

High School District 214

Employee Handbook

2025-2026



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Welcome and Introduction

MESSAGE FROM THE SUPERINTENDENT

Welcome to District 214! We are excited to have you as part of our team. Our district thrives on its commitment to fostering a supportive environment for both students and staff. This handbook is a resource to ensure your success and well-being as an employee. Please [click here](#) to watch a message from High School District 214 Superintendent, Dr. Scott Rowe.

DISTRICT 214 OVERVIEW

District 214 is a leader in educational excellence, dedicated to preparing students for their futures through innovative teaching, a diverse learning environment, and an unwavering commitment to community engagement.

PURPOSE AND USE OF THE HANDBOOK

This Employee Handbook is intended to provide general information related to current benefits, policies, procedures, and practices, as well as job performance and job behavior guidelines for all employees of District 214. In any instance where there is an unintended conflict between this handbook and a D214 Bargaining Unit Agreement, the Board Policy Manual and/or any applicable state or federal law, the specific language of the Bargaining Unit Agreement and/or applicable law will prevail. This handbook does not provide a full/detailed description of all policies and practices in that the various departments/operational units may have additional policies and practices related to its function(s). Further, the Board Policy Manual provides additional policies that govern the District. The Board Policy Manual may be accessed via www.d214.org

District 214 Building Addresses

HIGH SCHOOL DISTRICT 214

2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7600

FOREST VIEW EDUCATIONAL CENTER

2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7600

BUFFALO GROVE HIGH SCHOOL

1100 West Dundee Road
Buffalo Grove, IL 60089
847-718-4000

ELK GROVE HIGH SCHOOL

500 West Elk Grove Boulevard
Elk Grove Village, IL 60007
847-718-4400

JOHN HERSEY HIGH SCHOOL

1900 East Thomas Street
Arlington Heights, IL 60004
847-718-4800

INTERNATIONAL NEWCOMER ACADEMY

2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7937

PROSPECT HIGH SCHOOL

801 West Kensington Road
Mount Prospect, IL 60056
847-718-5200

ROLLING MEADOWS HIGH SCHOOL

2901 West Central Road
Rolling Meadows, IL 60008
847-718-5600

THE ACADEMY AT FOREST VIEW

2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7772

VANGUARD SCHOOL

2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7870

WHEELING HIGH SCHOOL

900 South Elmhurst Road
Wheeling, IL 60090
847-718-7000

Scan the QR Code to watch
a message from High School
District 214 Superintendent,
Dr. Scott Rowe.



Township High School District 214 2025-2026 School Calendar

Institute Day	Monday, August 11	Students Not in Attendance
In-Service Day	Tuesday, August 12	Students Not in Attendance
First Day of Classes – 1st Quarter	Wednesday, August 13	
Open House, Evening	Thursday, August 28	
Labor Day	Monday, September 1	All Buildings Closed
Non-Attendance Day	Tuesday, September 23	All Buildings Closed
Non-Attendance Day	Thursday, October 2	All Buildings Closed
End of 1st Quarter	Friday, October 10	
Institute Day	Monday, October 13	Students Not in Attendance
First Day of Classes – 2nd Quarter	Tuesday, October 14	
Non-Attendance Day	Wednesday, November 26	All Buildings Closed
Thanksgiving Day	Thursday, November 27	All Buildings Closed
Non-Attendance Day	Friday, November 28	All Buildings Closed
End of 2nd Quarter/1st Semester	Friday, December 19	
Winter Break Begins at Close of Classes	Friday, December 19	
Institute Day	Monday, January 5	Students Not in Attendance
In-Service Day	Tuesday, January 6	Students Not in Attendance
First Day of Classes – 3rd Quarter	Wednesday, January 7	
Martin Luther King, Jr. Day	Monday, January 19	All Buildings Closed
Presidents' Day, Non-Attendance Day	Monday, February 16	All Buildings Closed
End of 3rd Quarter	Friday, March 13	
First Day of Classes – 4th Quarter	Monday, March 16	
Spring Break Begins at Close of Classes	Friday, March 20	
Classes Resume After Spring Break	Monday, March 30	
Non-Attendance Day	Friday, April 3	All Buildings Closed
Memorial Day	Monday, May 25	All Buildings Closed
End of 2nd Semester/Last Day of Classes	Friday, May 29	

BOE Approved: 08-22-24

Township High School District 214 2025-2026 Pupil Attendance/Non-Attendance Days

Professional Learning Week for New Staff - August 4-8, 2025

Pupil Attendance Days		Legal Holidays	Non-Attendance Days	Institute/In-Service Days
August	13	—	—	August 11, 2025 August 12, 2025
September	20	Labor Day (9-1-25)	September 23, 2025	—
October	21	—	October 2, 2025	October 13, 2025
November	17	Thanksgiving Day (11-27-25)	November 26, 2025 November 28, 2025	—
December	15	Christmas Day (12-25-25)	—	—
January	17	New Year's Day (1-1-26) Martin Luther King Day (1-19-26)	—	January 5, 2026 January 6, 2026
February	19	—	February 16, 2026	—
March	17	—	—	—
April	21	—	April 3, 2026	—
May	20	Memorial Day (5-25-26)	—	—
TOTAL	180	6	6	5

Township High School District 214 2025-2026 Fiscal Calendar: July 1, 2025 - June 30, 2026

Professional Learning Week for New Staff - August 4-8, 2025

Independence Day	Thursday, July 3* observed	All Buildings Closed
Institute Day	Monday, August 1	Students Not in Attendance
In-Service Day	Tuesday, August 12	Students Not in Attendance
First Day of Classes – 1st Quarter	Wednesday, August 13	
Open House, Evening	Thursday, August 28	
Labor Day	Monday, September 1	All Buildings Closed
Non-Attendance Day	Tuesday, September 23	All Buildings Closed
Non-Attendance Day	Thursday, October 2	All Buildings Closed
End of 1st Quarter	Friday, October 10	
Institute Day	Monday, October 13	Students Not in Attendance
First Day of Classes – 2nd Quarter	Tuesday, October 14	
Non-Attendance Day	Wednesday, November 26	All Buildings Closed
Thanksgiving Day	Thursday, November 27	All Buildings Closed
Non-Attendance Day	Friday, November 28	All Buildings Closed
End of 2nd Quarter/1st Semester	Friday, December 19	
Winter Break Begins at Close of Classes	Friday, December 19	
Christmas Eve	Wednesday, December 24	All Buildings Closed
Christmas Day	Thursday, December 25	All Buildings Closed
New Years Day	Thursday, January 1	All Buildings Closed
Institute Day	Monday, January 5	Students Not in Attendance
In-Service Day	Tuesday, January 6	Students Not in Attendance
First Day of Classes – 3rd Quarter	Wednesday, January 7	
Martin Luther King, Jr. Day	Monday, January 19	All Buildings Closed
Presidents' Day, Non-Attendance Day	Monday, February 16	All Buildings Closed
End of 3rd Quarter	Friday, March 13	
First Day of Classes – 4th Quarter	Monday, March 16	
Spring Break Begins at Close of Classes	Friday, March 20	
Non-Attendance Day	Friday, April 3	All Buildings Closed
Memorial Day	Monday, May 25	All Buildings Closed
End of 2nd Semester/Last Day of Classes	Friday, May 29	
Juneteenth National Freedom Day	Friday, June 19	All Buildings Closed

BOE Approved: 08-22-24

- Ten-month Educational Support Personnel are required to work 3 Institute/In-service Days (Dates TBD)
- Ten-month Administrators & Supervisors are expected to follow the EA member calendar, with any contract days exceeding 185 scheduled in coordination with their immediate supervision

Township High School District 214 2025-2026
Working Days/Holidays (Administrators/Supervisors, ESP, CMA)

Professional Learning Week for New Staff - August 4-8, 2025

	Working Days			Paid Holidays/Non Attendance Days		
	10-month ESP	12-month ESP	CMA	10-month ESP	12-month ESP	CMA
Month	Administrator/Supervisor			Administrator/Supervisor		
July	0	22	22	0	1	1
August	15	21	21	0	0	0
September	20	20	20	2	2	2
October	22	22	22	1	1	1
November	17	17	17	1	3	3
December	15	21	21	1	2	2
January	17	20	20	2	2	2
February	19	19	19	1	1	1
March	17	22	22	0	0	0
April	21	21	21	1	1	1
May	20	20	20	1	1	1
June	0	21	21	0	0	0
TOTAL	183	246	246	10	14*	14*

BOE Approved: 08-22-24

NOTE:

- 1) Ten-month Educational Support Personnel (ESP) are required to work 3 Institute/In-service days (Dates TBD).
 - 2) Ten-month Educational Support Personnel (ESP) are paid for a total of ten holidays/non-attendance days.
- * Twelve-month Administrators, Supervisors, Educational Support Personnel, and Custodial Maintenance Personnel will have one (1) floating holiday to equal 15 paid holidays.

Mission, Vision, and Core Values

DISTRICT 214 MISSION

Our primary mission is to help all students learn the skills, acquire the knowledge and develop the behaviors necessary for them to reach their full potential as citizens who can meet the challenges of a changing society. Our secondary mission is to provide residents with opportunities for lifelong learning.

The District 214 vision embraces continuous improvement and includes:

A Board of Education that:

- provides high-quality resources for students and staff;
- respects successful programs and practices;
- encourages continual improvement through risk-taking and innovation;
- cooperates and communicates as a partner with parents and the community in the education of students;
- celebrates student and staff success;
- promotes lifelong learning;
- involves school and community members in decision-making processes.

An environment in which people are:

- physically, psychologically and emotionally safe;
- treated fairly and ethically;
- valued for their unique backgrounds and contributions.

Students who demonstrate:

- analytic capabilities;
- communication skills including reading, writing, speaking, listening and numeracy;
- creative expression and educated response to the creative works of others;
- ethical judgment and decision-making ability;
- career- and life-planning skills;
- responsible citizenship;
- understanding of ways to participate in an interdependent world;
- problem-solving skills;
- concern, understanding and respect in social interactions;
- technology literacy;
- ability to develop and maintain wellness.

Staff members who:

- are active, lifelong learners committed to continuing professional and personal development;
- are leaders in instructional practices;
- create schoolwork that engages and challenges students;
- are innovative, take risks and share what is learned from successes and failures;
- are concerned, caring and compassionate;
- cooperate as partners with parents and the community in the education of students;
- use student learning data to inform instructional decisions and practices.

School District Philosophy (1:30)

STRATEGIC PLAN

District 214 is committed to shaping the future of education with the Future 214: Strategic Plan—a roadmap designed to engage, empower, and equip our students for success. Approved by the Board of Education, this plan focuses on four major goals to ensure that every student thrives:

- Engage all students in meaningful learning – Providing high-quality, relevant instruction.
- Foster an environment that values everyone – Cultivating a sense of belonging for all
- Maximize the impact of District resources – Ensuring effective use of resources and promoting efficiency.
- Unlock new possibilities for D214 – Driving innovation to offer personalized learning experiences and flexible learning spaces.

Click [here](#) to view and download the PDF.

Employment Policies

HIRING AND EMPLOYMENT POLICIES

The School District offers equal job opportunities to everyone, regardless of race, gender, religion, nationality, sexual orientation, disability, military background, criminal history (when allowed by law), or any other protected category. Discrimination based on pregnancy, genetic information, or status as a victim of violence is also not allowed. The District aims to hire the best candidates within its budget and staffing limits and follows the Board of Education's guidelines.

The District believes a diverse workforce better meets students' academic and social needs. Diversity strengthens the learning environment, encourages inclusivity, promotes cultural awareness, and helps ensure the staff represents the community and student population. The District is committed to creating a workplace where all employees feel safe, are treated fairly, and are valued for their unique backgrounds and contributions.

Anyone who feels they have not received equal job opportunities should report their concerns to the Nondiscrimination Coordinator or a Complaint Manager.

Nondiscrimination Coordinator:

Kate Kraft, Deputy Superintendent
2121 South Goebbert Road
Arlington Heights, IL 60005
Email: kate.kraft@d214.org
847-718-7647

Complaint Managers:

Felix Negron, Director of Employee Relations
2121 South Goebbert Road
Arlington Heights, IL 60005
Email: felix.negron@d214.org
847-718-7651

Kara Kendrick, Associate Superintendent of Student Services
2121 South Goebbert Road
Arlington Heights, IL 60005
Email: kara.kendrick@d214.org
847-718-7685

COMPLIANCE WITH HIRING PROCEDURES

All new employees and volunteers must receive clearance from Human Resources before their official start date. At a minimum, this includes completing a background check and fulfilling all requirements under Faith's Law. These measures ensure compliance with legal standards and help maintain a safe and secure environment for students and staff.

EVALUATION

Please refer to the applicable collective bargaining agreement for detailed evaluation information. For those outside a collective bargaining unit, the standards for the evaluation program shall include, but not be limited to:

- Each employee shall be evaluated annually.
- The direct supervisor shall provide input.
- The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
- The employee shall receive a copy of the annual evaluation.
- All evaluations shall comply with State and federal law.

Equal Employment Opportunity (5:10); Hiring and Employment (5:30); Harassment (5:20); Evaluation (5:320)

Code of Conduct

ETHICS AND PROFESSIONAL CONDUCT

All District employees are expected to maintain high standards in their job performance, demonstrate

integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. Upholding these standards is essential to fostering a safe and supportive learning environment that aligns with the District's mission of promoting student success.

To ensure the safety of students and to protect employees from allegations of impropriety, the District has established clear guidelines for employee-student boundaries. These guidelines are designed to prevent misconduct, including sexual misconduct, and to identify behaviors that could indicate grooming. While not all boundary violations are criminal, they can compromise student safety and trust, making it critical for employees to recognize, prevent, and report such issues.

Employees play a vital role in maintaining this safe environment through their participation in training programs on educator ethics, child sexual abuse, grooming behaviors, and reporting obligations.

STANDARDS OF CONDUCT

At a minimum, all District employees must adhere to the following:

Compliance with the Illinois Code of Ethics for Educators

Employees governed by the Code of Ethics for Illinois Educators, as adopted by the Illinois State Board of Education (ISBE), are required to comply with its provisions.

Mandatory Training

Employees must complete training on the following topics:

- Educator ethics.
- Child abuse prevention.
- Identification of grooming behaviors.
- Employee-student boundary violations.
- Training is provided in compliance with legal requirements and District policies, including: **Policy 2:265**: Title IX Grievance Procedure, **Policy 4:165**: Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, **Policy 5:90**: Abused and Neglected Child Reporting, **Policy 5:100**: Staff Development Program.
- All state mandated training for Illinois educators through the Global Compliance Network (GCN)

Professional Relationships with Students

Employees are responsible for maintaining professional boundaries with students, considering their age, grade level, and developmental stage. Employees must follow District-established guidelines for specific situations, including but not limited to:

- Transporting students.
- Taking or possessing photos or videos of students.
- Meeting or contacting students outside of their professional role.

Mandatory Reporting of Violations

Employees must report prohibited behaviors and any violations of boundaries pursuant to District policies:

- **Policy 2:260:** Uniform Grievance Procedure.
- **Policy 2:265:** Title IX Grievance Procedure.
- **Policy 5:90:** Abused and Neglected Child Reporting.

PROHIBITED CONDUCT

Employees who violate the standards of conduct will face disciplinary actions, up to and including dismissal. The following are considered violations:

- a. Breaching established employee-student boundaries.
- b. Engaging in sexual harassment of a student.
- c. Failing to comply with legal reporting requirements under:
 - **Abused and Neglected Child Reporting Act (325 ILCS 5/).**
 - **Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.).**
 - **Elementary and Secondary Education Act (20 U.S.C. §7926).**
- d. Engaging in grooming, as defined in **720 ILCS 5/11-25** or through behaviors indicative of grooming.

EXAMPLES OF PROHIBITED GROOMING BEHAVIORS

Grooming behaviors include, but are not limited to:

- Making sexual or romantic invitations to students.
- Soliciting or engaging in dating relationships with students.
- Participating in sexualized or romantic dialogues with students.
- Making sexually suggestive remarks directed toward or with a student.
- Sharing personal disclosures of a sexual, romantic, or erotic nature.
- Engaging in sexual, indecent, romantic, or erotic contact with students.

By maintaining these ethical standards, District employees protect the trust placed in them by the community and ensure a safe and professional educational environment for all.

EMPLOYEE-STUDENT BOUNDARIES

Employees must maintain boundaries that are appropriate to students' ages, grade levels, and developmental stages. District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Employee-student boundaries are categorized into four areas that are not mutually exclusive:

Emotional Boundaries – both the employee's own emotional state and self-regulation as well as students' emotional states and developmental abilities to self-regulate.

Relationship/Power Boundaries – recognizing, as noted above, that the employee-student relationship is unequal and employees must safeguard against misusing positions of power.

Communication Boundaries – how and what employees communicate to students, including communication that is verbal, nonverbal, in person, or via electronic means.

Physical Boundaries – physical contact between employees and students.

To avoid behavior or conduct which may lead to a breach in employee-student boundaries, employees should abide by the following guidelines:

Boundary Area	Inappropriate	Appropriate
Emotional	• Favoring certain students by inviting them to your classroom at non-instructional times to “hang out.” • Favoring certain students by giving them special privileges. • Engaging in peer-like behavior with students. • Discussing personal issues with students.	• Inviting students who need additional instructional support to your classroom for such additional support. • Conducting one-on-one student conferences in a classroom with the door open.
Relationship/Power	• Meeting with a student off-campus without parent/guardian knowledge and/or permission. • Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside your professional role. • Transporting a student in a school or private vehicle without administrative authorization. • Giving gifts, money, or treats to individual students. • Sending students on personal errands. • Intervening in serious student problems instead of referring the student to an appropriately trained professional. • A sexual or romantic invitation toward or from a student. • Taking and using photos/videos of students for non-educational purposes.	• Meeting with a student off-campus with parent/guardian knowledge and/or permission, e.g., when providing pre-arranged tutoring or coaching services. • Transporting a student in a school or private vehicle with administrative authorization. • Taking and using photos/videos of students for educational purposes, with student and parent/guardian consent, while abiding by student records laws, policies, and procedures.
Communication	• Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting. • Inviting students to your home. • Adding students on personal social networking sites as contacts when unrelated to a legitimate educational purpose. • Privately messaging students by any means. • Maintaining intense eye contact. • Making comments about a student’s physical attributes, including excessively flattering comments. • Engaging in sexualized or romantic dialog. • Making sexually suggestive comments directed toward or with a student. • Disclosing confidential information. • Self-disclosure of a sexual, romantic, or erotic nature.	• Limiting communication to what is necessary for educational and/or extracurricular activities. • Using District-approved methods for communicating with students

Boundary Area	Inappropriate	Appropriate
Physical	• Full frontal hugs. • Invading personal space. • Massages, shoulder rubs, neck rubs, etc. • Lingering touches or squeezes. • Tickling. • Having a student on your lap. • Physical exposure of a sexual, romantic, or erotic nature. • Sexual, indecent, romantic, or erotic contact with a student. • Assisting a young student or a student with special needs with a toileting issue without obtaining parent/guardian permission.	• Occasionally patting a student on the back, shoulder, or arm. • Momentary physical contact with limited force designed to prevent a student from completing an act that would result in potential physical harm to the student or another person or damage to property. • Assisting a young student or a student with special needs with a toileting issue when parent/guardian permission has been granted.

MAINTAINING STUDENT DISCIPLINE

Creating and maintaining an orderly learning environment is a key responsibility of every staff member and is critical to effective instruction. A school employee's ability to encourage appropriate student behavior plays a significant role in their educational success. The Superintendent is responsible for ensuring that teachers, other Education Association staff, and individuals providing student-related services:

- Maintain discipline as required by the School Code.
- Adhere to School Board policies and administrative procedures regarding student conduct, behavior, and discipline.

Staff must not use disciplinary methods that could harm students, such as ridicule, sarcasm, or displays of excessive anger. Corporal punishment, including actions like slapping, paddling, forcing students into physically painful positions, or intentionally inflicting bodily harm, is strictly prohibited. However, teachers may use reasonable force when necessary to ensure the safety of students, school personnel, and others, or in cases of self-defense or defense of property.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

The Board of Education strictly prohibits discrimination and harassment in the workplace based on any protected characteristic. This includes, but is not limited to, age, gender, race, sexual orientation, disability, military status, religion, ancestry, color, national origin, or an unfavorable discharge from the military. Any form of harassment targeting staff members or involving staff members harassing others—whether colleagues, students, or community members—constitutes a violation of this policy. Furthermore, retaliation against individuals who report violations or participate in investigations is expressly forbidden.

DEFINITION OF HARASSMENT

Harassment includes any unwelcome conduct that creates a hostile work environment or negatively impacts employment conditions. Conduct that may contribute to creation of a hostile environment includes, but is not limited to, unwelcome touching or other physical contact of a sexual nature, stalking, staring, sexual propositions, belittling or derogatory remarks, jokes, graffiti, or graphic material. Sexual harassment also covers the misuse of authority to demand sexual favors in exchange for job benefits.

Such behaviors are harmful, unacceptable, and strictly prohibited.

REPORTING AND INVESTIGATION

Staff members who experience or witness harassment should report incidents promptly to their supervisor, principal, or the Human Resources Department. Administrators and supervisors are obligated to escalate potential violations to the Deputy Superintendent or Executive Director of Human Resources for thorough investigation.

Confidentiality: Reports and investigations will be handled confidentially to the extent possible while ensuring a comprehensive and fair review.

Corrective Action: If harassment is confirmed, appropriate measures will be taken, which may include counseling, reprimands, suspension, or termination.

Nondiscrimination Coordinator:

Kate Kraft, Deputy Superintendent
2121 South Goebbert Road
Arlington Heights, IL 60005
Email: kate.kraft@d214.org
847-718-7647

Complaint Managers:

Kara Kendrick, Associate Superintendent of Student Services
2121 South Goebbert Road
Arlington Heights, IL 60005
Email: kara.kendrick@d214.org
847-718-7685

Gina Castellano, Executive Director of Human Resources
2121 South Goebbert Road
Arlington Heights, IL 60005
Email: gina.castellano@d214.org
847-718-7634

Felix Negron, Director of Employee Relations
2121 South Goebbert Road
Arlington Heights, IL 60005
Email: felix.negron@d214.org
847-718-7651

NO RETALIATION

The District strictly prohibits retaliation against individuals who:

- File harassment or discrimination complaints.
- Participate in related investigations.

Retaliation is a separate violation of policy and will be met with disciplinary action.

TITLE IX AND SEXUAL HARASSMENT

Title IX of the Education Amendments of 1972 is a federal law that states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

DEFINITION OF SEXUAL HARASSMENT

Under the Title IX regulations, sexual harassment is defined as conduct on the basis of sex that occurs in the United States and in the context of a school’s education program or activity, and includes any of the following:

Quid pro quo harassment – An employee of the school conditioning the provision of aid, benefit, or service on an individual’s participation in unwelcome sexual conduct.

Unwelcome conduct – Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity.

Sexual assault, dating violence, domestic violence, or stalking, as defined by federal law.

EMPLOYEE OBLIGATIONS

All employees are expected to foster a safe, respectful learning environment and must comply with Title IX regulations. Employees who witness, are informed of, or suspect any form of sexual harassment, sexual assault, or other Title IX violations must promptly report such incidents to the school's Title IX Coordinator.

Employees are mandatory reporters and are not permitted to investigate or resolve complaints independently. Reports should be made as soon as possible upon becoming aware of potential misconduct.

REPORTING PROCEDURES

Reports of sexual harassment or any Title IX-related concerns should be made to the Title IX Coordinator:

Kate Kraft, Deputy Superintendent
2121 South Goebbert Road
Arlington Heights, IL 60005
Email: kate.kraft@d214.org
847-718-7647

Reports can be made in person, by phone, or by email, and may be submitted during or outside of school hours. Anonymous reports are accepted but may limit the school's ability to respond.

Retaliation against individuals who file a complaint or participate in the Title IX grievance process is strictly prohibited.

DRUG & ALCOHOL FREE WORKPLACE

All District workplaces are drug- and alcohol-free workplaces. Employees are prohibited from engaging in the following activities while on District property, performing work duties, or being on call for the District:

Illegal Substances

- Manufacturing, dispensing, distributing, possessing, or using illegal or controlled substances.
- Being impaired by or under the influence of any illegal substance, or having detectable traces of such substances in their system, regardless of when or where use occurred.

Alcohol

- Distributing, consuming, using, possessing, or being impaired by alcohol.
- Being present on District property or performing work duties with detectable alcohol consumption, regardless of when or where the consumption occurred.

Cannabis

- Distributing, consuming, using, possessing, or being impaired by cannabis.
- Being present on District property or performing work duties while impaired by cannabis, regardless of when or where it was used.
- Exceptions: Cannabis may only be distributed, possessed, or used by a school nurse or school administrator in compliance with *Ashley's Law (105 ILCS 5/22-33)*.
- **Impairment Definition:** An employee is considered impaired by cannabis if there is a good faith belief, based on observable symptoms, that their performance is diminished or they are unable to effectively complete their job responsibilities.

ETHICS & GIFT BAN

Board Policy 2:105, Ethics & Gift Ban, applies to all District employees. The policy covers several areas. Employees should focus on the section related to gift-giving, the details of what is considered a "prohibited source," and the nature of "gifts" that are not allowed.

In essence:

A "prohibited source" includes anyone who has business dealings with District 214 or could be affected by a Board member's or employee's duties.

A “gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value, including but not limited to cash, food, and drinks.

Meals are limited to \$75 per day, and gifts are capped at \$100 annually. The policy has 12 exceptions, and if a gift is inadvertently received that exceeds these amounts, it should be promptly returned or its value donated to charity.

Please review the full policy, which is available the Board of Education's policy manual:

[messages/attachments/ee436b3fcc843dc12376e1affbe4b59a/2.105_ETHICS_AND_GIFT_BAN_01_19_2023.pdf](https://www.hsd214.org/files/ee436b3fcc843dc12376e1affbe4b59a/2.105_ETHICS_AND_GIFT_BAN_01_19_2023.pdf)

OUTSIDE EMPLOYMENT

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

STUDENT PRIVACY AND STUDENT RECORDS

Student records are private, and the information they contain can only be shared in compliance with applicable laws. A student record includes any written or recorded information that personally identifies the student, whether maintained by the school or a school employee.

RIGHTS OF STUDENTS AND PARENTS/GUARDIANS

Under state and federal laws, students, parents/guardians, and, in some cases, the Illinois Department of Children and Family Services (DCFS), are granted the following rights regarding student records:

- **Access:** The right to view and copy student records.
- **Accuracy:** The right to ensure records are accurate, clear, and up-to-date.
- **Challenge:** The right to challenge the content of records if inaccuracies or issues are identified.

For students receiving special education services, their records must specifically relate to those services.

SURVEYS AND COLLECTION OF PERSONAL INFORMATION

All surveys or instruments used to collect personal information from students must:

- Align with the District’s educational objectives, as outlined in *Policy 6:10, Educational Philosophy and Objectives*.
- Support or assist students in career planning and decision-making.

This requirement applies to all surveys, regardless of whether the student’s identity is disclosed or who created the survey.

PARENTAL/GUARDIAN INSPECTION OF SURVEYS

Before a survey or evaluation created by a third party is administered or distributed to students, parents/guardians may:

- Inspect the survey or evaluation upon request.
- Receive access to the survey or evaluation within a reasonable time after making the request.

USE OF RECORDING DEVICES

Employees are prohibited from taking pictures, videos, or audio recordings of other employees or students without their knowledge and consent. This policy is in place to protect privacy, foster a respectful workplace, and comply with legal and ethical standards. Exceptions to this rule may apply only when required by law or authorized by school administration.

Employee Ethics, Conduct, and Conflict of Interest (5:120); Drug and Alcohol-Free Workplace (5:50); Harassment Policies (5:20); Uniform Grievance Procedure (2:260); Discrimination & Harassment on basis of race, color, and national origin (2:270); Confidentiality and Student Privacy (7:340); Student & Family Privacy Rights (7:15); Title IX Grievance procedure (2:265); Abused and Neglected Child Reporting (5:90); Harassment of Students Prohibited (7:20); Maintaining Student Discipline (5:230)

Workplace Safety and Security

CRISIS RESPONSE PLANS

A crisis is any traumatic event that can significantly impact students, staff, or the school community, requiring an immediate and coordinated response.

Each school in the district has a Crisis Response Manual, adapted from the National Institute for Trauma and Loss (TLC) and the PREPaRE: School Crisis Prevention and Intervention Curriculum (NASP, 10/12). These manuals guide schools in addressing crises effectively and compassionately.

CRISIS TEAMS

Each comprehensive high school and specialized school has a dedicated Crisis Team responsible for:

- **Immediate Response:** Quickly addressing the situation as it unfolds.
- **Communication:** Coordinating clear and effective communication with staff, students, and the community.
- **Support and Education:** Providing therapeutic support and necessary resources to help the school community cope and recover.

EXAMPLES OF CRISIS EVENTS

Crisis events include, but are not limited to:

- Death of a student or staff member.
- Suicide of a student or staff member.
- Serious accidents, such as bus or car crashes.
- Significant community events, such as natural disasters (floods, hurricanes).
- High-publicity crimes or violence, including bomb threats or explosions.
- Aftermath of hostage situations or intrusions on school grounds.
- Ripple effects from tragedies in nearby areas.
- Death of a prominent leader, such as a president or other significant figure.

When a crisis occurs, the Core Crisis Team will convene immediately to:

- Develop a comprehensive response plan tailored to the situation.
- Share the plan with Student Services to ensure alignment and comprehensive support across the school.

[D214 Emergency Procedures & SS Response Protocol 1.7.25.pdf](#)

WORKPLACE INJURY

If you are injured at work:

Notify Your Supervisor Immediately

Report the injury to your supervisor as soon as possible, no matter how minor it seems. Prompt reporting ensures the incident is properly documented, and you receive the necessary support.

Contact Medcor Together with Your Supervisor

You and your supervisor should call the Medcor Nurse Triage to report the injury. **Medcor Contact Number: 800-775-5866**

Follow Medcor's Guidance

Medcor will provide recommendations for medical care. Follow their instructions, and if emergency care is needed, follow emergency procedures and seek immediate assistance.

By following these steps, you help ensure a timely and effective response to workplace injuries, allowing the District to provide the support and care you need.

[Medcor Injury Procedure Document](#)

WORKPLACE VIOLENCE PREVENTION

D214 is committed to providing a safe, respectful, and secure environment for all employees, students, visitors, and community members. Workplace violence of any kind is strictly prohibited. This includes, but is not limited to:

- Threats or intimidation.
- Physical aggression.
- Bullying or harassment.
- Any behavior that endangers the safety or well-being of others in the school environment.

EXPECTATIONS FOR EMPLOYEES

All employees are expected to treat one another with respect and professionalism. Any act or threat of violence—whether verbal or physical—occurring:

- On school property.
- During school-related activities.
- While conducting District business offsite.

Such actions will be taken seriously and may result in disciplinary measures, up to and including termination.

REPORTING INCIDENTS

Employees should report any acts or threats of violence to their immediate supervisor or Human Resources as soon as possible.

INVESTIGATION AND CORRECTIVE ACTION

The District will:

- Conduct thorough, confidential, and timely investigations of all reports.
- Take appropriate corrective action based on the findings.

Police Liaison (4:172); Safety & Crisis (4:170); Pandemic Preparedness Management & Recovery (4:180); Targeted School Violence Prevention program (4:190)

Technology and Social Media Use

ACCEPTABLE USE OF TECHNOLOGY

District devices and networks are intended to support educational goals. Unauthorized personal use, including accessing inappropriate websites, is prohibited.

COMPLIANCE WITH LAWS AND POLICIES

Devices and software must not be used to violate state or federal laws, regulations, policies, or procedures, including privacy and copyright laws. Staff must adhere to the District 214 Internet Safety Policy 6:235.

PROHIBITED ACTIVITIES

Devices and software must not disrupt network operations, spread computer viruses, or allow unauthorized access to private network resources.

SOFTWARE MANAGEMENT

- All district laptops are enrolled in the district Mobile Device Manager and come preloaded with standard software. Additional software may be installed remotely or provided through self-service as needed.
- Duplicating licensed software in violation of its license is strictly prohibited.
- Staff-owned or purchased software must be reviewed by the technology staff before installation to ensure compliance with copyright laws and compatibility with district systems.

- The technology staff will not support or troubleshoot non-district files or software. If such software causes issues, staff may be required to remove it.

Device Ownership and Audits

The district owns all devices and will periodically audit them for software license compliance. District-owned software cannot be deleted, copied, or transferred. Unapproved or illegal software is not permitted.

Maintenance and Updates

The technology staff will maintain hardware and provide necessary software updates. Staff must follow tech department instructions for updates. Reinstallation or configuration of personal software after updates is the staff member's responsibility.

Security/Safety

- Use Google Drive and Sync or File Stream to back up your documents.
- Do NOT leave your device unattended, even for a few minutes. Devices should be stored in secure areas.
- Never leave your device in an unsecured office, classroom, or automobile.
- Never use any option that "remembers" your password so that you do not have to re-enter it the next time you connect. Anyone who has access to your device, even for a few minutes, would have access to the network.
- Devices should be password protected with timeout after 15 minutes of inactivity.
- Never allow friends or family members to use your school issued device. Your device has access to specific sensitive network resources. If your device is used to inappropriately access those resources or those of another network, you are still responsible.

ARTIFICIAL INTELLIGENCE (AI) GUIDELINES

District 214 has established guidelines to ensure the responsible integration of AI into daily activities. AI offers opportunities to enhance interaction, personalize learning, and encourage innovation while upholding ethical standards. Staff must use only the AI tools listed in the D214 Instructional Technology Catalog.

Permitted Uses of AI

- **For Teachers and Staff:** Approved AI tools may be used for instruction, grading, and professional development.
- **For Students:** Students may use AI tools for academic purposes with teacher approval and proper citation.

Prohibited Uses of AI

- **Data Protection:** Do not enter sensitive personal, student, or district information into AI tools that are not part of GAPS/Gemini.

SOCIAL MEDIA GUIDELINES

Employees must maintain professional conduct on social media platforms, avoiding interactions that could compromise student privacy or district integrity.

Engagement:

- Teachers, staff, and official accounts should not actively "follow" students.

Mandatory Reporting:

- Staff must report threats, bullying, or other mandatory reporting concerns immediately to an administrator. Capture comments electronically and remove them if possible.

Professionalism and Confidentiality:

- Maintain professionalism and ethics.
- Protect the privacy of staff and students.
- Do not share confidential or privileged information.

Account Setup:

- Use your official “@d214.org” email address for professional or classroom accounts.
- School accounts should not represent the entire district.
- Provide social media account passwords to the Associate Principal for Activities and Operations or their designee.

Content Awareness:

- Be mindful that media outlets monitor school and staff social media posts.
- Share information publicly only if you are comfortable with it being included in news stories.

PHOTO RELEASE GUIDELINES

- Identifiable student images may only be shared on social media if a parent/guardian has signed a release on file in Infinite Campus.
- Most parents/guardians have provided permission, but a list of students without releases is available through Student Services.
- **Exceptions:** Pep assemblies, large school events, or teams/organizations performing publicly.
- In classrooms, use caution. If unsure about photo permissions, avoid showing identifiable faces or take photos from angles that obscure them (e.g., from behind).

RESPONDING TO MEDIA INQUIRIES**Media Contacts:**

- Refer all press inquiries to the Director of Community Engagement and Outreach.
- Do not provide on-the-spot answers to reporters. Document their questions and contact the Communications team.

Unscheduled Media Visits:

- If the media arrives unannounced, contact the Communications Coordinator or the Community Engagement and Outreach team immediately.

GENERAL INTERVIEW TIPS**Preparation:**

- Understand the story angle and your role in it.
- Practice with the Communications Coordinator, who can provide sample questions.

During the Interview:

- Answer questions clearly and concisely, then stop talking. Avoid speculation.
- Restate answers if needed to ensure clarity.
- Share anecdotes to illustrate points but avoid personal identifiers.
- Simplify jargon and explain educational terms.
- Repeat key messages to emphasize their importance.
- Never say, “No comment.”

EMAIL AND COMMUNICATION POLICIES

Email use is primarily for business purposes, and offensive or disruptive content is strictly prohibited.

Prohibited Content

The District's email system must not be used to create or distribute disruptive or offensive messages. This includes content related to race, gender, disabilities, age, sexual orientation, pornography, religious beliefs, political beliefs, or national origin.

Employees who receive such messages from another District employee should report it to their supervisor immediately.

Personal Use

Employees should primarily use the District email system for business purposes. Occasional personal use is acceptable but must comply with the District's Acceptable Use Policy.

Guidelines for Email Use

- Be courteous and follow proper email etiquette.
- Protect the privacy and confidentiality of others.
- Do not use the email system for personal commercial purposes.
- Protect your email account password.
- Limit personal use to avoid delays or disruptions to business operations.

Non-Business Use

Employees should not use their District email account to register for non-business-related websites or mailing lists, as this can compromise the integrity of the District's system and lead to unsolicited mail or viruses.

Authentication and Confidentiality

It is against District policy to impersonate a District administrator, officer, faculty member, staff member, or student using an official email address.

Security

Both the District's system administrators and email users share responsibility for email security. Users must take reasonable precautions, including regularly changing their passwords according to the District's password policy, to protect their email accounts and prevent unauthorized access.

Email Retention

The District retains emails electronically for two years beyond the deletion date of the email message(s). Staff are encouraged to delete emails that do not need to be kept for business or other approved purposes. If users find that their email storage space is insufficient for their needs the Technology Team can assist in finding alternative options.

Enforcement

Employees who violate this policy may lose email privileges and face disciplinary action, up to and including termination of employment.

TECHNOLOGY DEVICE AND PROTECTION PLAN

To ensure all students are prepared for the future, Township High School District 214 is committed to providing innovative technology environments. The Technology Services department manages a range of devices assigned to teaching, support, and administrative staff. These devices are distributed based on need and availability, with each staff member receiving a device on a four-year cycle. Devices are enrolled in the district's mobile device manager and inventoried annually.

Replacement and Upgrades

To maintain device reliability and ensure they remain up to date, the Technology Services department will replace devices assigned to teaching staff every four years. This replacement cycle will be implemented across the entire building to promote consistency and sustainability.

Training

All staff members receiving a device for the first time will receive an overview training session, along with continued support as needed.

Device Returns

Devices should be returned to the building's technology department for inspection and release from the device agreement.

- If a staff member terminates, transfers, or takes an extended leave of absence before the end of the school year, they must return their device(s) to the technology department before their last working day.

Loss or Damage

If a device is lost, stolen, or damaged, staff may be required to replace or pay for repairs.

- For potential warranty purposes, a Report of Loss or Damage should be filed with the building TSS as soon as possible, ideally by the end of the next business day.
- All staff members with an assigned laptop or iPad will be enrolled in the Technology Device Protection Plan unless they opt out.

Protection Plan Details

- The yearly protection plan runs from July 1st to June 30th each fiscal year.
- The premium for the 2025-2026 fiscal year is \$0 for staff.
- The plan covers the following deductibles:
- Laptop Damage:
 - 1st claim: \$50
 - 2nd claim: \$100
- iPad Damage:
 - 1st claim: \$35
 - 2nd claim: \$60
- Devices will be repaired using AppleCare+, the Dell warranty, or by an outside repair service as needed.
- Repair time will depend on parts availability. When possible, loaner devices (laptops or iPads) may be provided during repairs.
- In cases of theft, staff should file a police report and report the incident to the building TSS within 24 hours or by the next business day.

Maintenance and Updates

Staff members must follow technology department instructions when device updates are required.

- If a staff member terminates, transfers, or takes an extended leave of absence before the school year ends, they must return their device(s) prior to their last day of service.
- Long-term substitutes (working 12 weeks or less) are covered by the plan.
- Devices purchased with grant funds that are not district-standard will not be covered under this plan and must be supported by the grant.

Coverage

The protection plan covers devices in cases of:

- Accidental damage
- Theft (must be supported by a police report)
- Mechanical breakdowns (excluding normal wear and tear)

However, consumable items like iPad cases, keyboards, and styluses are not covered. Final decisions regarding liability will be made by the District Technology Device Oversight Committee.

Technology Use and Social Media (5:125); Email Communication Policy (5:132) Internet Safety Policy (6:235)

Benefits and Compensation

PAYROLL SCHEDULE

Employees will receive paychecks according to the district's detailed payroll calendar.

PAYROLL SCHEDULE		
2025	Cut-off Documents to Payroll	Paydate
June	Friday, May 30, 2025	Friday, June 13, 2025
	Wednesday, June 11, 2025	Monday, June 30, 2025
July	Thursday, June 26, 2025	Tuesday, July 15, 2025
	Monday, July 14, 2025	Wednesday, July 30, 2025
August	Monday, August 04, 2025	Friday, August 15, 2025
	Monday, August 18, 2025	Friday, August 29, 2025
September	Tuesday, September 02, 2025	Monday, September 15, 2025
	Tuesday, September 16, 2025	Tuesday, September 30, 2025
October	Thursday, October 02, 2025	Wednesday, October 15, 2025
	Friday, October 17, 2025	Thursday, October 30, 2025
November	Monday, November 03, 2025	Friday, November 14, 2025
	Thursday, November 13, 2025	Friday, November 28, 2025
December	Tuesday, December 02, 2025	Monday, December 15, 2025
	Thursday, December 11, 2025	Tuesday, December 30, 2025
2026	Cut-off Documents to Payroll	Paydate
January	Friday, January 02, 2026	Thursday, January 15, 2026
	Friday, January 16, 2026	Friday, January 30, 2026
February	Monday, February 02, 2026	Friday, February 13, 2026
	Friday, February 13, 2026	Friday, February 27, 2026
March	Monday, March 02, 2026	Friday, March 13, 2026
	Tuesday, March 17, 2026	Monday, March 30, 2026
April	Wednesday, April 01, 2026	Wednesday, April 15, 2026
	Friday, April 17, 2026	Thursday, April 30, 2026
May	Monday, May 04, 2026	Friday, May 15, 2026
	Friday, May 15, 2026	Friday, May 29, 2026
June	Friday, May 29, 2026	Monday, June 15, 2026
	Monday, June 15, 2026	Tuesday, June 30, 2026

INSURANCE ELIGIBILITY

District 214 offers medical, dental, vision, and life insurance, as well as voluntary benefits, to employees who consistently work 30 or more hours per week during the school year.

Coverage Start Dates

- **Medical, dental, vision, and life insurance:** Coverage begins on your **hire date**.
- **Voluntary benefits** (including spending accounts): Coverage begins on the **1st of the month following your hire date**.

Eligibility and Coverage End Dates

- 10-month Employees who resign and complete the school year: August 31st
- 12-month Employees who resign and complete the school year: June 30th
- Employees who resign and complete the school year: Coverage ends on August 31st.
- Employees who resign before completing the school year: Coverage ends on the last day of the month in which you resign.
- Employees who are terminated, laid off (RIF), or not renewed but complete the school year: Coverage ends on June 30th.
- Employees who are terminated, laid off (RIF), or not renewed before completing the school year: Coverage ends on the last day of the month in which your termination, layoff (RIF), or non-renewal occurs.
- Employees who retire and complete the school year: Coverage ends on June 30th.
- Employees who retire before completing the school year: Coverage ends on the last day of the month in which you retire.

Retirement with IMRF

Employees retiring with IMRF will follow the eligibility criteria outlined in:

- Article 33, Section 2.B for ESP staff members
- Article 23, Section B.2 for CMA staff members

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) is a federal law that allows eligible employees to take up to 12 weeks (60 workdays) of unpaid, job-protected leave in a 12-month period for specific family or medical reasons.

Reasons for FMLA Leave

Birth, adoption, or foster placement of a child, including time to bond with the child (see Parental Leave section for details)

- To care for a spouse, child, or parent with a serious health condition (including pregnancy or prenatal care).
- For an employee's own serious health condition that prevents them from performing their job (including pregnancy or prenatal care).
- For emergencies related to a spouse, child, or parent being on covered active military duty.

District Policy

Employees must use their accrued paid leave while on FMLA leave.

Qualifying Medical Conditions

FMLA may apply in the following situations:

- Inpatient care (hospitalization) and any related treatments.
- A period of incapacity with treatment by a healthcare provider.
- Incapacity due to pregnancy or prenatal care.
- Chronic conditions requiring treatment (e.g., diabetes, asthma, migraines).
- Long-term or permanent conditions (e.g., cancer, Alzheimer's).
- Conditions requiring multiple treatments (e.g., physical therapy, surgery).

Eligibility

- You must have worked for District 214 for at least 12 months.
- You must have worked at least **1,000 hours** in the 12 months before your leave starts.

When to Contact HR

- If your leave is **foreseeable** (5+ days), notify Human Resources at least 30 days in advance.
- If your leave is **unforeseeable**, notify Human Resources as soon as possible.

FMLA Steps**1. FMLA Leave Request Form**

- Complete the form (available in the main office or HR).
- Have it signed by your supervisor and principal, then forward it to HR.

2. Medical Certification Form

- Your healthcare provider must complete this form (for your own condition or a family member's).
- Forms are on Drive: District Staff Information > Human Resources > FMLA.
- **Maternity/Paternity Leave:** Only a statement from your healthcare provider with pregnancy confirmation and due date is required.

3. Submit Forms to HR

- Send all medical forms and doctor's notes to HR. No medical information is stored at your building.

4. Absence Entry

- Enter absences in Red Rover as "Illness" or "Family Illness."
- Add a note indicating "FMLA" or "extended medical leave."
- **HR will enter all Maternity/Paternity leaves.**

Contact for Questions

Amy North, Human Resources
 Email: amy.north@d214.org
 Phone: 847-718-7650

EA PARENTAL LEAVE AND FMLA POLICY

District 214 provides parental leave under the guidelines of the Family and Medical Leave Act (FMLA). Eligible employees may take up to 12 work weeks of unpaid, job-protected leave within a 12-month period.

Key Guidelines

- EA staff can use their accrued paid benefits (e.g., sick time) to cover part or all of their leave. If accrued time is insufficient, the remaining leave will be unpaid.
- Per District policy, employees must use accrued paid benefits before the FMLA leave becomes unpaid.
- Parental leave allows up to 12 consecutive weeks (60 workdays) following the birth, adoption, or foster placement of a child. Leave must be taken consecutively and within 12 months of the qualifying event. Break periods (e.g., summer, winter, spring breaks, or holidays) do not reduce the 12-week entitlement.

Important Notes

- During parental leave and FMLA, all work responsibilities must cease, including teaching, coaching, and sponsoring activities, clubs, etc.
- If both parents are employed by the District, each employee is entitled to up to 12 weeks (60 workdays) of parental leave.

Application Procedure

1. Complete the Family and Medical Leave (FMLA) Request Form:
 - The form is located in the District Staff Information folder on the Drive (PDF).
 - Include anticipated leave dates and list any additional paid responsibilities (e.g., coaching, sponsoring, advisory roles).
2. Submit the completed form to Amy North in Human Resources no later than 30 days before your expected due date.

3. Provide a note from your health care provider certifying pregnancy and due date.
 - A Medical Certification form is not required.
 - This note can be submitted with your Leave Request Form or faxed directly to Amy North in Human Resources.

ALL NON-EA STAFF PARENTAL LEAVE AND FMLA POLICY

District 214 adheres to the Family and Medical Leave Act (FMLA) to provide parental leave for eligible employees. FMLA grants up to 12 work weeks of unpaid, job-protected leave within a 12-month period.

District Policy Overview

- Employees must use accrued paid benefits (e.g., sick time) before FMLA leave becomes unpaid.
- Non-EA staff are eligible for up to 12 consecutive weeks (60 workdays) of parental leave following the birth, adoption, or foster care placement of a child. This leave must:
 - Be used consecutively.
 - Occur within 12 months of the qualifying event.
- Break periods (e.g., summer, winter, spring breaks, or holidays) do not count against the 12-week entitlement.

KEY POINTS ABOUT MATERNITY/PATERNITY LEAVE FOR NON-EA STAFF

Two Parts of Leave

- Recovery Time: Paid leave using accrued sick and personal time.
- Bonding Time: Unpaid leave.

Paid Sick Leave for Birth

- Employees may use up to 30 days of paid sick leave for the birth of a child, regardless of the need to recover from childbirth.
- Recovery periods are typically 6 weeks for a vaginal delivery and 8 weeks for a C-section.

Bonding Time

- Bonding leave follows recovery time and is typically 4 to 6 weeks.
- Bonding leave must be used within 12 months of the child's birth.
- Employees must use any accrued personal time before unpaid leave begins.

Application Procedure

Complete the FMLA Leave Request Form:

1. The form is located in the District Staff Information folder on the Drive (PDF format).
 - Enter anticipated leave dates and list any additional paid responsibilities (e.g., coaching, advising).
2. Submit the Form:
 - Send the completed form to Amy North in Human Resources at least 30 days before your expected due date.
3. Provide Medical Certification:
 - Submit a note signed by your healthcare provider confirming pregnancy and due date.
 - A Medical Certification Form is not required.
 - This note can be sent with the Leave Request Form or faxed directly to Amy North in Human Resources.

RED ROVER AND TIMEKEEPING

Red Rover is D214's Absence Management system. Employees should enter absences into Red Rover and pre-arrange substitutes (if applicable) through the system. Employees should refer to the applicable collective bargaining agreement or admin/supervisor agreement for information regarding vacation days, sick days, personal days, bereavement days, and leave processes.

All 12 month ESP members use electronic timesheets. Timesheets should be submitted through Red Rover. 12-month employees need to earn 72 hours of compensatory time to earn Fridays off during the summer. 12-month ESP staff have the autonomy to choose when they work beyond their scheduled working hours, with approval from their immediate supervisor.

Once staff reach 72 hours, the time is reset to zero to allow for an additional 40 hours of comp time to be earned (with supervisor approval). ESP may work out with administrators and supervisors additional pay instead of comp time.

Human Resources will move your compensatory time to Infinite Visions into your "comp time" balance for your review.

As a reminder, overtime is often calculated differently than comp time, as there is a 40-hour/week requirement before compensation is paid at the overtime rate. Please adjust accordingly.

EMPLOYEE PORTAL

Every district employee has access to an employee portal. Your employee portal is a self-service HR application that can be accessed through the District portal. It contains your pay & tax information, time off history, salary verifier, time off and other resources including mileage reimbursement forms.

W2 ELECTRONIC IN EMPLOYEE PORTAL

Employees must give consent to receive their W-2 electronically. Paper forms will be provided to employees that do not select electronic delivery.

Employees who choose electronic delivery will be able to access their W-2s on their Employee Access portal. There are many ways to access your employee access portal. You can do so at D214.org. Once logged in, you will locate your IRS Form W-2 under My Pay > Tax Documents. Please know you will have to toggle the year since W-2s are for the income of the prior year. W-2s will be posted by the IRS deadlines.

Once permission has been given the consent will remain until withdrawn. You can withdraw by notifying the Business Services supervisor. The withdrawn consent doesn't apply to the previously issued Form W-2s.

The opportunity to select electronic delivery of your W-2 can be made until January 10th of the tax year, i.e. January 10, 2026 for your 2025 W-2.

In the event of a termination of employment, a paper W-2 will be provided.

If you were not onboarded with the option to choose electronic delivery of your W-2, and you would like to do so, please contact the Business Services supervisor.

Sick days, vacation, holidays, and leaves (5:330); Leaves of absences (5:250); Family & Medical Leave (5:185)

Professional Development

TRAINING REQUIREMENTS

As a public employer, we are required to comply with various state and federal regulations. One of our responsibilities is ensuring that our employees have the information they need to perform their jobs effectively. Our goal is to provide this information in the most convenient way possible and to help ensure you meet these required standards.

District 214 training tutorials are available online through the **Global Compliance Network (GCN)**, accessible 24 hours a day at [GCN Training](http://site.gcntraining.com/) (<http://site.gcntraining.com/>). The following are instructions for logging in and the complete list of tutorials you are required to view:

Instructions

1. Click on the GCN link above
2. Click on "Login to View Training"
3. Enter 25520 for the Organization ID, then click "Submit"
4. Enter your firstname.lastname for the User ID, then click "Submit"
5. If you would like to update your email address, you may do so now and then click "Submit" again
6. Begin viewing required tutorials

PROFESSIONAL GROWTH

The district supports ongoing professional development through courses, conferences, and PERC-funded opportunities.

- [POLICIES & PROCEDURES FOR PROFESSIONAL GROWTH - ESP](#)
- [POLICIES & PROCEDURES FOR PROFESSIONAL GROWTH - Licensed Staff](#)
- [POLICIES & PROCEDURES FOR PROFESSIONAL GROWTH - Admin/Supervisors](#)

TRAVEL APPROVAL PROCESS

A streamlined process is in place for approving travel related to professional growth. Admin, EA, and ESP should use the travel approval form located in the “apps dashboard” if any of the following is required:

- Registration
- Hotel
- Flights
- Mileage
- Transportation

This form is the first step in the approval process. Here is how the automated form works:

- Based on the responses on the form, the requests will be routed immediately to the appropriate person/people.
- You will receive a confirmation email indicating that the form was successfully submitted.
- If the request is approved, you will be notified via email and will receive a PDF with your responses, the approver name(s), and the date your request was approved.
- Depending on the nature of the request, final approval may need to be obtained from a committee or building admin.

Once final approval is received, the usual process will be followed.

Here are a few examples:

- If a **licensed staff member** wishes to attend a conference using PERC funds, they would complete this form. By selecting their building account number through the form, their request would be routed to their API and Principal. From there, the usual PERC processes can be followed.
- If an **administrator** wishes to attend a conference using district admin funds, they would select Teaching & Learning on the form and their request would be routed to Laz Lopez and Gabriella Stetz Jackson (and also Dr. Rowe if out of state). From there, the usual travel/registration process would be followed.
- If an **administrator** wishes to attend a conference using building admin funds, they would select their building account on the form and their request would be routed to the building principal (and also Dr. Rowe if out of state). From there, the usual travel/registration process would be followed.

Additional information can be found in our [Employee Travel Guidelines](#).

Staff Development Program (5:100); Employee Ethics, Code of professional Conduct, Conflict of Interest (5:120); Title IX Grievance Procedures (2:265)

Employee Wellness and Resources

WELLNESS PROGRAMS

District 214 is committed to fostering a culture of well-being for all staff by providing activities and resources that support overall wellness. The D214 Wellness Committee helps staff on their wellness journey by offering health education, lifestyle skills, and other resources to improve overall wellness. The committee includes district administrators, building staff, and wellness specialists who work together to address the needs of D214 employees.

The [D214 Wellness Warehouse](#) is your one-stop resource guide designed to support the health and well-being of all district employees. Here, you'll find detailed information on employee benefits, including healthcare, mental health resources, and fitness programs. Additionally, explore a library of Zoom recordings covering a variety of wellness topics—from stress management to work-life balance tips.

For more information on joining your building's wellness committee, contact your building representatives.

FITNESS FACILITY USE

Staff may choose to utilize the District's fitness facilities and equipment or participate in the wellness activities offered by the District outside of the workday or during non-work time with approval from their supervisor. Staff use of the fitness facilities and equipment and participation in wellness activities is strictly voluntary.

By choosing to use the District's fitness facilities and equipment or choosing to partake in wellness activities, Staff acknowledge their awareness and understanding that:

1. Staff use and participation is not part of their work duties, is not work-related, and is not required as a term or condition of employment by the District;
2. Staff use and participation can include activities, advice, and incentives which may create a risk of damage, injury, illness, or loss;
3. The District assumes no responsibility for any injuries or damages that Staff may sustain from their use of the District's fitness facilities and equipment or participation in wellness activities, or for any personal property that may be lost, damaged or stolen during such use or participation;
4. Staff assume full responsibility for any damages, injuries, illnesses, losses, or risks, known or unknown, which Staff might incur as a result of their use of the District's fitness facilities and equipment or participating in wellness activities; and
5. The District makes no warranties, express or implied, as to:
 - use of the District's fitness facilities and equipment or participating in wellness activities;
 - the property on which such use or participation takes place;
 - any persons in attendance at said fitness facilities or wellness activities;
 - whether Staff have any limitations that would preclude participation in said wellness activities; or
 - any other warranty, condition, guaranty, or representation, in any form, relating to said wellness activities.

Prior to utilizing the District's fitness facilities and equipment or participating in the wellness activities offered by the District, Staff shall consult a physician regarding their use or participation and obtain his/her permission to do so. By utilizing the District's facilities and equipment or choosing to participate in wellness activities, Staff warrant they have no medical condition that would prevent such use or participation, but should the need arise for emergency medical treatment during such use or participation, the District is authorized to secure treatment and use or disclosure any individually identifiable health information should such treatment become necessary.

COMMUNITY EDUCATION COURSE OFFERINGS

D214 Community Education offers a variety of adult enrichment classes. Offerings include art, culinary, fitness and athletics, health and wellness, language courses, personal finance, and more!

D214 Community Education course descriptions can be found [here](#).

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program provides support, counseling, and access to work/life resources. Resources include:

- Mental health counseling
- Resources for substance abuse
- Mindfulness, motivation and goal-setting coaching
- Financial planning assistance

- Referrals for child care and elder care
- Personal assistant referrals for travel, entertainment, home services
- Crisis support

Call or text 800-456-6327 at any time to be connected with the Employee Assistance Program.

Fundraising and Educational Activities

FUNDRAISING REQUEST FORM GUIDELINES

The Superintendent or their designees will oversee student fundraising activities in accordance with these guidelines:

- **No Interference with Learning:** Fundraising efforts must not disrupt instructional activities or programs.
- **Compliance with Food Regulations:** Schools participating in the School Breakfast Program or National School Lunch Program must ensure that fundraising involving the sale of food or beverages during the school day adheres to Illinois State Board of Education rules regarding competitive food and beverage sales.
- **Voluntary Participation:** Students must participate in fundraising activities voluntarily.
- **Prioritizing Safety:** Student safety must always be the top priority.
- **Supervision and Financial Oversight:** For school-sponsored organizations, a school staff member must supervise fundraising activities, and the student activity funds treasurer must manage the financial accounts securely.
- **Purpose of Fundraising:** Fundraising must support the organization's goals, the general welfare, a charitable cause, or enhance students' educational experiences.
- **Proper Use of Funds:** Funds should be used as much as possible for their intended purpose.

Step by Step Process to Complete the Fundraising Form

1. Complete the fundraising form.
2. Once the form is complete the following will occur:
 - The requestor will get an email with a copy of the request form that they filled out. The Athletic Director will receive an email asking them to Approve, Decline or Comment on the Request.
 - The APAO will receive an email asking them to Approve, Decline or Comment on the Request. The title of the email will read (request # will change):
 - Once the APAO approves or declines the request the requestor will receive an email stating that their form has been approved or denied and receive a pdf copy of their form Responses.

D214 FIELD TRIP REQUEST FORM GUIDELINES

Before submitting the field trip request form, consult with your division head to confirm the trip date. Field trip requests for December, April, or May that may disrupt the school day must be reviewed by the division head and presented to ILT for discussion and approval.

Key Guidelines

- Field trips must be approved by the Administration at least four (4) weeks before the trip date.
- Complete all sections of the field trip request form.
- Once approved by the Administration, provide students with the Field Trip Parent Permission form (either digitally or as hard copies for records).
- Submit an attendance list with student IDs to the attendance office at least 48 hours before the trip.

Step-by-Step Process for Completing the Field Trip Form:

1. Fill out the field trip request form completely.

2. Follow the approval process in this order:
 - a. Division Head
 - b. APAO
 - c. API
3. After approval, a PDF will be provided with all trip details and the permission form, which can then be printed and distributed to students for guardian signatures.

EDUCATIONAL TOURS

Educational tours are District/School-sponsored overnight activities or trips, including STATE competitions. These trips:

- May occur on school days or non-school days.
- Must supplement a school course or activity and provide significant learning experiences not available on campus.

Travel Categories

- Illinois and Contiguous States: Includes Indiana, Iowa, Kentucky, Missouri, Wisconsin, and Michigan.
- Non-Contiguous States and International Travel:
 - Non-contiguous states: States that do not border Illinois.
 - International travel.

Pre-Approval Deadlines

Non-Contiguous States: At least 6 months before departure.

International: At least 12 months before departure.

Final Approval Deadlines

- Non-Contiguous States: At least 3 months before departure.
- International: At least 6 months before departure.

STEPS FOR APPROVAL

Illinois and Contiguous States Travel

1. Complete the Illinois/Contiguous State Travel Form.
2. Submit the form for the approval process.
3. Once approved, an email will be sent with:
 - A PDF of trip details.
 - A link to forms for participants and their parent(s)/guardian(s) to complete.

Non-Contiguous States and International Travel

Note: If using a travel agency, it must be one of D214's preferred vendors (listed on the form).

1. Complete the Pre-Approval Non-Contiguous and International Travel Form:
 - Submit 6 months prior for non-contiguous travel.
 - Submit 12 months prior for international travel.
2. After submission, the form will go through the approval process.
3. Once approved, an email will be sent with a PDF of pre-approval details.
4. After finalizing trip details, complete the Non-Contiguous/International Final Travel Form.
5. Submit the final form for approval.
6. Once approved, an email will be sent with:
 - A PDF of final trip details.
 - A link to forms for participants and their parent(s)/guardian(s) to complete.

7. Final Approvers

- Non-Contiguous Travel: Approved by the Associate Superintendent at least **3 months before departure**.
- International Travel: Approved by the Superintendent and Board of Education at least **6 months before departure**.

Employee Wellness (5:52); Student Fundraising Activities (7:325); Field Trips/Educational Tours (6:240)

Disciplinary Procedures

EMPLOYEE SUSPENSION AND DISCIPLINARY PROCEDURES

Disciplinary Standards

Disciplinary actions are aligned with **board policy, collective bargaining agreements and school code**. Violations of board policies may result in the following disciplinary actions:

- Counseling
- Written reprimands
- Suspension
- Termination of employment

Collective Bargaining Agreement

Employees **covered by a collective bargaining agreement** should refer to the applicable agreement for specific disciplinary procedures.

Employees Not Covered by a Bargaining Agreement

For employees who are **not covered by a bargaining agreement**, disciplinary standards and actions will be determined by the Superintendent or the Deputy Superintendent.

Suspension During Investigations

The Superintendent or Assistant Superintendent of Human Resources may suspend employees **with or without pay** as a disciplinary measure during:

- Investigations into allegations of misconduct.
- Pending dismissal hearings.

If an investigation or allegations result in a **criminal conviction**, the employee must repay the District for all compensation and the value of benefits received during the suspension. The Superintendent will notify the employee of this repayment requirement at the time of suspension.

DCFS Recommendations

If the Illinois Department of Children and Family Services (DCFS) recommends removing an employee due to a pending investigation related to their District employment, the Superintendent or designee will determine whether to:

- Allow the employee to remain in their position pending the outcome of the investigation.
- Remove the employee as recommended, with the following options:
 - a. Suspension with pay, or
 - b. Suspension without pay.

Exit Policies

RESIGNATION

- Employees are requested to provide **two weeks' notice** when resigning.
- Once submitted, a resignation notice **cannot be revoked**.
- Employees planning to retire should notify their supervisor at least two months prior to their retirement date. Administrators and supervisors should refer to the Voluntary Retirement Program section in the Admin/Supervisor Agreement for details regarding eligibility, provisions, and procedures.

EMPLOYMENT TERMINATION & SUSPENSIONS (POLICY 5:290)

Non-RIF Dismissal

- **Collective Bargaining Agreement**

Employees covered by a collective bargaining agreement should refer to the applicable agreement for specific dismissal procedures.

- **Employees Not Covered by a Bargaining Agreement**

- **At-Will Employees**

- The District may terminate an at-will employee at any time, for any reason, in compliance with state and federal law.

- **Annual or Contracted Employees**

- These employees may be dismissed at the **end of the school year** or contract period after receiving appropriate notice and following any applicable contractual provisions.
 - Mid-year or mid-contract dismissals are permissible, provided the District follows appropriate **due process procedures**.

- **Dismissal Recommendations**

- The Superintendent is responsible for recommending dismissals to the School Board, in alignment with the District's goal of maintaining a highly qualified and high-performing staff.
 - Immediate dismissal may occur for non-licensed employees who willfully or negligently fail to report suspected child abuse or neglect, as required under 325 ILCS 5/.

REDUCTION IN FORCE (RIF) AND RECALL

Collective Bargaining Agreement

Employees covered by a collective bargaining agreement should refer to the applicable agreement for RIF and recall procedures.

Employees Not Covered by a Bargaining Agreement

The Board may decide to:

- **Reduce the number of educational support staff, or**
- **Discontinue a specific type of educational support service.**

This action may result in dismissal or a reduction of hours for one or more educational support employees.

In making RIF and recall decisions, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (reduction in force procedures) of the School Code, unless superseded by legislation or a collective bargaining agreement.

FINAL PAYCHECK

- A terminating employee's final paycheck will be adjusted to include any unused, earned vacation credit.
- Employees will receive payment for all earned vacation.
- Final pay is issued as follows:
 - **Regular Termination:** Final pay will be provided on the next regular payday following the termination date.
 - **Reduction in Force (RIF):** Employees dismissed due to RIF will receive their final paycheck on or before the next regular pay date following their last day of employment.

Employment Termination & Suspensions (5:290); Abused & neglected Child Reporting (5:90); Suspension (5:240); Employment At-Will, Compensation, & Assignment (5:270)

This handbook serves as a comprehensive resource for District 214 employees. Please contact your supervisor or Human Resources for further clarification or support.