

	<b>Activity</b>	<b>Timeline/Notes</b>
<i>Create a Safe and Caring Environment</i>	Review Student Handbooks	December 1, 2009-April 30, 2010 a. Define the purpose of the student handbooks b. Solicit Stakeholder Feedback and Understanding
	Continuous Facility Review	Ongoing a. Evaluate and Improve Security Systems. b. Complete Compliance with Health/Life Safety Compliance
	Evaluate Elementary Class Sizes	Ongoing a. Determine appropriate number of classrooms to best serve each grade level b. Align classroom needs to available space c. Involve stakeholders to determine appropriate next steps.
SCORECARD ITEMS: Discipline reports, Climate Surveys, HLS Compliance, ROE Recognition		
<i>Create a Climate that Maximizes Student Achievement</i>	Innovative and Important Uses of Technology	November 15, 2009- April 30, 2010 a. Work of the Prototypical Classroom Taskforce b. Continue forward with Prototypical Lessons using Technology
	Improvement of Instructional Strategies	Ongoing a. Review, Revise and Write District Curriculum aligned with standards b. Profile and Inventory Appropriate Instructional Materials c. Continued improvement of Professional Improvement Committee Work including Examining Student Work, Lesson Design and Quality Assessments.
SCORECARD ITEMS: ACT Benchmarks, ISAT Results, Local Assessments, Inservice Surveys and Professional Development Needs Assessments		
<i>Responsibly Steward the District Finances</i>	Resolution of Activity Center Financial Obligation	Ongoing a. Work with GSFEF to develop a plan b. Execute plan in fair manner
	Develop a Plan to Improve Programs Despite Declining State Revenues	December 1, 2009-March 30, 2010 a. Generate Forecasting reports in collaboration with PMA b. Implement a more zero-based budgeting approach administratively for next two years c. Continue to identify viable financial partners to assist with and improve programs.
	Successfully Negotiate Successor GEA Contract	Ongoing
SCORECARD ITEMS: Annual Financial Report, ISBE Financial Recognition Profile, Ratified Contract		

Listing of Curriculum to be considered for approval by the Geneseo Board of Education.

Prepared by Dr. Joni Swanson 11-18-09

(These curricula are not currently under review or revision)

High School Agriculture:

Ag Business, Ag Operations, Ag Science, Horticulture, Intro to Ag

High School Career and Technical Education:

Building Trades, Welding, Drafting Communications, Energy, Introduction to Machining (Woods Production), Introduction to Metals Processes, Introduction to Radio Broadcasting, Power, Survey of Industrial Technology, Technical Maintenance Management

High School Cooperative Education Program

High School Driver's Education

High School English:

English 9, English 9 Honors, English 10, English 10 Honors, English 11 – Survey Lit 1, English 11 Literature and Composition, English 12 Writing and Communications, English 12 – Survey Lit II, Speech, Advanced Speech, Theater 1, Theater 2, Humanities, Media Literacy, Creative/Expository Writing, AP Language and Composition, AP Literature and Composition

High School Family and Consumer Science:

Child Development, Family & Consumer Science Survey, Foods & Nutrition, Interior Design, Managing Lifestyles, Parenting

High School Foreign Language:

Spanish 1, Spanish 2, Spanish 3, Spanish IV/AP  
French 1, French 2, French 3, French 4

High School Physical Education:

Frosh/Soph Physical Education

High School Science:

Earth Science, Biology, AP Biology, Chemistry, AP Chemistry, Physics, AP Physics, Human Anatomy, Environmental Science

High School Special Education:

Mathematics: Basic Math, Practical Algebra, Life Skills Mathematics, Pre-Algebra/Geometry  
English: English 1, English 2, English 3, English 4,  
Family & Consumer Science: Home Arts, Intro to Home Arts

Science: Practical Science, Science  
Vocational: Orientation to Vocational Ed, Step 1, Step 2  
Social Studies: Geography, Government, History  
Health: Health

Middle School Language Arts:  
English – 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades

Middle School Physical Education:  
6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades

Middle School Science:  
6<sup>th</sup> grade Earth Science, 7<sup>th</sup> grade Life Science and 8<sup>th</sup> grade Physics and Chemistry (Physical Science)

Middle School Social Studies:  
6<sup>th</sup> Grade World History, 7<sup>th</sup> Grade Geography, 8<sup>th</sup> grade US History

Elementary Language Arts:  
Literacy Guidelines for grades Kindergarten through 5<sup>th</sup>  
English – 4<sup>th</sup> and 5<sup>th</sup> grades

Elementary Social Studies:  
Grades Kindergarten through 5<sup>th</sup>

Internet Safety:  
High School, Middle School, Elementary

K-12 Mathematics:  
Elementary grades Kindergarten through 5<sup>th</sup> grade

Middle School – 6<sup>th</sup> grade Course 1, 6<sup>th</sup> grade Math Lab, 7<sup>th</sup> and 8<sup>th</sup> grade Pre-Algebra, 7<sup>th</sup> grade Course 2, 7<sup>th</sup> grade Math Lab, 8<sup>th</sup> grade Math Lab

High School – Trigonometry, Statistics, AP Calculus, Geometry, Pre-Calculus, Algebra 2, Plane Geometry 085

6-12 Health:  
Middle School Health: 7<sup>th</sup> and 8<sup>th</sup> Grades  
High School Health

6-12 Music:  
Middle School Instrumental Music: 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade Band  
Middle School Choral Music: 7<sup>th</sup> and 8<sup>th</sup> grade Chorus  
High School AP Music Theory

## School Board

### Guidance for Board Member Communications, Including Email Use

The School Board is authorized to discuss District business only at a properly noticed Board meeting (Open Meetings Act, 5 ILCS 120/1 et seq.). Other than during a Board meeting, a majority or more of a Board quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. **The Act also applies to any committees, sub-committees, or advisory committees of the Board.**

#### Communications Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "do not reply/forward" alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. ~~A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way,~~ **In general,** a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually. **Note that in a committee or sub-committee, two people may constitute a majority of a quorum, in which case communication with only one other committee or sub-committee member is a violation of the Open Meetings Act.**
5. A Board member should include a "do not reply/forward" alert when emailing a message concerning **District** business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not reply to or forward email received from another Board member.

#### When Must Email Be Retained?

Email, including attachments, that were "prepared, or having been or being used, received, possessed, or under the control of any public body," may be, depending on the content, subject to disclosure as a public record (Freedom of Information Act, 5 ILCS 140/2). Most email sent or received by individual Board members do not satisfy this definition of "public record" even when the content concerns District business. This is because individual Board members generally have no authority other than during a properly called Board meeting. However, there may be exceptions. Accordingly, Board members must be able to distinguish between official record and non-record messages.

### Non-Record Messages

Email messages are “non-record messages” when individual Board members are acting in their individual capacities. This may occur, for example, when an individual Board member’s email describes his or her personal opinions concerning the District or is a **personal** response to a community member **as opposed to a response by the Board**.

Other examples of non-record messages include:

1. Information from the Superintendent concerning meeting dates, agenda topics, or materials to prepare for or be discussed during a meeting.
2. Personal correspondence, such as, “Do you want to ride with me to the IASB workshop?”
3. Publications or promotional material from vendors, the IASB, or publicly available materials.
4. Correspondence from parents, staff, or community members.

Non-record messages are not “public records” under the Freedom of Information Act and do not need to be stored.

### Official Record Messages

Email messages are “public records” under the Freedom of Information Act (FOIA) when they are “prepared, used, received, or possessed by, or under the control of” the District. Email that qualifies under FOIA as a “public record” will need to be stored only if it is evidence of the District’s organization, function, policies, procedures, or activities or contains informational data appropriate for preservation (Local Records Act, 50 ILCS 205/1 et seq.). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. A Board member must copy this type of email, herein called “official record messages,” to the appropriate District office where it will be stored on the Board member’s behalf. The District will delete these official record messages as provided in an applicable, approved retention schedule.

**Important:** Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney’s direction. In federal lawsuits there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

## General School Administration

### Superintendent 1

#### Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. <sup>2</sup> The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.<sup>3</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State law controls this policy's content. Unless the district has only one school with less than 4 teachers, the board must employ a superintendent (105 ILCS 5/10-21.4). This statute assigns some specific duties to the superintendent including to: (1) make recommendations to the board concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of teachers and all other employees, the selection of textbooks, instructional material, and courses of study, (2) report to the board, ISBE, and chief administrative official any employee named in an abused child report, and (3) keep or cause to be kept the records and accounts as directed and required by the board, aid in making reports required by the board, and perform such other duties as the board may delegate to him/her. 105 ILCS 5/10-16.7 requires boards to direct, through policy, the superintendent, in his or her charge of the district's administration.

According to 105 ILCS 5/10-23.8, a superintendent may be employed under: (1) a one-year contract, in which case he or she gains and retains tenure rights, or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators; see *Superintendent Performance Contracts*, available at [www.iasb/law/perfcont.cfm](http://www.iasb/law/perfcont.cfm).

With limited exceptions, any individual serving as a first-time superintendent in Illinois must participate in a mentoring program for 2 school years in accordance with the ISBE requirements (105 ILCS 5/2-3.53b, added by P.A. 96-62). Under the superintendent mentoring program, a provider selected by ISBE will assign a mentor to a new superintendent based on similarity of grade level or type of district, learning needs, and geographical proximity. The mentor must not be required to evaluate the new superintendent on the basis of the mentoring relationship.

<sup>2</sup> Among the required reports/notices added in 2009 are:

1. An itemized compensation report for every employee holding an administrative certificate and working in that capacity that must annually be presented to the board and published on the district's website, if any, on or before October 1 (105 ILCS 5/10-20.46, added by P.A. 96-434, *the identical statutory section number was used in P.A. 96-266*).
2. A description of the district and its records that must be prominently displayed at the administrative office and posted on the district website (5 ILCS 140/4, amended by P.A. 96-542, eff. 1-1-10).
3. A salary information report for the superintendent and all administrators and teachers that is annually given to ISBE on or before July 1 (105 ILCS 5/10-20.46, added by P.A. 96-266, eff. 1-1-10; *the identical statutory section number was used in P.A. 96-434*).
4. A written notification to the State Superintendent and applicable regional superintendent that a certificate holder was dismissed or resigned as a result of an intentional act of abuse or neglect (105 ILCS 5/10-21.9(e-5), amended by P.A. 96-431).

While not comprehensive, see the IASB's *Annual School Calendar* for more required reports, [www.iasb.com/law/cal10.cfm](http://www.iasb.com/law/cal10.cfm).

<sup>3</sup> This paragraph strengthens the policy's connection to the IASB's *Foundational Principles of Effective Governance*. It allows the superintendent broad delegation authority even when a policy fails to specifically provide for delegation.

### Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid administrative certificate ~~and superintendent's with the superintendent~~ endorsement issued by the State Certification Board. <sup>4</sup>

### Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. <sup>5</sup> A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits. <sup>6</sup>

### Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-~~20.46~~, 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11, and 5/24A-3.

23 Ill.Admin.Code §§1.310 and 29.130.

CROSS REF: 2:20 (Powers and Duties of the School Board), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>4</sup> Residency requirements, if desired, should be included in a superintendent's employment contract. 105 ILCS 5/21-7.1(e)(4) governs administrative certificates and superintendent endorsements. See also 23 Ill.Admin.Code §§25.360, 29.100 and 29.130.

<sup>5</sup> 105 ILCS 5/10-16.7 requires a board to evaluate the superintendent. While greater detail may be added to this paragraph (e.g., a timeline, self-evaluation provision, and discussion requirements), a board must be sure that this policy provision and the superintendent's contract are consistent.

<sup>6</sup> The reporting requirements in this paragraph are optional, but superintendents, along with other administrators who evaluate certificated personnel, must participate at least once every 2 years in an ISBE-approved workshop on evaluation (105 ILCS 5/24A-3). Continuing professional education is required for administrative certificate renewal (105 ILCS 5/21-7.1).

## Operational Services

### Incurring Debt <sup>1</sup>

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates,<sup>2</sup> tax anticipation warrants,<sup>3</sup> working cash fund bonds,<sup>4</sup> bonds,<sup>5</sup> notes,<sup>6</sup> and other evidence of indebtedness<sup>7</sup> or (2) establish a line of credit with a bank or other financial institution. <sup>8</sup> The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law. <sup>9</sup>

LEGAL REF.: 30 ILCS 305/2 and 352/1 et seq.  
 50 ILCS 420/~~1~~ et seq.  
 105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>1</sup> State law controls this policy's content. School districts are subject to a statutory debt limitation (105 ILCS 5/19-1(a); other provisions in 5/19-1 contain exceptions. Not all forms of indebtedness are subject to the statutory debt limitations. Before incurring any debt, the board must be certain that the debt will be within the district's debt limitation.

<sup>2</sup> 50 ILCS 420/1 et seq. and 105 ILCS 5/18-18.

<sup>3</sup> 105 ILCS 5/17-16.

<sup>4</sup> 105 ILCS 5/20-2, 5/20-4, and 5/20-5; 30 ILCS 305/2.

<sup>5</sup> 105 ILCS 5/19-1 et seq. and 20 ILCS 3105/1A-8.

<sup>6</sup> 50 ILCS 420/0.01 et seq. A district may borrow money and issue bonds for the purposes stated in 105 ILCS 5/19-3, provided the board properly adopted an election referendum and subsequently the voters approved the proposition (10 ILCS 5/28-2). Districts have the authority to issue bonds for certain purposes without a referendum, e.g., School Fire Prevention and Safety Bonds, Working Cash Fund Bonds, Funding Bonds, and Insurance Reserve Bonds.

<sup>7</sup> Other types of indebtedness include funding bonds and refunding bonds (105 ILCS 5/19-1 et seq.).

<sup>8</sup> 105 ILCS 5/17-17, amended by P.A. 96-19.

<sup>9</sup> 105 ILCS 5/19-1.



## Operational Services

### Insurance Management <sup>1</sup>

The Superintendent shall annually recommend an insurance program that provides the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include: <sup>2</sup>

1. Liability coverage to ~~ensure~~ insure against any loss or liability of the School District  ~~, School Board members, employees, volunteer personnel authorized in 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, and student teachers by reason of~~ and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed ~~during~~ in the scope of employment or under the Board's direction ~~of or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.~~ <sup>3</sup>
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

<sup>1</sup> State law controls this policy's content. The Health Insurance Portability and Accountability Act (HIPAA) guarantees the continuity of health insurance benefits for individuals changing employment. It also contains provisions promoting the: (1) standardization and efficiency for the electronic submission, processing, and payment of health care claims, and (2) security and privacy requirements for health information (see 45 C.F.R. §§160 and 164). **School officials are urged to consult with their insurance providers and legal counsel to devise a compliance plan.**

<sup>2</sup> Other types of district-purchased insurance should also be listed here, such as: (1) insurance programs for employees and their dependents (105 ILCS 5/10-22.3a) (any employee or retired employee insurance program is a mandatory subject of bargaining), and (2) district-purchased insurance on student athletes as allowed by 105 ILCS 5/22-15. The latter type of insurance should be distinguished from insurance offered through the district by an insurance company covering students and paid for by the student's family.

<sup>3</sup> A board's duty to indemnify and protect specific individuals is found in 105 ILCS 5/10-20.20, amended by P.A. 96-62. A board's duty to insure against loss or liability is found in 105 ILCS 5/10-22.3. The lists of individuals to be protected are identical in both statutes except that *mentors* was added in 2009 to only the indemnification statute. As the best method for providing indemnification is through insurance, this policy includes mentors in its list of individuals covered by the district's liability insurance.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat.  
222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.  
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34,  
5/10-22.34a, and 5/10-22.34b.  
215 ILCS 5/~~4~~ et seq.  
820 ILCS 305/~~4~~.

## General Personnel

### Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunities and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the School Board. All personnel decisions are made by the School Board, but only on the recommendation of the Superintendent. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the School Board's approval. No individual will be employed who has been convicted of a criminal offense listed in Section 5/10-21.9(c) of The School Code.

All applicants must complete a District application in order to be considered for employment.

### Job Descriptions

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (when available) is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 10-21.9 of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

### Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the School Board. **All such employment tests are at the new employee's expense.**

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a

written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The School Board will pay the expenses of any such examination.

#### Induction Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Induction is for all employees new to the building. A mentoring program will be for those employees new or just recent to the field of teaching.

#### Mentoring Program

The District's staff will provide a mentoring program for new employees who are new to the field of teaching. The intention of the mentoring program is to develop, support and retain the best new teachers. District administration will decide if the teacher needs to be part of mentoring or induction. Each teacher new to teaching will be involved in the mentoring program for a total of two school years. The mentoring program is to be aligned with the Illinois Professional Teaching Standards, content area standards, and applicable local school improvement and professional development plans, if any.

The mentoring program will address mentoring and support of the new teacher, professional development specifically designed to ensure the growth of the new teacher's knowledge and skills, and formative assessment designed to ensure feedback and reflection. The mentor's formative assessment is designed to ensure feedback and reflection, and will not be used in the new teacher evaluation.

Mentor teachers will demonstrate the best practices in teaching. The mentoring teacher may not directly or indirectly participate in the evaluation of a new teacher.

#### LEGAL REF.: 105 ILCS 5/21A-20

Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.

Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*

105 ILCS 5/10-16.7, 5/10-5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*

Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).

Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).

Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:280 (Educational Support Personnel - Duties and Qualifications)

Adopted By Board Action 03/05/1991

Amended By Board Action 04/06/1999

Amended By Board Action 12/12/2007

Amended by Board Action 01/14/2010