time. If you violate the national, state, local and system provisions about the use of electronic resources, you will lose access to the electronic network and/or face disciplinary actions.

Examples of inappropriate use include accessing or sending offensive materials or messages, including sexually explicit, defamatory, abusive, obscene or profane

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images/messages; racial or ethnic slurs; or threats. Other examples include messages or images promoting illegal activities such as controlled substances, partisan political activities or sectarian religion.

## **Electronic Recording**

Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations recorded by District personnel.

## **Employee Admission to School-Sponsored Events**

The DUSD encourages attendance of employees at school-sponsored events. In order to provide an incentive to attend these events, all schools will provide free admission to each school employee and their family to the events that charge admission. Identification may be required. Free admission may not be extended to attend functions that are under the direct governance of the Illinois High School Association or other events in the schools managed by outside organizations paying rent to the school for use of the facilities.

## **Employee Handbook**

The administration will update, publish, and make available to all employees a personnel handbook annually.

## **Employee Standards of Conduct**

All district employees are role models for the district's students, and are therefore responsible for their public conduct even when they are not acting as district employees.

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interest of the district. All professional employees shall be expected to adhere to the standards of conduct set out in the "Illinois Educator Code of Ethics". (Appendix 1)

Professional employees shall also be expected to comply with the standards of conduct set forth in this Employee Handbook.

All district paraprofessionals shall be expected to adhere to the standards of conduct set out in the "Standards of Conduct and Ethics for Paraprofessionals" (Appendix 2) and this Employee Handbook.

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All district hourly wage employees shall be expected to adhere to the standards of conduct set out in this Employee Handbook.

## **Employee Vehicle Safety**

The district is not liable for vandalism, theft or any damage to cars parked on school property.

## **Employee's Duties During an Investigation**

In the event of a district investigation or inquiry, every district employee has an affirmative duty to provide to his/her supervisor(s) or any other district official assigned to investigate all relevant and factual information about matters inquired. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive constitutes "insubordination," a violation that will be grounds for disciplinary action up to and including termination.

## **Equal Opportunity Employment**

With certain exceptions listed below, the district shall adhere to a policy of equal employment. The Dongola Unit School District is an equal opportunity employer and operates all of its educational programs without discrimination on the basis of race, national origin, religion, gender, age, or disability. The district shall not fail or refuse to hire or discharge, nor shall it otherwise discriminate against any individual with respect to compensation, terms, conditions, privileges or employment based on an individual's race, color, religion, sex, national origin, disability or age. Further, the district shall not, on the basis of race, color, religion, sex, national origin, disability, or age limit, segregate or classify its employees, or applicants for employment in any way that would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect the individual's status as an employee.

As an exception to the policy stated above, the Board may employ an individual on the basis of the individual's religion, sex, national origin or age in these certain instances where religion, sex, national origin or age is a bona fide occupational qualification reasonably necessary to the normal operation of the educational program.

No qualified disabled person shall, on the basis of a disability, be subject to discrimination in employment with the district. With respect to employment, a "qualified disabled person" is a disabled person who, with or without reasonable accommodation, can perform the essential functions of the job in question.

## **Faculty Web Pages**

The district will provide a service for faculty web pages and training to support the faculty in the development of instructional/informational web pages. All faculty members creating a faculty web page must use the district provided service. Content posted on faculty web pages must be current and free from erroneous or inappropriate content. Any external web link must be checked using a district computer to verify compliance with the district filtering system before positing to a faculty web page. When creating

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faculty web pages, the district guidelines for web development received during the initial web training and posted on the Intranet, must be followed.

### **Falsification of Records**

As with your job application, if you willfully submit false information on any records including, but not limited to, attendance records for an employee or students, records related to leave or workers' compensation, and registration/enrollment records for your child or another student, you will subject to disciplinary action, up to and including termination.

### **Field Trip Procedures**

Field trips will be limited to the core curriculum. Discuss the proposed field trip with the building administration prior to making any arrangements. Complete the field trip request form and submit to the building administration. The form must be submitted at least two weeks before the planned field trip. Field trips must have the superintendent's approval prior to making any arrangements. All field trips beyond a 200 mile radius of the school, including out-of-state or extending overnight must have the prior approval of the School Board.

Once the field trip request form has been completed, it needs to be sent to central office for approval. After the forms have been approved, you will receive an email confirming the field trip. After the approval has been received, please verify the date of the field trip with a secretary in the Principal's Office.

File parent consent slip and field passes for all students making the trip with the principal's office before the trip is to being. Parent consent slips and field trip passes may be obtained in the principal's office.

### **Filtering**

The superintendent and technology coordinator, will select, implement, and maintain appropriate technology for filtering internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

### **504 Coordinator**

The district designates the following person to coordinate its efforts to comply with Section 604 of the Rehabilitation Act of 1973 and its implementing regulations:

Dr. Ellie Rush, Principal, Dongola Unit School District  
1000 High Street

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Dongola, Illinois 62926  
618-827-3524

## **Fundraising Activities for Clubs and Organizations**

Sponsors of groups wishing to have fundraising activities must have prior approval from the principal. If approval for the fundraiser is granted, the sponsor should fill out a requisition to order the desired merchandise. A student officer's signature is required on the requisition.

No fundraising materials should be ordered without first receiving approval from the principal.

Food items that do not meet nutrition requirements (such as candy) may not be sold during school hours. No fundraising items are to be sold during class time.

All fundraising activities will be handled through Student Activity account, and students should be instructed that any checks they receive should be made out to Dongola Unit School District. The sponsor should receive a receipt for all deposits.

Sponsors of groups having fundraising activities should, for sponsor and students' protection, deal only with vendors who have been approved by the administration.

The following recommendations are made to help control problems, which could affect fundraising activities:

- Any students involved in a fundraising activity should be informed that they are totally responsible for any item they receive. This statement should include loss, theft, damage, etc.
- Each student should sign his/her name verifying that the student has accepted the stated amount of items to sell as listed on the inventory sheet.
- Students should be allowed to take only a minimum (established by the sponsor) until all items are sold and items are accounted for. Second and third orders, etc. should be at a set quantity and signed for by students when they receive the items.
- Student should turn money in to the sponsor only, and a written transaction should be recorded while the student is present.
- Fundraising activities should be avoided during the two weeks prior to the end of the semester to concentrate on the return of money or unsold items.

Concessions: People operating concessions for events are to process all purchasing and bill payments through their activity accounts in Central Office.

## **Fundraising Activities for Athletic Groups**

Coaches are to follow the fundraising activity guidelines for clubs and organizations. With the approval of the Athletic Director, fundraising activities are to be used to purchase additional team equipment and support additional activities that District budgets do not provide.

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Fundraising activities should directly benefit the student athletes and their activities only.

Fundraising for a sport is to take place within a time period that is two (2) weeks before and three (3) weeks after the IHSA season limitations. Do not start fundraising activities with athletes until final squad selection has taken place.

Do not raise money for:

- Participation fees
- Coaches' personal items
- Items not directly benefiting student athletes

Do not:

- Allow non-team members to be involved in selling items.
- Allow participation in fundraising to be a criteria for team selection or dismissal
- Conduct fundraising in such a manner that raises questions of accountability and/or integrity of persons involved.

All transactions are to be processed through student activities in Central Office.

### **Genetic Information Nondiscrimination**

The Genetic Information Nondiscrimination Act of 2008 prohibits the district from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with the law, the district asks that employees not provide any genetic information when responding to requests for medical information. "Genetic information" includes a person's family medical history, the results of a person's or family member's genetic tests, the fact that a person or a person's family member sought or received genetic services, and genetic information of a fetus carried by a person or a person's family member or an embryo lawfully held by a person's or family member receiving assistive reproductive services.

### **Inappropriate Network Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. Please refer to the "Consequences of Violation" section of this document.

- **Commercial Use:** Use for commercial purposes, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letters, is inappropriate.
- **Vandalism/Mischief:** Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, peripherals, the district network and Internet, or any networks that are connected to the district network. This includes, but is not limited to, the creation or

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propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is prohibited.

- **Playing Games and Downloading Music or Video Files or Gam Files:** These activities are prohibited unless approved for educational purposes.
- **Electronic Mail Violations:** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without permission, is prohibited.
- **File/Data Violations:** Deleting, examining, copying, or modifying files and/or data belonging to or created by other users, without permission, is prohibited.
- **System Interference/Alteration:** Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.
- **Unauthorized Disclosure:** Unauthorized disclosure, use and dissemination of personal information regarding students and employees are prohibited.

### **Injury Documentation**

In the event of an accident or injury, regardless of severity, please obtain an Employee Accident Report from the office. Please complete the form as return to Central Office as soon as possible.

### **Jury Duty**

An employee shall be granted leave with pay and without loss of paid leave for jury duty. The employee shall be required to present documentation of the service.

### **Keys**

Keys are issued through Central Office. Any lost keys should be reported at once to Central Office. Building keys that are found should be turned in to the office.

Under no circumstances should any staff members give their keys to students to use or have duplicate keys made for themselves or others. If a key is no longer needed, it should be returned to Central Office. Please do not give building keys to another staff member.

### **Language**

No employee shall, at any time, for any reason, use obscene, vulgar, profane or suggestive language or gestures of any kind or possess printed or written materials of obscene, vulgar, profane or suggestive nature while on duty or on school property. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination.

### **Monitored Use of Electronic and Web-based Accounts**

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or

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administrative purposes. This monitoring may include activity logging, virus scanning and contact scanning.

Suspected violations of responsible use by employees should be reported to the Superintendent. Suspected violations of responsible use by students should be reported to the principal and if necessary the superintendent.

Generally, the district does not provide student electronic mail accounts. If necessary, access to electronic mail accounts for instructional purposes must have campus and district prior approval. The district may allow secure, web-based, student accounts to support instruction. Students are prohibited from accessing unauthorized email services while using district equipment.

Participation in non-district approved social networking sites, such as Facebook, MySpace, etc. or the use of other similar technologies (e.g., vtunnel) is prohibited.

### **Internet/ Technology Acceptable Use**

All use of the electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material without proper permission and/ or authorization.
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space, video streaming, online games;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;

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9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. This also includes actions not necessarily of a destructive nature, such as unplugging device peripherals (mouse, keyboard, etc), changing the physical location of a device, changing the appearance of software, or any change made to a device that alters its predetermined existence.

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**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

## **Content Filtering and Web History Monitoring**

All district-owned devices are subject to content filtering and web history monitoring. Any devices connected to the district-provided wired/wireless network are also subject to the same level of filtering and monitoring (this includes personal devices connected to the School District's

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network). By using the School District's technology devices or wired/wireless network, users agree to be subject to such monitoring.

### **Obligation to Report Criminal Record**

All district employees shall notify his/her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - a. Dishonesty; fraud; deceit; theft; misrepresentation;
  - b. Deliberate violence;
  - c. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - d. Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance;
  - e. Felony driving while intoxicated; or
  - f. Acts constituting abuse or neglect.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, offenses of DWI or DUI must be reported if the employee drives or operates a district vehicle or piece of mobile equipment. Failure to report a conviction or adjudication may result in disciplinary action, up to and including termination. Such report shall be made within three days of the conviction or adjudicatory action. The district may conduct annual criminal history checks on its employees.

Conviction of a crime or receiving adjudication for a crime shall not be an automatic basis for termination. The district shall consider the following factors in determining what action, if any, should be taken against an employee who receives deferred adjudication for or is convicted of a crime during employment with the district:

1. The nature of the offense;
2. The date of the offense;
3. The relationship between the offense and the position to which the employee is assigned.

### **Pagers, Phones in the Workplace**

Dongola Unit School District is committed to high standards in the workplace requiring the focus of all employees on contributing positively to the education of students. **To maintain these high standards, employees may not use personal electronic communications devices (pagers, cellular phones) that interfere with his/her**

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**performance of job responsibilities. Teachers may use cellular phones for business calls including parent contacts, only during planning periods and other off-duty times during the instructional days. Personal calls/texts may not be made or received during class periods. School district telephones are for district business; and personal use should be incidental and should not interfere with job performance. Teachers may not contact parents regarding a child during classtime. Students should be sent to the office to contact their parents during the school day.**

### **Personal Web Pages**

Employees or students may not misrepresent the district by posting content to the web site purporting to be the official website for the district.

### **Personnel- Statement of Ethics**

Employee duties, responsibilities, and personal judgment shall be consistent with School Board policies and regulations. By accepting employment with the Dongola Unit School District, all employees shall strive to fulfill their individual responsibilities with honesty and integrity and shall strive to keep the well-being of the students as their primary goal while maintaining the highest standards of professional ethics.

### **Personnel-Student Relations**

All district personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old.

Board Policy (Local) defines prohibited conduct to include discrimination, harassment, dating violence, and retaliation. Specifically, discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law is prohibited. Board Policy (Local) prohibits bullying of a student; bullying may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Procedures for reporting, investigating, and discipline for incidents of discrimination, harassment and/or bullying may be found in Board Policy (Local).

### **Pest Control**

The district regularly has pesticides applied inside buildings by a licensed pest control service. Information regarding the application of pesticide is available from the head custodian.

### **Policy Changes**

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The policy manual of Dongola Unit School District is accessible in the Central Office.

## **Pornography**

Employees are not to possess at their place of work or in district vehicles, distribute, or access via the district's network, materials of a pornographic nature.

## **Publishing on the Internet**

### **Recognition**

First and last names and grade level may be used on the Internet to recognize personal achievements

Permission for the following items is granted or denied through the initial Emergency Information and Medical/Parent Authorization Form given to each student at the beginning of the school year:

### **Student Work**

Student work will only be published on a DUSD web page or a state-sponsored web page for students, only with parental permission. Examples of published work could include short stories, poems, slide shows, and /or artwork. First and/or last names may be included with the student work.

### **Photographs**

Student photographs will be published on a DUSD web page or a state-sponsored web page for students, only with parent permission. If a photograph of the student is included with the posting of the recognition and/or student work, only the first or last name may be included with the photograph.

### **Exceptions to the Above**

Any exceptions to the items above will be secured through the Superintendent's Office. Individual campuses may elect not to publish student work and/or photographs on the campus website even though the parent has given permissions to do so.

### **Web Authoring**

The district and the faculty have an authorized web site. Students, district employees, and community members are prohibited from authoring a private website which represents itself as the official site for the district. For example, this would include but not be limited to campus and department sites.

## **Regular Attendance and Promptness**

Proper workplace decorum is required of all employees. This requirement includes regular attendance at work as well as arriving and departing at the time established for the site.

## **Requests to Disable Internet Filter**

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The superintendent and technology coordinator will consider requests from users who wish to use a blocked site for district-approved educational research or other lawful purposes.

### **Safety Requirements**

All employees shall adhere to district safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

### **School Personnel to Parent E-mail Usage Guidelines**

Any time school personnel use e-mail to communicate with parents, whether at school or at home, they are representing themselves as district employees and should adhere to the district's General E-mail Usage Guidelines as well as the School Personnel to Parent E-mail Usage Guidelines listed below. This does not mean that all school personnel must use e-mail to communicate with parents; however, if a school employee chooses to use e-mail as a form of parent communication, DUSD has established the following guidelines:

1. E-mail should be used after face-to-face parent contact has been established and authentication of the parent's e-mail address is verified.
2. Using e-mail as a form of parent communication should follow campus personnel-to-parent communication guidelines. E-mail should be returned in a timely fashion just as any other communication with parents (e.g., 24 hour rule on returning a parent telephone call).
3. Before sending a class/course group e-mail, school personnel should secure written parent permission. This precaution should be taken because the e-mail could reveal the e-mail addresses of the group list.
4. If an e-mail is received that causes concern, a school administrator should be alerted.
5. Use good judgment in forwarding any e-mail. Ensure that privacy considerations are taken into account (e.g., FERPA prohibits sharing information about a child with anyone other than the child's parents or legal guardians).

### **Semester Grade Assignment**

To determine grades for your particular subject, use methods that are best and fairest for that subject. In evaluating progress of students, use appropriate criteria, keep records, and be sure that the students understand the goals in your subject.

The classroom grades, the daily grade, and test grades are arrived at through whatever system the teacher deems essential to the best interests of teaching the subject. The progress indications, the motivation aspects, and the mechanics of daily grading are in the realm of teacher planning and teaching.

For the report cards, there needs to be a consistent method to indicate student progress. The grades on the report cards are used for class rank, eligibility lists, etc., as well as reporting to the parents. The class grades are based on participation, class discussion, and activities required by the teacher.

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Semester tests will equate to 20% of the final grade in each class in high school. Please refer to the student handbook for semester exam exemption procedure.

### **Sexual Harassment**

The school district shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A violation of this policy will result in discipline or discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Uniform Grievance Procedure, Board policy 2.260. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation or work assignment.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Complaint Managers:

Paige Maginel, Superintendent

Ellie Rush, Principal

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

### **Sexual Harassment Frequently Asked Questions**

**How will the district respond to claims of sexual harassment?**

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The district will respond promptly to all allegations of sexual harassment. Prompt remedial action, reasonably calculated to end the harassment, will be taken when claims are substantiated.

### **What do I do if I believe I have been the victim of sexual harassment?**

Employees are encouraged to report allegations of sexual harassment as soon as possible. Reports may be brought to your supervisor or the Title IX coordinator. You may make the report in writing or orally, and you are encouraged to file your report promptly, so that any problems may be resolved at the earliest possible time. Although the district will not reject any such report because it is filed too late, employees should understand that the sooner the issue is brought to the district's attention, the sooner it can be resolved.

### **What if I'm not happy with my supervisor's response?**

The district provides a three-level complaint process. If you are not satisfied with the initial outcome, you may appeal to the superintendent. The superintendent or designee will hold another conference with you and attempt to resolve the situation. If you still feel that the problem has not been solved, you may appeal to the Board.

### **What is sexual harassment?**

"Sexual harassment" includes but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when submission to such conduct is made a term or condition of employment or has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating hostile, or offensive working environment. "Sexual harassment" includes same-sex harassment when the harassment constitutes discrimination because of sex.

### **What is the district policy concerning sexual harassment?**

The district forbids employees from engaging in conduct that constitutes sexual harassment of other employees or of students.

The district encourages employees to come forward with allegations of sexual harassment or misconduct in the workplace. Employees who report sexual harassment will not be subjected to adverse treatment for reporting the harassment.

### **What laws address sexual harassment?**

Title VII is a federal law that prohibits discrimination on the basis of race, color, religion, sex or national origin.

Title VII does not prohibit genuine but innocuous difference in any way men and women routinely interact with members of the same sex and of the opposite sex. It forbids only behavior so objectively offensive as to alter the "conditions" of the victim's employment.

### **What should I do if there is a recurrence or another type of sexual harassment involving the same person?**

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You will be expected to file a written complaint on the form provided by the district as soon as possible. Normally, this should be filed within 15 workdays of the most recent event or series of events about which you are complaining. Once again, you are expected to file your complaint with your immediate supervisor unless that person is the subject of your complaint.

The supervisor to whom you have complained will hold a conference with you as soon as possible, but at the least, within ten (10) workdays. Following the conference, the supervisor will have ten (10) workdays to provide a written response, unless the investigation takes longer to complete. You will be informed in there is a delay in the response.

### **What will happen once I file a report?**

Whether you report the problem to your principal or the Title IX coordinator, the process will be the same. An initial informal effort will be made to resolve the problem. If you have made your report orally, the supervisor receiving the report will reduce it to writing and ask you to verify that it has been transcribed accurately.

Your supervisor will discuss the allegations with you to determine if the alleged actions and/or comments create a condition of granting a benefit upon the receipt of sexual favors from a supervisor or punish you for rejecting an offer ("quid pro quo"). If not, your supervisor will treat the allegation as a potential "hostile environment" matter and inquire as to whether or not you have indicated to the alleged harasser that the actions and/or comments are "unwelcome." In no instance will you be required to present the report or notice of "unwelcomeness" to the person who is the subject of your report.

If the supervisor identified through discussions with you that the alleged harasser has not been notified that the actions and/or comments are "unwelcome," the supervisor will make that notice to the accused on your behalf, if you prefer not to.

Continued or repeated "unwelcome" actions and/or comments after being notified they are unwelcome are considered inappropriate by the district and may constitute a "hostile environment".

### **Will my complaint be confidential?**

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

### **Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion**

The Dongola Unit School District School Board is committed to maintaining a learning/working environment free from sexual harassment and harassment based on age, race, national origin, disability or religion, therefore, the School Board prohibits such harassment of any student or school personnel at school or any school sponsored activity.

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### **Sex Offender Registry Notification**

DUSD recognizes the danger sex offenders pose to student safety, therefore, to protect students while they travel to and from school, and attend school or school-related activities, the School Board shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes as the school as permitted by applicable law. Such request and notification shall be made according to the procedure established by the Illinois State Police.

### **Standards of Conduct**

1. Each employee must be regular in attendance and must notify his/her supervisor as soon as he/she knows he must be absent or tardy because of illness or emergency.
2. Employees must be ready to begin work promptly at the time established by the superintendent and must not leave the assigned work area until the official break, lunch or quitting time, and must return to work following the authorized breaks at the appointed time.
3. Employees are expected to keep a neat, clean, well-groomed appearance and to wear clothing appropriate for the tasks performed and for the weather conditions expected.
4. The behavior of the employees must include only conduct, language and habits which present a favorable image to the public in general, and children in particular. Specifically the following are given as examples:
  - a. Use of alcoholic beverages is not allowed.
  - b. Gambling is not allowed.
  - c. Smoking is not allowed inside or on any school grounds.
  - d. Vulgarity in any form is not acceptable.
  - e. Chewing tobacco is not permitted.
  - f. Scuffling and roughhousing are not acceptable.
5. All employees are to follow the safety rules prescribed for their job classifications, especially OSHA requirements.
6. Employees are responsible for all equipment and supplies in their charge and are to exercise reasonable care of any item used. In particular:
  - a. Vehicles are to be driven at posted speed limits, and in accordance with all other traffic laws.
  - b. Inspection, service and preventive maintenance schedules are to be maintained for all equipment.
  - c. Supplies, tools, and equipment are not to be used for personal reasons and are to be used with security as a main concern.
  - d. Equipment is to be kept clean, in normal operating condition, and ready for others to use.
  - e. Supplies, materials, and utilizes are to be used wisely, not wasted, with economy and efficiency being a primary goal.

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7. Telephone calls and visitors on the job are restricted to those with emergency reasons. Personal cell phones can be used only in emergency situations. Employees are expected to only answer cell phones under these circumstances.
8. Employees are expected to be courteous to students, patrons, teachers and other employees with whom they come into contact.
9. Employees are to report those activities and persons to the administration if they appear to be unauthorized or suspicious in nature.
10. Employees must keep confidential information to themselves and respect the privacy of documents, cabinets, and desks.
11. Employees are to refrain from spreading rumors and information of a gossip-type or discussing such things with other employees, family and friends.
12. Accidents and injuries on the job must be reported promptly to the administration.
13. Requests for personal leave, vacation and sick days must be on the form provided.
14. Employees are to be careful in accepting gifts and favors from sales people, students and others.
15. Keys issued to employees are to be kept secure, and are to be used only for official business and are not to be given to anyone else or duplicated without the superintendent's approval.
16. Employees are not to have firearms or other dangerous weapons in their possession on the job at the work place.
17. Employees are to discuss complaints, problems, and special concerns with their supervisor in an honest attempt to resolve the difficulty and improve the condition.
18. Employees should not knowingly help students break school rules.
19. Employees who are parents, grandparents, guardians must make arrangements for their children's care during working hours at some place other than the work place.

### **Student Aide Guidelines**

All student aides must be listed as an aide on TeacherEase.

- Student aides must have a hall pass or wear an Aide's badge.
- Aides should report to their designated work area on time. Aides must remain in their designated work area until the end of the period. Aides will not be given permission to leave early.
- No food or drink. Please – no eating or drinking in the classrooms or office areas. Student lunches should be eaten in the cafeteria only.
- Aides will keep all observations confidential.
- Aides must be respectful of teachers, students, and classes at all times. They are not to disturb classes and should deliver passes as quickly and quietly as possible.
- Aides are to avoid socializing in the office, hallways, or by the front desk. When delivering passes, aides should go directly to the area intended and return back to the office without delay.
- Aides should act and dress appropriately at all times. They should be polite and well mannered. '

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## **Student Activity Accounts**

All money collected from, or on behalf of, students must be deposited at Central Office. This includes money collected for dues, flowers, dances, transportation, field trips, and fundraising activities, etc.

Money shall be labeled with the name of the student activity account before depositing.

Money shall be turned in daily, even when more money is forthcoming. A receipt will be given to the individual within 24 hours and a regular student activity receipt will be issued to the sponsor covering the total amount deposited when all has been collected.

## **Deposit Slips**

1. Always submit a deposit slip with your deposits. Deposits slips may be picked up at Central Office.
2. Please print clearly.

## **Requisitions**

1. The signature of the club sponsor must be on all requisitions.
2. Submit all requisitions with a complete vendor name and address.
3. Please print clearly.

## **Checks**

1. All checks must be requested one (1) day before they are needed to allow time to check the requisition and bill, cut the check, make copies of the check, and get the required signatures on the requisition and check. Please do not request a check on the day of the event.
2. A copy of the bill must be attached to the requisition in order for a check to be cut.

## **General**

1. Student activity account funds are to be used for students only.
2. We are tax exempt. Therefore, any tax paid is non-reimbursable.

## **Student Assaults on School Employees**

In the event of attempted or actual physical injury committed by a student on school personnel should be reported to the superintendent as soon as possible.

## **Student Dress Code**

Please see student handbook for student dress code.

## **Student Passes**

The only time hall passes should be issued to students are for washroom use (teacher's discretion and one student at a time) or to go to the office. Students should not be issued passes to use the phone, go to their lockers, go to other classes, or to run errands. If administrators need to see students, they will send a pass to your room.

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Teachers will not issue passes to students during the time a student is assigned to another class. Passes are not to be issued to students to an area where they will be unsupervised. Teachers should not sign passes in advance of issuing them.

## **Student Safety**

When in the judgment of a staff member, a condition exists in or around the school building that might cause an accident or injury to a student or staff member, it should be reported to administration immediately. The following is recommended:

- Teachers should maintain safety files for those classes requiring special rules.
- Instructors should duplicate safety directions and distribute them to the students before an activity is undertaken. This is essential when students are required to operate specific machines.
- Safety rules should be repeated a number of times so that student become safety conscious.
- Safety posters should be placed in key areas throughout the classroom.

All students and visitors who are taking part in the following courses will wear safety glasses that are approved by the State Board of Education:

- Chemistry
- Building trades
- Any classes where machines are being operated.

Laboratory experiments in science classes where acids or harmful chemicals are employed also require the use of safety glasses.

## **System Access**

Access to the district's electronic communications system will be governed as follows:

1. All users will be required to acknowledge their receipt and understanding of the responsible use guidelines as published in the Student Handbook and the Employee Handbook.
2. Access to the district's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system by employees shall be permitted if the use:
  - a. Imposes no tangible cost on the district;
  - b. Does not unduly burden the district's computer or network resources; and,
  - c. Has no adverse effect on an employee's job performance.
3. Students will be granted access to the district's system and will be assigned individual accounts. Students are not to share their login/password with others.
4. As appropriate, district employees will be granted access to the district's system.
5. The district will require that employee network passwords be changed every 90 days.
6. Any system user identified as a security risk or as having violated district and/or campus computer use guidelines may be denied access to the district's system.

## **Tardies**

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The classroom teacher is responsible for keeping a record of the number of tardies that a student has accumulated.

1. Students are expected to be in their respective classes before the tardy bell begins to ring. Classroom teachers will record the students' cumulative tardies. Students should go directly to their respective classes and not to the office when they are tardy. Upon the third tardy to an assigned area, the teacher will fill out a detention notice and send it to the office. Teachers should notify the office of all subsequent tardies.

### **Teacher Work Hours**

Teachers are required to be at work and on duty during established work hours as determined by the individual campus. Additionally, the district has an expectation that teachers will be available to attend reasonable school-related activities that may occur outside the established work day such as collaborative planning sessions, staffings, faculty meetings, in-service meetings, school-related sponsorships, and the like. Teachers are categorized as learned professional employees and are therefore exempt from the Fair Labor Standards Act regarding overtime or compensatory time for working beyond 40 hours per week.

### **Termination/Revocation of System User Account**

Termination of an employee's or a student's access for violation of district policies or regulations will be effective on the date the Superintendent receives notice of an employee's termination or a student's withdrawal or of revocation of system privileges, or on a future date is so specified in the notice.

### **Title IX Coordinator**

The district designates the following person to coordinate its efforts to comply with the Title IX of the Education Amendments of 1972, as amended:

Paige Maginel  
Superintendent, Dongola Unit School District  
1000 High Street  
Dongola, Illinois 62926  
618-827-3841

### **Tobacco Use**

Employees shall not use tobacco products on district premises, in district vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, which may include a written reprimand, suspension without pay, or termination of employment as circumstances warrant.

### **Transportation Employees: Drug and Alcohol Testing**

The school district shall implement a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver's license (CDL) by U.S. Department of Transportation Regulations and who perform safety-sensitive functions as required by federal and state law and regulations.

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## **Transportation of Students**

The following regulations are in effect for student bus transportation:

- All students are eligible for bus transportation.
- Students are assigned to bus routes and stops prior to the start of each school year.
- Faculty supervisors will supervise the loading of students after school.
- The bus driver is in full charge of the students and the bus. The right of all students to ride the bus is conditional on their good behavior as determined by school administration

## **Unpaid Leave**

A full-time salaried employee who is eligible for the retirement system and an hourly employee, regularly employed for twenty (20) hours per week or more, shall submit a written request for intended absence to the superintendent as soon as possible but at least fifteen (15) days prior to the expected absence.

## **Use of Private Cars for Transportation of Student's**

Dongola Unit School District employees shall not transport students in their private vehicles except under the very limited circumstances when no other form of transportation is available and the event could not occur if the employee did not provide transportation.

The employee must submit a request to the building principal. The employee is responsible for seeing that all parent permission forms are gathered from the students who are participating in the trip.

The principal may transport a student when emergency or special circumstances mandate that immediate transportation is in the best interests of the student and/or school.

## **Violations of Employee Standards of Conduct**

Employees shall comply with the standards of conduct set out in Board policies and administrative regulations, and with any other policies, regulations, and guidelines that impose duties, requirements or standards attendant to their status as district employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

## **Visitors/Guest Speakers**

Outside Speakers for Classroom Activities should be approved through the office.

**No one shall be asked to appear before a group without prior approval of the Principal.**

The person making the request shall give the name of the person and the reason for the visit. Upon receipt of a request from a faculty member, an evaluation will be made and

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the visitor will be approved or disapproved. Guest speaker forms are available in the front office.

All visitors to campus should check in at the front office and must wear a visitor badge the entire time they are on campus.

**Student Visitors-**Former students of Dongola Unit School District will not be issued a visitor's pass unless it is to see a teacher during the teacher's planning period and with the permission of the teacher. Former students who return to campus to visit with student friends will not be issued a visitor pass and will be asked to leave.

### **Weapons**

The board shall act forcefully to control anyone who brings weapons of any kind to school or school-sponsored activities. Anyone who unlawfully brings weapons to school or school functions shall be subject to prosecution under the provisions of the law. DUSD employees who violate this policy are also subject to disciplinary action.

Staff members are prohibited from carrying, bringing, using or possessing any weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. All incidents involving illegal carrying of a firearm shall be reported in accordance with state law.

### **Work Made for Hire**

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or test/test items. Any work prepared by an employee within the scope of his/her employment is owned by the district. Under federal copyright laws this is called "work made for hire." An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

### **Work Schedules- Teachers and Campus Instructional Support Personnel**

Please see CBA for work hours per your category. "Teacher hours" are the minimum hours that teachers are expected to be on duty and available at school, both to teach and so that parents and students can have access to them. As professional employees exempt from the overtime provisions of the Fair Labor Standards Act, teachers do not work specific "hours," and may be expected to perform work outside the normal "teacher hours" as necessary.

The work week and daily time schedules for noncertified staff members shall be determined by the superintendent, subject to approval by the Board. Exempt employees are required to be at work and on duty during the established work day as determined by the contract. The district has an expectation that exempt employees will be available to attend reasonable school-related activities that may occur outside the established work day. Such exempt employees are not eligible for overtime pay or compensatory time for working beyond 40 hours per week.

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## **Workers' Compensation**

If you get hurt on the job, you must report the injury immediately to your immediate supervisor.

You must file a detailed injury report. The superintendent must receive this report within 48 hours of your injury. Your personnel file will contain a copy of the full report.

If the State Workers' Compensation Act covers your injury, you are eligible for income benefits if the injury causes you to miss seven workdays. You can use your sick days or annual leave during your seven-day absence.

Whenever workers' compensation income benefits are payable, the amount will meet the state workers' compensation guidelines.

I am in receipt of the 2025-2026 employee handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date