



Hinckley-Big Rock CUSD 429

Support Staff Handbook

2021-2022

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## 2021-2022 School calendar

Hinckley-Big Rock CUSD #429  
2021-2022 Calendar

Board adopted on 5.27.2020

July						August						September											
M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F							
			1	2		2	3	4	5	6				1	2	3							
5	6	7	8	9		9	10	11	12	13		6	7	8	9	10							
12	13	14	15	16		16	17	18	19	20		13	14	15	16	17							
19	20	21	22	23		23	24	25	26	27		20	21	22	23	24							
26	27	28	29	30		30	31					27	28	29	30								
October						November						December											
M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F							
				1		1	2	3	4	5				1	2	3							
4	5	6	7	8		8	9	10	11	12		6	7	8	9	10							
11	12	13	14	15		15	16	17	18	19		13	14	15	16	17-F							
18	19	20	21	22		22	23	24	25	26		20-F	21-F	22	23	24							
25	26	27	28	29		29	30					27	28	29	30	31							
January						February						March											
M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F							
3	4	5	6	7			1	2	3	4			1	2	3	4							
10	11	12	13	14		7	8	9	10	11		7	8	9	10	11							
17	18	19	20	21		14	15	16	17	18		14	15	16	17	18							
24	25	26	27	28		21	22	23	24	25		21	22	23	24	25							
31						28						28	29	30	31								
April						May						June											
M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F							
				1		2	3	4	5	6				1-E	2-E	3							
4	5	6	7	8		9	10	11	12	13		6	7	8	9	10							
11	12	13	14	15		16	17	18	19	20		13	14	15	16	17							
18	19	20	21	22		23-F	24-F	25-F	26-E	27-E		20	21	22	23	24							
25	26	27	28	29		30	31-E					27	28	29	30								
Key																							
First or Last Day of Student Attendance										8.12, 8.13, 10.29, 3.18													
SIP School Improvement Days (12:00 Dismissal)										9.30, 2.4, 5.6													
PT Parent Teacher Conferences (No School)										10.1													
H Holidays (No student attendance)										10.28 - PT Conf - 11:00-4:00 and 5:00-7:30													
TI Teacher Institute (No student attendance)										3.17 - PT Conf - 11:00-4:00 and 5:00-7:30													
NIA Not In Attendance Days - 4.18.22 may be used as a make up day for any used emergency days. Decision to be made																							
SB Spring Break and communicated no later than 3.1.22.																							
CDS Curriculum Development/Student Intervention (No student attendance unless warranted with academic intervention)																							
F Final Exam Days																							
E Emergency Days																							
Homecoming will be the week of September 20th.																							
The 2022 HBRHS Graduation will be on Sunday, 5.22.22, at 2:30.																							

## 2021-2022 Professional learning calendar

**HINCKLEY-BIG ROCK CUSD #429**  
 700 E Lincoln Highway  
 Hinckley, IL 60520  
 Phone: 815.286.7578  
 Fax: 815.286.7577

# Professional Learning...

## Energize and Recharge

### 2021-2022

*Ready to go...*

#### 4 Questions of a PLC

1. What do we want students to learn?
2. How will we know when students have learned it?
3. How will we help students who experience difficulty in learning?
4. How will we challenge students who excel in learning?

#### Half-Day Inservice

**11:55** School dismisses  
**12:15-1:00** Lunch  
**1:00-3:30** As described in detailed agenda

**1st Semester**  
 Sept. 30

**2nd Semester**  
 Feb. 4, May 6  
 Schedule subject to change

#### Institute Days

August 12, August 13  
 October 29, March 18

Curriculum Development,  
Student Intervention,  
Collaboration Day  
 Oct. 1

**IBCC** - 9.15, 10.20, 11.10, 12.8, 1.19, 2.16, 3.16, 4.20, 5.11

*Dates/topics are subject to change pending identified needs*



<b>July 21</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August 21</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September 21</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October 21</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>November 21</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December 21</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>January 22</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February 22</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<b>March 22</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April 22</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May 22</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June 22</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

### Institute/Inservice Days

#### 1st Semester

- Teacher Institutes - 8.12.21 & 8.13.21
  - Technology integration, instructional coach support, micro-endorsement options, Therapeutic Crisis Intervention training, District goals introduction
- Prep work for 8.16.21
- Half-Day Inservice - 9.30.21
  - Math training (as appropriate), course goal work, instructional coach and/or ELL support
- Curriculum Development, Student Intervention, Collaboration Day - 10.1.21
  - Building Level Planned
- Teacher Institute - 10.29.21
  - Symposium focused on technology, social-emotional learning, course goal work, and instructional coach and/or ELL support

#### 2nd Semester

- Half-Day Inservice - 2.4.22
  - Math check-in (as appropriate), course goal work, instructional coach and/or ELL support
- Teacher Institute - 3.18.21
  - Symposium focused on technology, social-emotional learning, course goal work, and instructional coach and/or ELL support
- Half-Day Inservice - 5.6.21
  - Building level goal discussion/planning for 22-23

Committed to learning and collaboration

### **District Philosophy**

It is the philosophy of the Hinckley-Big Rock Community Unit School District #429 that student academic achievement, student achievement and personal enrichment in activities and student growth as persons of character are at the core of the work of the District. The District is committed to providing the highest quality personnel, practices, services and support to provide for the above stated purposes. In addition, the District is committed to serving the community and taxpayers at the highest levels. To meet this commitment, the District is dedicated to acting in a fiscally responsible manner, providing effective communication and transparent practices on all District work to its community members, and forming working relationships with the community and the District.

HBR is a Professional Learning Community (PLC). Utilizing clear standards, an articulated curriculum and assessment data, we continually ask ourselves the four essential questions of a PLC during collaboration and when making decisions about curriculum and/or interventions for students. Through a culture of collaboration and a focus on results, we ensure that all students learn.

### **Four Essential PLC Questions**

1. What do we expect our students to learn?
2. How will we know they are learning?
3. How will we respond when they don't learn?
4. How will we respond if they already know it?

### **2021-2022 District Goal Areas**

- Collaborative description of a HBR Royal Staff Member
- Analysis of course offerings
- Investigation of facility improvement needs to best support our students and community as a whole

Visit <https://www.hbr429.org/page/hbr-district-goals-2021-2022> for quarterly updates

**Board of Education and Staff**

**Board of Education 2021-2022**

Tim Badal, President

Greg Pritchard, Vice President

Bryan Hanacek, Secretary

Darrin Gengler, Member

Jack Haines, Member

Debi White, Member

Deb Winkle, Member

**Administration**

Travis McGuire, Superintendent

Jessica Sonntag, Director of Student Services

Brandon Kriesch, HBRHS Principal

Erik Borne, HBRHS Assistant Principal

Jeff Strouss, HBRMS Principal

Julie Melnyk, HBRES Principal

### **District Office Staff**

Marikay	Slosar	DO	Administrative Assistant
Susan	Dell	DO	Accounts Payable
Tina	Weaver	DO	Payroll Specialist
Amy	Spears	DO	Student Services Secretary
Lori	Eberly	DO	Technology Assistant
Sharron	Isola	DO	Technology Specialist

### **Nursing Staff**

Laura	Shea	HBR	Nurse
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### **Teaching Staff**

Scott	Bastian	HBRMS	Social Studies
Kylie	Beatty	HBRES	4th Grade
Marcy	Biletzky	HBRMS	English
Jessica	Bish	HBRES	2 <sup>nd</sup> Grade
Michelle	Brewington	HBRES	4 <sup>th</sup> Grade
Tory	Brown	HBRMS	Special Education
Katherie	Burgh	HBRMS	PE/Health
Brittany	Carver	HBRHS	Science
Susan	Clark	HBR	ESL Teacher (multilingual learners)
Katie	Claypool	HBRES	3 <sup>rd</sup> Grade
Emily	Cook	HBRMS	Special Education
Morgan	Crawford	HBRES	5 <sup>th</sup> Grade
Manda	Davis	HBR	Speech/Language Therapy
Alyssa	Donlan	HBRHS	English
Janeen	Edwards	HBRMS	English
Joe	Edwards	HBRMS	Math
Tessa	Farwell	HBRHS	English
Beth	Ferguson	HBR	Psychologist/MTSS
Ashie	Fischer	HBRES	Special Education
Erin	Flanigan	HBR	Instructional Coach
Brittany	Fullmer	HBRES	Special Education
Amanda	Garrey	HBRES	Kindergarten
Laura	Gilmore	HBRMS	Interventionist / HI
Michelle	Greene-Larsen	HBRHS	Math



Chania	Hamm	HBRES	3rd Grade
Cathrine	Harper	HBRHS	Special Education
Holly	Hasselbring	HBRES	2nd Grade
Amy	Henkel	HBRHS	Art
Kim	Halverson	HBR	AD/Drivers Ed
Kimberly	Jones	HBRHS	Special Education
Gregory	Jourdan	HBRMS	English
Matt	Kantor	HBRHS	Guidance
Amanda	Kaus	HBRES	1st Grade
Sara	Lambert	HBR	Speech Language Therapy
Rebecca	Lauer	HBRES	2nd Grade
Brooke	Lavender	HBRES	1st Grade
Grace	Lee	HBRMS	English
Anna	Lewis	HBRMS	Math
Elizabeth	Lopez	HBRHS	Spanish
Sandy	Madden	HBRES	Reading Specialist
Drew	Magis	HBRHS	Social Studies/Instructional Coach
Ashlie	McCauley	HBRHS	English
Amber	Moore	HBRHS	Physical Education
Theresa	Morsch	HBRES	3rd Grade
Julie	Moulding	HBRMS	Social Studies
Elizabeth	Mueller	HBRES	Kindergarten
Ben	Mueller	HBRHS	Math/Health
Tara	Neidigh	HBR	Social Worker
Daniel	Novotny	HBRMS	Physical Education
Matt	Olsen	HBRHS	PE/Instructional Coach
Bradley	Phillips	HBRES	PE
Katelyn	Plazola	HBRES	Early Childhood
Stefanie	Rich	HBRHS	Family and Consumer Science
Seth	Sanderson	HBRHS	Math
Tracey	Sanderson	HBRHS	Agriculture
Sarah	Sartori	HBR	Band
Maggie	Schrader	HBRES	Special Education
Jason	Sidman	HBRMS	Science
Jennifer	Slater	HBRES	Music/Math Intervention
Katelyn	Stanek	HBRES	1 <sup>st</sup> Grade
Christina	Stanislao	HBRMS	Science
Nicholas	Sullivan	HBRHS	Social Science
Nancy	Summer	HBRES	Special Education
Mary	Therriault	HBRHS	Special Education
Taylor	Thomas	HBRES	5 <sup>th</sup> Grade
Mallory	Wassmann	HBRES	Social Worker
Amber	Williams	HBRES	4th Grade

Aaron	Zvonek	HBRHS	Science
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### **Support Staff - Paraprofessionals**

Doug	Brewington	HBRHS	Paraprofessional
Ann	Byrne	HBRHS	Paraprofessional
Carmen	Carls	HBRES	Paraprofessional
Karen	Erhart	HBRES	Paraprofessional
Molly	Ferguson	HBRES	Paraprofessional
Cathy	Flannery	HBRMS	Paraprofessional
Kathy	Kaus	HBRES	Paraprofessional
Lynn	Kavcar	HBRMS	Paraprofessional
Jan	Mahaffey	HBRHS	Paraprofessional
Mary Ann	Mathus	HBRHS	Paraprofessional
Amber	Murphy	HBRES	Paraprofessional
Carrie	Rooney	HBRMS	Paraprofessional
Sally	Ryan	HBRES	Paraprofessional
Deborah	Stiles	HBRES	Paraprofessional
Marissa	Walsh	HBRES	Paraprofessional
TBD		HBRES	Paraprofessional
TBD		HBRES	Paraprofessional

### **Support Staff – Building Offices**

Sue	Blume	HBRMS	Secretary/Library
Joann	Garcia	HBRES	Secretary/Bookkeeper
Ashley	Hughes	HBRES	Secretary/Library
Elizabeth	Nokes	HBRMS	Secretary/Bookkeeper
Jenn	Porter	HBRHS	Secretary/Bookkeeper
Ruth	Trimarchi	HBRHS	Secretary

### **Custodial/Maintenance Staff**

Chris	Blevins	HBRHS	Head Custodian
Deana	Blevins	HBRMS	Custodian
Ed	Dowling	HBRMS	Custodian
Jennifer	Fleming	HBRES	Custodian
Roger	Olsen	HBR	Maintenance
Jon	Robertson	HBRES	Custodian
John	Wiley	HBRHS	Custodian
Shawn	Wolff	HBRHS	Custodian
Avery	King	HBR	Event Custodian

### **Transportation Staff**

Sue	Blume	BB	Bus Driver
Holly	Crawford	BB	Bus Driver
Cathy	Flannery	BB	Bus Driver
Daniel	Flannery	BB	Dispatcher/Bus Driver/Mechanic
Liz	Fox	BB	Bus Driver
Joyce	Klotz	BB	Bus Driver
Tim	May	BB	Bus Driver (Substitute)
Dan	Pavek	BB	Bus Driver
Lynne	Paver	BB	Bus Driver (Substitute)
Bev	Phillips	BB	Bus Driver
Lori	Ruhl	BB	Bus Driver
Ronda	Tarkowski-Babb	BB	Bus Driver
Danette	Vukmir	BB	Bus Driver

### **Advisors**

#### **Academic Bowl**

Aaron	Zvonek	HBRHS	Advisor
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#### **Art**

Amy	Henkel	HBRHS	Advisor
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#### **Bass Fishing\***

Kim	Halverson	HBRHS	Advisor*
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#### **Class Sponsors**

Brittany	Carver	HBRHS	Jr. Class Co-Advisor
Amy	Henkel	HBRHS	Jr. Class Co-Advisor
Kim	Halverson	HBRHS	Sr. Class Advisor
Drew	Magis	HBRHS	So. Class Advisor
TBD		HBRHS	Fr. Class Advisor

#### **FEA**

Ashlie	McCauley	HBRHS	Advisor
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#### **FFA**

Tracey	Sanderson	HBRHS	Advisor
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#### **Intramurals**

Kathy	Burgh	HBRMS	Girls Basketball Intramurals
Joe	Edwards	HBRMS	Boys Basketball Intramurals

#### **Jazz Band**

Sarah	Sartori	HBRHS	Advisor
Sarah	Sartori	HBRMS	Advisor

### **Library Club**

Alyssa	Donlan	HBRHS	Co-Advisor
Ashley	Hughes	HBRES	Advisor
Jennifer	Porter	HBRHS	Co-Advisor

### **Music**

Jennifer	Slater	HBRES	Advisor
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### **NHS**

Matt	Kantor	HBRHS	Advisor
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### **Outdoor Ed**

Christina	Stanislao	HBRMS	Advisor
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### **Renaissance\***

Michele	Larsen	HBRHS	Advisor
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### **Science Club**

Jason	Sidman	HBRMS	Co-Advisor
Christina	Stanislao	HBRMS	Co-Advisor

### **Spanish Club**

Elizabeth Lopez		HBRHS	Advisor
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### **Spelling Bee**

Erin	Flanigan	HBRMS	Co-Advisor
Greg	Jourdan	HBRMS	Co-Advisor

### **Student Council**

Kim	Halverson	HBRHS	Advisor
Greg	Jourdan	HBRMS	Co-Advisor
TBD		HBRES	Advisor
TBD		HBRHS	Student Council/Leadership

### **Tech Club**

TBD		HBRES	Advisor*
Jason	Sidman	HBRMS	Advisor

### **WYSE**

Michele	Larsen	HBRHS	Advisor
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### **Yearbook**

Ashley	Hughes	HBRES	Advisor
Amy	Henkel	HBRHS	Advisor
Christina	Stanislao	HBRMS	Advisor

## **Coaching Staff**

<b>Kim</b>	<b>Halverson</b>	<b>HBR</b>	<b>Athletic Director</b>
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### **Baseball**

Matt	Olsen	HBRHS	Coach
Greg	Jourdan	HBRHS	Assistant Coach

### **Basketball-Boys**

Seth	Sanderson	HBRHS	Varsity Coach
Matt	Olsen	HBRHS	Sophomore Coach
Brad	Phillips	HBRHS	Freshman Coach
Jason	Sidman	HBRMS	8th grade Coach
Scott	Bastian	HBRMS	7th grade Coach

### **Basketball-Girls**

Doug	Brewington, Jr.	HBRHS	Varsity Coach
Doug	Brewington, Sr.	HBRHS	Frosh/Soph Coach
Jason	Sidman	HBRMS	8th grade Coach
Scott	Bastian	HBRMS	7th grade Coach

### **Cheerleading**

Amanda	Kaus	HBRHS	Cheerleading Coach
TBD		HBRMS	Cheerleading Coach

### **Cross**

### **Country**

Amber	Moore	HBRHS	Cross Country Co-ed Coach
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### **Golf**

Greg	Jourdan	HBRHS	Golf - Girls Coach
Matt	Olsen	HBRHS	Golf - Boys Coach

### **Poms**

Lindsay	Byington	HBRHS	Royalettes Coach
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### **Soccer-Boys**

Melissa	Jennings	HBRHS	Varsity/JV Coach
Jake	Inman	HBRHS	Assistant Coach
Scott	Bastian	HBRMS	Soccer Co-ed
Emily	Cook	HBRMS	Soccer Assistant Co-ed

### **Soccer-Girls**

Melissa	Jennings	HBRHS	Varsity/JV Coach
		HBRHS	Volunteer Asst Coach

### **Softball**

TBD		HBRHS	Softball Coach
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### **Track**

TBD		HBRHS	Track Co-ed Coach
Scott	Bastian	HBRMS	Track Co-ed Coach
TBD		HBRMS	Assistant Coach

**Volleyball**

Doug	Brewington	HBRRHS	Varsity Coach
Jessica	Bivins	HBRRHS	Fresh/Soph Coach
Kathy	Burgh	HBRRMS	8th grade Coach
Erin	Flanigan	HBRRMS	7th grade Coach

**GENERAL CONTACT NUMBERS**

District Office	815-286-7578
Student Services	815-286-7576
Payroll	815-286-7589
HBRES	815-286-3403
HBRRMS	630-556-4190
HBRRHS	815-286-7501
HBRR Athletic Office	815-286-7535
Custodial/Maintenance	815-286-7530
Bus Barn	815-286-7329

### **Hinckley-Big Rock CUSD 429 Employee Information**

1. Payroll Information – All staff are paid by deposit twice monthly on the 10th and 25th of each month. If a pay date falls on a Saturday, the pay day will be on the 9th or 24th. If a pay date falls on a Sunday, the pay day shall be the 8th or the 23rd. Paydays prior to a holiday period will be the last business day of the district.
2. Timesheets - Hourly employees must submit their timesheets at the end of the last workday of each week. Any time off that is taken during the week needs to be submitted and approved before submitting your timesheet. Additionally, if you are requesting time off for vacation or personal days, make sure you submit the request and the request is approved before the actual requested day off.
3. Insurance Benefits-Employees, except bus drivers, who regularly work at least 30 hours per week may enroll in District insurance coverage. Open enrollment for insurance takes place annually during March for an April 1st renewal. New employee coverage begins on the first day of the month following the first day of work.
4. Personal Days – Full time (minimum of 600 hours per year) support personnel have two paid personal leave days per year subject to conditions explained in the Support Handbook.
5. Sick Days – Full and part-time employees who work at least 600 hours per year receive 10 paid sick leave days per year. 6. Lunch Breaks - Employees who work at least 7.5 continuous hours shall receive a 30 minute duty-free lunch break which begins within the first 5 hours of the employee's work day.
7. Employee Work Schedules - Custodial, maintenance, Fiscal Services and District Office staff work year-round, Monday through Friday, 40 hours per week, except holidays and earned vacation time. Paraprofessionals work the school calendar year unless otherwise specified. Building Secretaries work a 40 hour week beginning 2 weeks prior to the first day of school and two weeks after the last day of school. Modifications to this schedule may occur subject to building needs as determined by the building Principal.
8. Work Day – Individual work day start and release times are determined by the building principal or employee's supervisor.

If you have any questions regarding payroll or insurance, please contact Tina Weaver at ext. 7589. Please contact Marikay Slosar at ext. 7578 with any other questions

### **Calling in Sick**

If you become ill and will be unable to report to work, call the designated number for your building (see below) as early as possible the morning of the illness so that a sub can be found for you in a timely manner.

HBRES                      Call or text Julie Melnyk at 630-415-8362

HBRMS                     Call or text Jeff Strouss at 815-712-3671

HBRHS                     Call or text Jenn Porter at 630-430-1685

Sick days should be recorded in [Skyward Employee Access](#).

*Note: For Covid related absences, please work with the School Nurse and your building principal to follow the 2021-2022 Learning Plan and updated IDPH Decision Tree.*

### **Vacation**

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate.

### **Jury Duty**

If you are called for Jury Duty, please send a copy of the check and check stub you receive for your service to Tina Weaver in the District Office. You should also turn in your mileage and your meal receipts to Susan Dell for bookkeeping purposes



## **HOW TO REQUEST TIME OFF IN SKYWARD EMPLOYEE ACCESS**

All requests for vacation, personal day, sickness, jury duty, conferences, workshops and bereavement must be requested through Skyward. To request time off, follow these steps:

- 1) Log onto the Skyward Employee Access site using this URL:  
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhinckleyil/seplog01.w>  
Alternatively, you can find this link on the HBR website.
- 2) Click the **Employee Access** link
- 3) Click the **Time Off** tab followed by **My Requests in the drop down box**
- 4) You will be presented with the screen shown below. To request a day off, click the **add** button as shown next to the arrow.



- 5) You will now see the screen as shown on the next page. Fill out each field as described below. The letter designation in each arrow corresponds to the lettered instructions below.
  - A. Time Off Code** - Here you will use the drop-down arrow to select what type of day you are requesting. **Reason** - This field will automatically fill in.
  - B. Description** - Enter any notation you care to make about the time off.
  - C. Start Date** - Enter the date or date range you are requesting off.
  - D. Days** - If requesting a full day off, enter a 1 here. If requesting a half day enter .5 here. Any partial day requested should be input as its decimal equivalent (ex. 1/4 day = .25). If rescinding a day already requested and approved, enter this number as a negative number. These are the only valid values.
  - E. Start Time** - Enter your regular starting time if you are taking a full day or the time you are leaving for a partial day.
  - F. Additional Employees** - You must notify your building secretary of your scheduled absence. To do this, check the box marked "Additional Employees", then click the link labeled Select an Employee. On the next screen, highlight the

secretary's name, then click the Select button. Repeat this step now if you would like to include additional e-mail recipients.

6) Once all these fields have been entered, click the Save button.

0 - 04.10.12.00.01 - Internet Explorer provided by Dell

Home Page | Time Off | My Time Off Requests | Add

Time Off Code	Remaining	Approved	Waiting	Available	Future
BEREAVEMENT	0 Days			0 Days	
JURY DUTY	0 Days			0 Days	
PERSONAL DAYS	0 Days			0 Days	
PROF FAMILY SICK	0 Days			0 Days	
SICK DAYS	40 Days			40 Days	
VACATION DAYS	6.5 Days	1 Days		5.5 Days	

**Time Off Request**

\* Time Off Code:  --A--

\* Reason:

Description:  --B--  
Maximum characters: 200, Remaining characters: 200

\* Start Date:   --C--

Days:  --D--

Start Time:  :  am --E--

☐ Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):  --F--

Save  
Back

Asterisk (\*) denotes a required field

7) Your request has now been submitted for your administrator's approval. Once your administrator approves or denies your request, you will receive an e-mail informing you of the status of your request.

## **Terms of Employment**

### **Employment At-Will**

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in the Board of Education policy is intended or should be construed as altering the employment at-will relationships.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-certificated employees at-will but shall maintain a record of positions or employees who are not at-will and the reason for the exception.

### **Equal Opportunity Employer**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, national origin, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

### **Hiring Process and Criteria**

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. Educational support personnel applicants are initially screened by the Building Principal or supervisor. The District shall hire the best qualified personnel consistent with budget and staffing requirements and shall comply with the Board of Education policy on equal employment opportunities and minority recruitment. The Superintendent may select personnel on a short term basis for a specific project or emergency condition before the School Board's approval.

### **Physical Exams**

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 the state of Illinois or any other state, to practice medicine and surgery in any of its branches. The physical examination and the tuberculin tests must have been taken by the employee no more than 90 days before the employee's submitting of evidence of the same to the Board of Education.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice surgery and medicine in all of its branches, an advanced practice nurse who has a written agreement with a physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been authorized by his/her supervising physician to perform health examinations if the examination is job-related and consistent with business necessity. The Board of Education will pay the expenses of such an examination.

### **Investigations**

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database is performed on each applicant as is required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in the database as a sex offender. 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 and 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 10-21.9 of the School Code or who falsifies or omits facts from his or her employment application or other employment documents.

### **Duties and Qualifications**

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

### **Paraprofessionals and Teacher Aides**

Paraprofessionals play an essential role within school districts. Under the supervision of a licensed teacher, a paraprofessional supports teachers and students in many ways. For instance, a paraprofessional can tutor students or assist the teacher with classroom management and organizing instructional materials. Service as a paraprofessional or teacher aide requires a

Professional Educator Licence (PEL) issued by the Illinois State Board of Education (ISBE). In order to be eligible for a PEL, one of the following requirements must be met and an application submitted through ELIS:

- Associate degree or higher
- 60 semester hours of coursework
- High school diploma/GED\*\* + score of 460 or higher on the ETS Parapro test
- High school diploma/GED\*\* a score of 4 or higher on the ACT Workkeys Applied Mathematics and Reading for Information tests

Individuals with only non-instructional duties (e.g., providing technology support, providing personal care services, or performing clerical duties) are not paraprofessionals and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they otherwise qualify for instructional duties under ISBE rules.

### **Non Certified Personnel Working with Students Performing Non-Instructional Duties**

Non Certified personnel performing non-instructional duties may be used:

1. For supervising study halls, supervision of students completing on-line learning programs, supervision of detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a non certified person from serving as a guest lecturer or resource person under a licensed teacher's direction and with the administration's approval.

### **Coaches and Athletic Trainers**

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is regulated by an association, all coaches must have completed a course on

coaching principles and sport's first aid. The Superintendent or designee shall ensure that all coaches have completed appropriate training programs. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State Law.

### **Bus Drivers**

All school bus drivers must have a valid school bus driver permit. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, Hiring Process and Criteria and Board policy 5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.

## **Employment Termination**

### **Resignation and Retirement**

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any reason, subject to State and federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

### **Reduction in Force and Recall**

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced.

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or

his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

### **Final Paycheck**

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the third business day following the last day of employment.

### **Suspension Without Pay**

The Superintendent, or his/her designee, is authorized to suspend without pay for up to 10 school days, any certificated staff member, for any one or more of the following reasons:

- Incompetence
- Cruelty
- Negligence
- Immorality
- Insubordination
- Violation of Board Policy
- Behavior which is not in the best interest of the School District
- Conduct which may disrupt the educational programs and process
- Conduct which violates any Illinois or federal law
- Other sufficient causes.

In the absence of the Superintendent, a building principal shall have the same authority under this policy as the Superintendent.

Prior to any suspension under this policy, the affected employee shall be notified of the charges by the Superintendent or his/her designee and shall have the right to explain or rebut the charges at a meeting with the Superintendent or his/her designee, following which the employee shall be advised of the determination of the Superintendent or his/her Designee.

Within five (5) school days of the determination of the Superintendent or his/her designee, the employee may file a written request with the Superintendent for a hearing before the Board of Education. If the suspended employee fails to request a review of the Superintendent's decision, he or she shall be deemed to have accepted the decision of the Superintendent and no review by the Board shall take place.

The Board of Education may appoint a hearing officer to conduct the hearing. At the hearing, the employee shall have the right to be represented by counsel and present witnesses and proof relative to the charges. If the Board determines that the suspension was not properly invoked, the suspension references shall be deleted from the employee's records, and the lost pay promptly paid to the employee. If the Board believes the employee's conduct warrants a longer suspension, it may extend the suspension without pay to up to a total of thirty (30) days, or in the case of pending dismissal proceedings, until a final determination on the dismissal is rendered by the Board.

If the Superintendent or his/her designee is of the opinion that the best interests of the School District require a longer suspension than the 10 school days authorized by this policy for administrative suspension, the Superintendent shall notify the Board concerning this recommendation, and the matter shall be presented to the Board as soon as practicable. Written notice of the hearing shall be provided to the employee. At such meeting, the employee shall have the right to be represented by counsel and an opportunity to present witnesses and proof relative to the charges. Following the hearing, the Board shall make a determination regarding whether the suspension should be extended.

Nothing in this policy shall be interpreted to impair the Superintendent's or Board's right to suspend an employee pending a dismissal hearing, to dismiss employees, or to prevent the Superintendent or Board from immediately suspending with pay an employee in accordance with the Suspension With Pay Policy.



## **Social Media Policy**

### **Guidelines for the use of social networking sites by professional staff:**

- Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
- Do not initiate friend requests with students.
- Remember that people classified as “friends” on social networking sites have the ability to view, download, and share your personal information with others.
- On any personal site, such as Facebook, post only what you want the world to see. Imagine your students, their parents, your administrator viewing your personal site. Remember, that on a social networking site, once you post something it may be available, even after you remove it from the site.
- Visit your profile’s security and privacy. At a minimum, educators should have all privacy settings set to “only friends”. Other settings open your content to a large group of unknown people. Your privacy and that of your family may be at risk.

### **Guidelines for ALL networking sites by professional staff:**

- When posting on social networking sites, do not use commentary deemed to be defamatory, obscene, proprietary or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as a teacher at risk.
- Due to security risks, be cautious when installing the external applications that work with any social networking site. Examples of these apps are calendar programs and games.
- Run updated malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
- Be careful not to fall for phishing scams that arrive via e-mail or on your wall, providing a link for you to click leading to a fake log-in page.
- If a staff member learns of information on the social networking site that falls under the mandatory reporting guidelines, they must report it as required by law.

## Policy 5:125 Personal Technology and Social Media; Usage and Conduct

Hinckley Big Rock Community Unit School District No. 429 recognizes the increasingly important role that technology plays in the educational process as well as in the personal lives of the students, their families, and District employees. This Policy is intended to foster a thoughtful, responsible use of social media and related technological communication tools in a way that does not disrupt, create unnecessary distractions to or adversely impact the educational process or the interpersonal relationships among the students, faculty, and staff.

### Definitions

**Includes** - Means “includes without limitation” or “includes, but is not limited to.”

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue which include but are not limited to:

1. Social networking sites (e.g. Facebook, MySpace);
2. Blogging;
3. Micro blogging sites (e.g. Twitter
4. Video clips and Podcasts (e.g. You Tube); and
5. Discussion forums.

**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

### Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy [5:120](#), *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner accessible to students and other employees that is inappropriate as defined by policy [5:20](#), *Workplace Harassment Prohibited*; [5:100](#), *Staff Development Program*; [5:120](#), *Employee Ethics; Conduct; and Conflict of Interest*; [6:235](#), *Access to Electronic Networks*; [7:20](#), *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Use a District-provided or supported method whenever possible to communicate with students and their parents/guardians. Employees shall discourage students from making contact through the employee's personal technology or social media. Repeated attempts by a student to make such contact shall be reported to the employee's supervisor.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy [5:130](#), *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about students, including student record information or images of students and/or District employees without proper approval or consent obtained pursuant to state and federal student and personnel records laws.
5. Refrain from using the District's logos without permission and follow Board policy [5:170](#), *Copyright*, and all District copyright compliance procedures.

6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy.
2. Direct Building Principals to annually:
  - a. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - b. Remind their building staff that those who violate Board policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

#### LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

Ill. Human Rights Act, [775 ILCS 5/5A-102](#).

Code of Ethics for Ill. Educators, [23 Ill.Admin.Code §22.20](#).

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

[Mayer v. Monroe County Community School Corp.](#), 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: [5:20](#) (Workplace Harassment Prohibited), [5:30](#) (Hiring Process and Criteria), [5:100](#) (Staff Development Program), [5:120](#) (Employee Ethics; Conduct; and Conflict of Interest), [5:130](#) (Responsibilities Concerning Internal Information), [5:150](#) (Personnel Records), [5:170](#) (Copyright), [5:200](#) (Terms and Conditions of Employment and Dismissal), [6:235](#) (Access to Electronic Networks), [7:20](#) (Harassment of Students Prohibited), [7:340](#) (Student Records)

ADOPTED: December 7, 2016

Hinckley-Big Rock Community Unit School District 429



## **Bullying, Intimidation, and Harassment Policy**

8/2/2021

Document

### **Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

#### **Definitions from 105 ILCS 5/27-23.7**

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the

likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

### **Nondiscrimination Coordinator:**

High School Principal  
P.O. Box 1210, 700 E. Lincoln Hwy.  
Hinckley, IL 60520  
[HBRreport@hbr429.org](mailto:HBRreport@hbr429.org)  
815.286.7501

### **Complaint Managers:**

Elementary School Principal	Middle School Principal
600 W. Lincoln Hwy.	P.O. Box 247, 47W 984 Rt.30
Hinckley, IL 60520	Big Rock, IL 60511
<a href="mailto:HBRreport@hbr429.org">HBRreport@hbr429.org</a>	<a href="mailto:HBRreport@hbr429.org">HBRreport@hbr429.org</a>
815.286.3400	630.556.4190

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant



- information received during the course of the investigation about the reported incident of bullying.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

## **Guidelines for Acceptable Use of District Technology System by Employees**

### **A. Acceptable Use**

All Users of the District Technology System ("System") must comply with the district's acceptable use guidelines, as amended from time to time.

The System shall include all computer hardware and software owned or operated by the district, the district electronic mail, the district website, the district online services, bulletin board systems, any and all internet traffic that occurs on the district's network, and any accounts created by the district. "Use" of the System shall include use of or obtaining access to the System from any computer terminal or device.

Employees have no expectation of privacy in their use of the System. The district has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the System. The district has the right to and does monitor use of the System by employees, including employees' access in the internet, as part of system maintenance to determine whether use is consistent with federal and state laws and district policies and guidelines.

Employees should be aware that their personal computer files or System use may be the subject to public disclosure under the *Illinois Freedom of Information Act*.

Access to the system is provided to employees primarily for work-related purposes. Incidental personal use should be minimized.

### **B. Privileges**

Access to the System is provided as a privilege by the district and may be revoked at any time. Inappropriate use may result in disciplinary action.

The System, including all information and documentation contained therein, is the property of the district, except as otherwise provided by law.

### **C. Prohibited Use**

Uses of the System listed below are prohibited and may result in discipline or other consequences provided in Section H of these guidelines. The System shall not be used to:

1. Engage in activities which are inconsistent with the district's educational mission or which interferes with an employee's performance of work responsibilities.
2. Access, retrieve, or view obscene, profane, or indecent materials.

3. Using technology resources and/or internet access for any illegal activity, including violation of copyrights or other contracts, or transmitting any material in violation of any federal or state laws or regulation or district policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of the System to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, district employee, or user.
4. Transfer any software or applications (apps) to or from the system without authorization from the system administrator
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user, the System, or the technology system of any other individual or organization.
10. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, disclose the user's individual password or that of another user.
11. Invade the privacy of any individual, including violation of federal or state laws regarding limitations on the disclosure of student records.
12. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome messages.
13. Send mass electronic mail to multiple users inconsistent with other elements of the Acceptable Use Policy.
14. Anything not listed, or anything that may be questionable, make sure and contact a system administrator prior to using the System.

#### D. Websites

Unless otherwise allowed by law, the district websites shall not display photographs or work of students whose parents or guardians have opted out.

Any website created by an employee using the System must be part of a district-sponsored activity or otherwise be authorized by the appropriate district administrator. All content, including links, of any website created by an employee using the System may be subject to review by the appropriate district administrator. All contents of a website created by an employee using the System must conform with these acceptable use guidelines. Employees may not place any personal or editorial material on the district website or any website created by an employee using the System without appropriate administrative approval.



#### E. Disclaimer

The district makes no warranties of any kind whether express or implied for the System. The district is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained by the System is at the user's own risk. The district is not responsible for the accuracy or quality of information obtained through the System. The district is not responsible for any user's intentional or unintentional access of material on the internet which may be obscene, indecent, or of an inappropriate nature.

#### F. Security and User Reporting Duties

Security in the System is a high priority and must be a priority for all users.

Users that share their login information with other users must be aware that they are still responsible for any and all activity by their account. Any unauthorized attempt to log in as another user will result in consequences as set forth in Section H of these Guidelines.

If the user identifies a security problem in the System, the user is obligated to notify the system administrator and/or the building principal. Identified security problems should only be demonstrated to the system administrator, and/or building principal.

#### G. Vandalism

Vandalism or attempted vandalism to the System or any component thereof is prohibited and will result in consequences as set forth in Section H of these guidelines. Vandalism includes, but is not limited to, the intentional downloading, uploading, or creating of computer viruses.

#### H. Consequences for Violations

Any user of the System who engages in any of the prohibited acts listed above, shall be subject to discipline which may include but is not limited to:

- (1) Discipline up to and including termination of employment.
- (2) Referral to law enforcement authorities or other legal action in appropriate cases.

Revised 2015

**AUTHORIZATION FOR ACCESS TO DISTRICT TECHNOLOGY SYSTEM BY EMPLOYEES**

This form must be read and signed by each user as a condition of using the District Technology System.

By signing this Authorization, I acknowledge that I have received a copy of the "Guidelines for Acceptable Use of District Technology System by Employees" 2015 revision and that I read, understand, and agree to follow the Guidelines.

I acknowledge that inappropriate use of the District Technology System may result in discipline.

**I acknowledge that I have no expectation of privacy in my use of the District Technology System, and that the District has the right to, and does, monitor the use of the system.**

Name (print):\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Assigned Site(s):\_\_\_\_\_

**Employee Receipt of Support Staff Handbook**

I, the individual whose signature appears below, acknowledge receipt of the Support Staff Handbook and affirm that I have read the handbook and will seek additional clarification, if needed, pertaining to the information within.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date