

# ***Pecatonica School District #321***

## ***Faculty Handbook***

***2020 - 2021***

*It is the teacher who makes the difference in the classroom.*

*By far the most important factor in school learning is the ability of the teacher.*

*There is an extensive body of knowledge about teaching that must be known by the teacher.*

*The teacher must be a decision-maker able to translate the body of knowledge about teaching into increased student learning.*

*Madeline Hunter*

### **CONTRACTS, PAY, TEACHERS' FILES, FRINGE BENEFITS**

1. Contract: Teachers will be notified no later than 45 days prior to the end of school about their status for the coming year. This is per School Board Policy and the Professional Negotiated Agreement.
2. Pay Period: Paychecks are issued every two weeks. Salary will be distributed over twelve months, normally with 26 pay periods. Payroll will be by direct deposit.
3. Deductions: Teachers should claim deductions when first employed by the district. The proper amount of state and federal income tax will be deducted regularly from each paycheck. If changes in deductions are desired, our payroll department should be notified at least two (2) weeks in advance of a pay period.
4. Tenure: A staff member will receive tenure status in accordance with current statutory and ISBE laws and guidelines. A seniority list is developed annually based on date of current employment. Each teacher should check this list carefully when it is submitted for teacher inspection.
5. Sick Leave: Teachers who work full-time will be allowed fourteen days sick leave per year with the unused portion accumulating to a total of 355 days. Sick leave may properly be taken because of personal illness or serious illness or death in the immediate family (as defined by the School Code). One sick day may also be used as a bereavement day to attend the funeral of a person not in the immediate family. Individuals who are sick three consecutive days must provide medical documentation before returning to work. Medical releases may be requested prior to return to work after serious illness or injury. Paid sick leave may not be used for the purpose of extending a teacher's scheduled break period (i.e., Thanksgiving or winter break), an established holiday, or weekend (i.e., Monday or Friday). This does not preclude the use of sick leave at the beginning or end of a break period, an established holiday or weekend when the teacher or a member of his/her immediate family or household is legitimately ill, but is intended to eliminate the use of sick leave to extend a break period, an established holiday or weekend period. The administration may require a teacher to submit a physician's certificate to substantiate his/her use of paid sick leave immediately upon his/her return to work when the administration, in its sole discretion, questions the appropriateness of the teacher's request for sick leave. Teachers shall submit a physician's certificate evidencing his/her need for sick leave to attend to a pre-scheduled medical appointment for himself/herself or a member of his/her immediate family or household who is ill that cannot be scheduled outside of the teacher's workday.
6. Personal Leave: Each full-time teacher shall be granted two days of Personal Leave per year if needed. Unused Personal Leave days shall accumulate as sick

leave. Part-time teachers shall be granted one day of Personal Leave per year. Personal Leave is to cover those areas not covered in the School Code. However, the purpose for the Personal Leave requested by the teacher is not required. All Personal Leaves must be approved by the Superintendent of Schools.

7. Unaccounted Leave or Emergency Day: Procedures are outlined in the district's P.N. Agreement. Leaves of absence beyond two days, and not covered by sick leave will result in a deduction of one day's salary for each day's absence. This amount is calculated as 1/180th of the teacher's contract salary.
8. Unused Personal Leave Days: Any unused personal leave days which remain at the end of a school year convert to sick days and are added to a teacher's sick leave total. Up to two year of these unused sick days (340) may be used to increase your creditable service with TRS upon retirement.
9. Unexcused Absences: Teachers who voluntarily absent themselves from school without the consent of the superintendent are considered in breach of contract and may be subject to suspension, loss of wages, or dismissal.
10. Insurance: Pecatonica C.U.S.D. #321 has a group insurance plan available to employees, subject to the negotiated agreement. A plan booklet is available for each employee and gives a description of benefits. Any problems with claim services should be reported to the district office.
11. Personnel Files: The following items are to be in each teacher's personal file in the superintendent's office:
  - a. Current official transcript of all college credit,
  - b. Physical exam indicating freedom from tuberculosis,
  - c. Copy of currently registered certificate(s).
  - d. Criminal History Investigation
  - e. Mandated Reporter Status
12. New Employees: New employees are subject to a background check through the Illinois State Police, Employment Eligibility Verification, Abused and Neglected Child Reporting Act, New Hire Reporting Form, and physical. New employees are also subject to a 1.45% Medicare insurance deduction required by the U.S. Government. The district must also contribute 1.45% for each new employee.
13. Flexible Benefit Plan: A Section 125 Flexible Benefit Plan is available for all eligible employees. This plan allows employees to set aside a portion of their income through payroll deduction, to be used for unreimbursed medical costs and premiums, and other deductible costs as allowed by the IRS. Money put into the Section 125 plan would not be subject to income tax. Staff members would specify the amounts to be deducted based on individual estimates of medical costs for the year when enrolling in the plan. Staff members are cautioned that money

put into a Section 125 account cannot, by regulation, be used for any other purpose, and would be forfeited if not used during the plan year. Questions will be answered at the time of the annual enrollment.

14. Jury Duty: Any teacher called for jury duty or subpoenaed as a witness on a district related matter will receive regular wages from the district for the days called minus the per diem paid by the court. Written documentation of service must be provided to the district office.
15. Field Trips: Please be sure to document the educational rationale of the trip you want to take on the application forms. We are able to claim transportation costs for reimbursement only on those trips, which are properly, documented trips and which are within the school day.
16. Placement on the salary schedule is determined at initial employment. Every effort is made to be accurate regarding appropriate pay and placement on the schedule. **Please review your initial paycheck carefully to ensure appropriate salary schedule placement.**

#### **Teacher Workday**

1. The teacher's workday is from 7:40 am until 3:30 pm. Teachers are responsible for their classrooms and should not vacate the classroom when students are present.
2. All teachers are required to be present in their rooms during scheduled classes and must remain in their building during scheduled prep periods. Arriving to class late or leaving the class early is not professional and will not be tolerated. Emergency situations should be cleared with the building principal.
3. Teachers who are responsible for after-school activities will supervise the students at all times. The teacher will be the last person to leave the building and will make sure the doors are locked.
4. Staff workrooms are provided in each building and are available to **all** staff members during their preparation periods.
5. Each teacher will have a 30-minute "duty free" lunch period. Teachers leaving the building must return on time.
6. Teachers are to inform the office when they will not be present in the building.

#### **Classroom Responsibilities**



1. Teachers are asked to help keep our building looking clean and orderly at all times. The appearance of our buildings and classrooms is a representation of us. Keeping the buildings and rooms neat and orderly will leave positive impressions on our visitors.
2. Close and lock all doors and windows prior to leaving for the day.
3. Clear desks and floors of all papers and equipment to enable the custodial staff to properly clean your room.
4. Record any marks on classroom furniture. It is the teacher's responsibility to insure the furniture within their classroom stays in satisfactory condition. If there is a problem regarding the condition of the furniture please bring that to the building principal's attention.
5. Teachers are responsible for decorating their classrooms and bulletin boards. Decorations should be changed periodically and removed at the end of the school year.
6. Requests for room maintenance should be directed to the building principal's office. Teachers should report any room not receiving adequate custodial care. The building principal will be responsible for seeing that the custodians execute their duties.

#### **Preparatory Period Responsibilities**

1. Preparatory periods are scheduled before, during and after the academic day. The preparatory time is considered part of the workday.
2. Grading of student work. It is essential students are given feedback on their work in a timely manner.
3. Parent contacts. Parents should be contacted when a student's performance is below a C grade or if you notice a drastic change in performance.
4. Preparing for the upcoming classes.
5. Maintaining a clean and orderly classroom.
6. Contacting other staff regarding student concerns.
7. Completing the teacher lesson plan books.
8. Provide assistance to students seeking help on homework.
9. Align and document, local assessments, instruction, and curriculum with applicative K-12 Illinois State Standards in each grade level or department.
10. Review and analyze the results of local and state assessments, particularly for students who did not meet standards; and modify the curriculum and instructional approaches to ensure that students are taught (or re-taught) the knowledge and skills needed to be successful on local and state assessments. Communicate to students and parents the ISBE standards/benchmarks and local essential learnings students will be expected to complete and master. Attendance at IEP meetings when necessary.

11. Share with parents and students expected levels of work, to include examples of high quality work that is expected in order to meet the standards for local and state assessments. Review course expectations and documents (i.e. course syllabus, scope and sequence, curriculum guides, lesson plans, essential learnings, etc.) and communicate to students and parents, as necessary, the expected outcomes and task mastery required in classes.

### **Supervision of Students**

1. All teachers have the responsibility of supervising student behavior as necessary. Any time teachers see disruptive behavior; they must see that the activity is stopped. This includes activity before and after school, at noon, during free periods and at school sponsored events. Student behavior changes only with constant and consistent reminders.
2. Teachers are responsible for hall supervision between classes. Be especially conscious of behavior that could lead to injury. Student safety is imperative.
3. Teachers should never leave students unattended. In case of emergency, a teacher must make arrangements with another staff member to have the students supervised, if he/she has to leave the room.
4. Teachers shall maintain order and discipline in their classes and in such other places on the school premises or at school functions as their principals may direct. All teachers shall have complete authority over all pupils.
5. Teachers who are unable to maintain a classroom climate conducive to learning may be judged incompetent to teach. Learning increases in a place where there is a relaxed but disciplined environment.
6. When all teacher methods of discipline have failed, the building principal should be asked for assistance. Teachers should be capable of handling all minor discipline problems. **Corporal punishment will not be used on any student at any building at any time. Please refer to the Student Handbook for guidance/direction**
7. Each student has the right to learn in a safe and positive learning environment. Each teacher has the right to teach without fear of interruption caused by students. Mutual respect is a characteristic, which should be demonstrated for all and by all.
8. Each teacher should develop a behavior plan and student motivation program for his/her classes. Class rules, consequences for inappropriate behavior, recognition for academic excellence and improvement should all be explained to the classroom on the first day of school and communicated with parents in writing.

9. Teachers, if they suspect child abuse, must report their suspicions to the principal and to the DCFS Abuse Hotline. Teachers as well as administrators are **mandated reporters** and can be charged with legal action if abuse is suspected and not reported. (Board policy 5:90)
10. Accidents occurring during school hours should be reported to the principal's office immediately. An accident report form should be completed by the proper authorities the day the accident occurs.
11. Any incident involving battery committed against teachers and education support personnel must be reported to administration and subsequent law authorities. This must be accomplished immediately after the incident occurs. Incidents will be reported to ISBE via the Student Incident Reporting Systems (SIRS).
12. Teachers should carefully monitor students as they operate equipment, which could cause injury. Part of your responsibility is to avoid situations that place you or your students at risk.
13. Every precaution will be taken at all times to insure the safety and well being of all students and school personnel. Constant alertness by all staff will help make this possible.
14. Teachers need to be aware of students who have special needs (IEP, Section 504). Inclusion of resource room students will take place in some classes. Regular education teachers must be knowledgeable of the necessary accommodations to help the resource room students succeed.
15. **Maintain confidentiality of student information.**

### **Teacher Reports**

1. If teachers are ill or unable to be present for work they must contact Cathy Gasparini by 6:30 a.m. so that she can arrange for a substitute. It is preferred, if possible, to notify the substitute coordinator the night prior to the absence. **Do not call after 9:30 p.m.** Also, each teacher should have a substitute folder containing material to be covered during the teacher's absence. **The teacher is required to contact their building principal when they will not be present for work.**
2. On days when school will be closed due to weather or other unforeseen circumstances, notification to staff will be made via phone and email through the School Messenger System. It is the responsibility of the staff member to make sure the district office has a current telephone number on file.

3. Teachers are required to take attendance prior to beginning each class in middle and high school. At the elementary school, attendance will be taken first thing in the morning and first thing after lunch recess.
4. Teachers are to maintain lesson plan books. Teachers may be asked to submit lesson plans to their building principals.
5. Teachers are required to submit grades for the different grading periods and throughout the school year if requested by the student, parent or building principal.
6. Bus request forms must be filled out two weeks prior to the scheduled field trip. These forms are to be submitted via the building principals.

### **Student Homework**

1. Any class assignments considered homework should be a continuation of class activities with the same learning objectives. "Busy work" is not considered a worthwhile learning experience and is not a substitute for homework. When homework is assigned, it should be graded and returned within a reasonable amount of time so that reinforcement of desired learning takes place.
2. Students are allowed to make up homework from excused absences. The time allotted shall be equal to the number of days absent plus one-day. Any deviation of this must be coordinated through the teacher and or principal.

### **Facilities and equipment usage**

1. Building requests for gyms, weight room, and anything sports related is to go through the Activities Director.
2. The Technology Coordinator must authorize downloading of programs and loading of programs on the computer hard drive.
3. The District provides access to an electronic mail system whose data files are owned and controlled by the School District. The School District provides e-mail and Internet service to aid staff members in fulfilling their duties and responsibilities and as an educational tool. Staff are responsible for safeguarding their passwords/login information. Staff must do every effort to avoid accessing phishing emails, and if a phishing email is accidentally accessed the Technology Department should be notified immediately. (Board policy 6:235 and 6:235 AP2)

4. The District reserves the right to access and disclose the contents of any account on the system, without prior notice or permission from the account's user.
5. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum. **All emails are archived electronically even after deletion by the user.**
6. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
7. Any inappropriate message received from an unknown sender via the Internet should be immediately deleted or forwarded to the Technology Coordinator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that messages authenticity and the nature of the file so transmitted.
8. Students are not allowed on teacher workstations.

#### **Personal Phone Calls**

1. Personal phone calls should not be made on district phones and are to be made during duty free time on staff members' personal phone.

#### **Personnel Records**

1. The District maintains a complete personnel record for every current employee and former employee. The employees' personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision. An employee will be given access to his or her personnel records according to the guidelines developed by the Superintendent.

### General Personnel

1. Each full time professional staff member is granted 14 days sick leave each school year at full pay. Unused days are allowed to accumulate to 355 days. Sick leave means personal illness, quarantine at home, or serious illness or death in the immediate family household. Immediate family is defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parent's in-law, sister's in-law, brother in-law, daughter in-law, son's in-law, stepparents, stepchildren, and legal guardians. The minimum period of sick leave that may be claimed is one-half day.

The School board adheres to and follows the administrative procedures stated in the Family and Medical Leave Act of 1993.

(Board Policy 5:185)

2. Professional staff members are granted two personal leave days per year. Use of a personal day is subject to the following conditions:
  - Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Superintendent 3 days but not less than 24 hours in advance of the requested date.
  - Personal leave days may be used immediately before or immediately after a holiday in accordance to agreed upon plan. (see attached)
  - Personal leave days may not be used on conference or semester exam days.
  - The Superintendent may waive all restrictions when the request represents a hardship or emergency.
3. In order for college credit to be allowed for advancement on the salary schedule, the class must have been approved by the Superintendent prior to registration. Upon completion of the class an official transcript must be presented to the Superintendent's office by **September 15** of the new school year for your personnel file. All credits earned by the teacher will be evaluated and the teacher will be placed at the proper position on the salary schedule. Placing teacher's position on the salary schedule will only occur at that time of the year.  
(Pre-approval of college course and Report of Course Completion)
4. Pecatonica School District provides equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, 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. (Board policy 5:10)

5. Pecatonica School District provides employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances. (Board policy 5:20)

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Employees should report claims of sexual harassment to the Uniform Grievance Procedure. (Board policy 2:260)

#### ***Nondiscrimination Coordinator***

|                      |  |
|----------------------|--|
| <b>Name</b>          | <b>Superintendent William Faller</b>         |
| <b>Address</b>       | 1300 Main Street, Pecatonica, Illinois 61063 |
| <b>Telephone No.</b> | 815-239-1639                                 |

#### ***Complaint Managers:***

Tim King, Middle School Principal  
1200 Main Street, Pecatonica, IL 61063  
Phone: 815-239-2612

Carrie Brockway, Elementary Principal  
721 Reed Street, Pecatonica, IL 61063  
Phone: 815-239-2550

6. All District workplaces are drug and alcohol free workplaces. All employees shall be prohibited from:
  1. Unlawful manufacture, dispensing, distribution, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District.



2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District. (Board policy 5:50)
7. Requests for approval to attend a conference or other instructional activities should be discussed in advance with the Principal and the Principal's signature should be obtained on the "Absence Request" form. This form should then be submitted to the Superintendent.
8. Employees with regularly scheduled work hours will be photographed each school year and receive an employee identification card that will act as a pass for themselves good for free admittance to Pecatonica School District home interscholastic events (does not include tournaments).
9. Court duty. The District will pay full salary during the time an employee is on jury duty or pursuant to a subpoena, serves as a witness or has a deposition taken in any school related matter pending in court. The District will deduct the court duty remuneration, from the employee's compensation. An employee should give at least 5 days' prior notice of pending jury duty to the District. (Board policy 5:80)
10. Ethics. All District employees are expected to maintain high standards in their school relationships to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others. (Board policy 5:120)
11. Teacher evaluation (see teacher evaluation plan)
12. Information regarding field trips. (Board policy 6:240)
13. The school district is required to keep student records confidential. Teacher's grade books are considered part of student's records and must be kept confidential. (Board policy 7:340, 7:340R)
14. Teachers are required to establish a system of grading which conforms to the district policy. This system will accurately portray academic achievement. (Board policy 6:280, 6:280-AP)
15. Notice of Asbestos removal from the buildings, which comprise the Pecatonica School District.



## **General Personnel**

### **Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Illinois Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at [report.cybertip.org/](http://report.cybertip.org/) or [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

### **Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training**

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every five years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

### **Special Superintendent Responsibilities**

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

#### Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

LEGAL REF.: 105 ILCS 5/10-21.9.  
20 ILCS 1305/1-1 et seq., Department of Human Services Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

## **Educational Support Personnel**

### **Employment Termination and Suspensions**

#### **Resignation and Retirement**

An employee is requested to provide two 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 two months before the retirement date.

#### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or 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 School Board consistent with the Board's goal of having a highly qualified, high performing staff.

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

The Board may, as necessary or prudent, decide 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, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

#### **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 next regular pay date following the last day of employment.

#### **Suspension**

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or

2. Remove the employee as recommended, proceeding with:
  - a. A suspension with pay; or
  - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.  
105 ILCS 5/10-22.34c and 5/10-23.5.  
325 ILCS 5/7.4(c-10).  
820 ILCS 105/4a.

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

## **Instruction**

### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,

4. Restrict unauthorized access, including “hacking” and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District’s *Authorization for Electronic Network Access* as a condition for using the District’s electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District’s computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.  
Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l).  
Enhancing Education Through Technology Act, 20 U.S.C §6751 *et seq.*  
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.  
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development),  
6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media  
Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs),  
7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310  
(Restrictions on Publications)

ADMIN PROC.: 6:235-AP1 (Administrative Procedure - Acceptable Use of Electronic Networks),  
6:235-AP1, E1 (Student Authorization for Electronic Network Access), 6:235-AP1, E2  
(Exhibit - Staff Authorization for Electronic Network Access)

## **Instruction**

### **Administrative Procedure - Acceptable Use of Electronic Networks**

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

#### **Terms and Conditions**

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.



- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

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

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

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.



- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

#### Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.:       No Child Left Behind Act, 20 U.S.C. §6777.  
                           Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).  
                           Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq.  
                           Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

## **General Personnel**

### **Personal Technology and Social Media: Usage and Conduct**

#### **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. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

**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 readily 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. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
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 or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
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 during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this 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)

## **General Personnel**

### **Family and Medical Leave**

#### **Leave Description**

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original

certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

#### Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

#### Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

#### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)



## **General Personnel**

### **Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status 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; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

#### **Nondiscrimination Coordinator :**

\_\_\_\_\_  
Name

William Faller

\_\_\_\_\_  
Address

1300 Main Street, Pecatonica, IL 61063

\_\_\_\_\_  
Email

Billfaller@pecschools.com

\_\_\_\_\_  
Telephone 815-239-1639

#### **Complaint Managers:**

\_\_\_\_\_  
Name

Valerie Abel

\_\_\_\_\_  
Address

1300 Main Street, Pecatonica, IL 61063

\_\_\_\_\_  
Name

Elizabeth Himes

\_\_\_\_\_  
Address

1200 Main Street, Pecatonica, IL 61063

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Email  
valabel@pecschools.com  
Telephone 815-239-2611

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Email  
lizhimes@pecschools.com  
Telephone 815-239-2612

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

### Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:      8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
                     20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by  
   34 C.F.R. Part 106.  
                     29 U.S.C. §206(d), Equal Pay Act.  
                     29 U.S.C. §621 et seq., Age Discrimination in Employment Act.  
                     29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
                     38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights  
   Act (1994).  
                     42 U.S.C. §1981 et seq., Civil Rights Act of 1991.  
                     42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29  
   C.F.R. Part 1601.  
                     42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.  
                     42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.  
                     42 U.S.C. §2000e(k), Pregnancy Discrimination Act.  
                     42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.  
                     Ill. Constitution, Art. I, §§17, 18, and 19.  
                     105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and  
   5/24-7.  
                     410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.  
                     410 ILCS 513/25, Genetic Information Protection Act.  
                     740 ILCS 174/, Ill. Whistleblower Act.  
                     775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.  
                     775 ILCS 35/5, Religious Freedom Restoration Act.  
                     820 ILCS 55/10, Right to Privacy in the Workplace Act.  
                     820 ILCS 70/, Employee Credit Privacy Act.  
                     820 ILCS 75/, Job Opportunities for Qualified Applicants Act.  
                     820 ILCS 112/, Ill. Equal Pay Act of 2003.  
                     820 ILCS 180/30, Victims' Economic Security and Safety Act.  
                     820 ILCS 260/, Nursing Mothers in the Workplace Act.



CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

## **General Personnel**

### **Workplace Harassment Prohibited**

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

### **Sexual Harassment Prohibited**

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

### **Making a Complaint**

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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

### **Whom to Contact with a Report or Complaint**

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

**Nondiscrimination Coordinator:**William FallerName1300 Main Street, Pecatonica, IL 61063Addresswilliamfaller@pecschools.comEmail815-239-1639Telephone**Complaint Managers:**Valerie AbelName1300 Main Street, Pecatonica, IL 61063Addressvalerieabel@pecschools.comEmail815-239-2611TelephoneElizabeth HimesName1200 Main Street, Pecatonica, IL 61063Addresslizhimes@pecschools.comEmail815-239-2612Telephone**Investigation Process**

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

**Enforcement**

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

**Retaliation Prohibited**

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

#### Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.  
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.  
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).  
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Harris v. Forklift Systems, 510 U.S. 17 (1993).  
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).  
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).  
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

## **Professional Personnel**

### **Student Teachers**

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *105 ILCS 5/21.9(g) Check* shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. The Superintendent or designee will provide each student teacher with a copy of his or her report.

### **Assignment**

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.  
Uniform Conviction Information Act, 20 ILCS 2635/1.  
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

**General Personnel**

**Drug- and Alcohol-Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

1. the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. the distribution, consumption, possession of or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one that is:

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or state controlled substance acts.

As a condition of employment, each employee shall:

1. abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five 5 calendar days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. make available materials from local, state and national anti-drug—and alcohol-abuse organizations;
4. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;

5. establish a drug-free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace,
  - b. available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. the penalties that the District may impose upon employees for violations of this policy.

District Action Upon Violation of Policy

An employee who violates the terms of this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The School Board shall take disciplinary action with respect to an employee conviction of a drug offense in the workplace within thirty 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Safe and Drug-Free Workplace and Communities Act of 1994, 20 U.S.C. Section 7101 et seq. Controlled Substances Act, 21 U.S.C. Section 812; 21 C.F.R. 1308.11-1308.15. Drug-Free Workplace Act of 1988, 41 U.S.C. Section 701 et seq. Americans With Disabilities Act, 42 U.S.C. Section 12114. Drug-Free Workplace Act, 30 ILCS 580/1 et seq.

REVISED: June 17, 1996, per PRESS revision of March 1996; March 27, 2000, per PRESS of January 2000.

## **General Personnel**

### **Employee Ethics; Conduct; and Conflict of Interest**

#### **Professional and Appropriate Conduct**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

#### **Statement of Economic Interests**

The following employees must file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

#### **Ethics and Gift Ban**

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

#### **Prohibited Interests; Conflict of Interest; and Limitation of Authority**

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award when the employee has a real or apparent conflict of interest as defined by 2 C.F.R. §200.318(c)(1). Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

#### **Outside Employment**

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

Incorporated

by reference: 5:120-E (Code of Ethics for Illinois Educators)



LEGAL REF.: U.S. Constitution, First Amendment.  
2 C.F.R. §200.318(c)(1).  
5 ILCS 420/4A-101 and 430/.  
50 ILCS 135/.  
105 ILCS 5/10-22.39 and 5/22-5.  
775 ILCS 5/5A-102.  
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program)

## **Students**

### **Harassment of Students Prohibited**

#### **Bullying, Intimidation, and Harassment Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct 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. A student may choose to report to a person of the student's same sex. Complaints will be kept

confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

**Complaint Managers:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

## **Instruction**

### **Field Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

## **Students**

### **Student Records**

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

### **Student Biometric Information Collection**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.  
50 ILCS 205/7.  
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.  
105 ILCS 10/, Ill. School Student Records Act.  
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.  
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.  
23 Ill.Admin.Code Parts 226 and 375.  
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).  
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule for Destruction of School Student Records)



## **Instruction**

### **Grading and Promotion**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

## **Professional Personnel**

### **Maintaining Student Discipline**

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

## ASBESTOS

### MEMO TO STUDENTS, PARENT(S) AND FACULTY

August 1, 1996

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This law requires all schools, kindergarten through twelfth grade, to be inspected for asbestos-containing building materials, to develop a management plan outlining a program to control and/or abate such materials, and to notify building occupants. This letter will serve as that notice.

In order to bring our schools into compliance with these regulations, Peconic Schools contracted with Hall-Kimbrell Environmental Services, Inc. to do an initial inspection. Based upon the results of the inspection and laboratory analysis of samples taken, a management plan was written which outlines our intent for controlling and abating any asbestos containing materials. The district management plan is available for your review in the District Administration Office with school specific plans available in the grade school and high school offices.

We have begun the process of managing those materials found to be asbestos containing. Our custodial people have received special training to qualify them to conduct their routine activities around asbestos containing materials.

The required systematic schedule of monitoring, employee training, record keeping and three-year re-inspections will be an ongoing process. The management plan documents the location of the materials, their composition and serves as a record of biannual inspections of the materials. These biannual inspections document the condition of the asbestos and determine whether the condition of the material has changed since the last inspection.

If you have any questions, please feel free to contact the school superintendent. He would be happy to discuss any matters pertaining to asbestos in our schools, its location and specifically what we have done or plan to do in managing this material.

## APPENDIX D

### School Pest Management Statement

Structural and landscape pests can possess significant hazards to people, property and the environment. Pesticides can also pose hazards to people, property and the environment. It is therefore the policy of the Pecatonica School District to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

#### Pests

Pests are populations of living organisms (animal, plants or microorganisms) that interfere with the human purposes for the school site. Strategies for managing pest populations will be influenced by the pest species and any threat they pose to people, property or the environment.

#### Pest Management

Pests will be managed to:

- Reduce any potential human health hazard, if to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life for students, staff and others.

#### Integrated Pest Management Procedures

IPM procedures will determine ways to control pests and whether to use mechanical, physical, chemical, cultural or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property and the environment.

The choice of using a pesticide will be based on a review of all available options and a determination that those options are not acceptable or not feasible. Selected non-chemical pest management methods will be implemented whenever possible. It is the policy of the Pecatonica School District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used to meet important management goals, the least hazardous material will be chosen. The application of such pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act, School District policies and procedures, U.S. Environmental Protection Agency regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

#### Education

Staff, students, pest managers and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

#### Record-keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and School Board. Records must be current and accurate if IPM is to work. Additionally, pest surveillance data sheets, which record the number of pests or other indicators of pest populations, are to be maintained to verify the need for treatments.

#### Notification

The Pecatonica School District takes the responsibility to notify student's parents or guardians and the school staff of upcoming pesticide treatments. Notices will be posted in designated areas at school and sent home with students.

#### Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for available use during the year. Pesticides will be stored and disposed of in accordance with the US EPA, registered label directions and state regulations. Pesticides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

#### Pesticide Applicators

Pesticide applicators will be educated and trained in the principles and methods of IPM and the use of pesticides approved by the Pecatonica School District, and will follow regulations and label precautions. The Pecatonica School District requires applicators to be certified in conformity with this School District's IPM policy and Pest Management Plan. See also Pecatonica Board of Education policy 4-100.



## Asthma Emergency Protocol for Children with Asthma Who Do Not Have Their Own Emergency Plan

**ASTHMA**  
(or Respiratory Distress)  
*Standard Protocol for Students  
without a Personal Asthma Action Plan*

### POSSIBLE OBSERVATIONS/SYMPTOMS

(May include one or more of the following.)

- Coughing, wheezing, noisy breathing, or whistling in the chest
- Difficult breathing, tightness in chest, shortness of breath, or chest pain
- Self reporting/complaints of discomfort when breathing
- Breathing hard and fast
- Nasal flaring (front part of nose opens wide to get in more air)
- Can only speak in short sentences or not able to speak
- Blueness around the lips or fingernails

### ACTIONS

1. **Quickly evaluate the child. Call 911 and immediately administer quick-relief medication if in severe distress! (For example: unable to speak, lips blue or peak flow < 50% of predicted best).** Administer oxygen, if available, and patient is in respiratory distress.
2. Restrict physical activity and allow student to rest. Encourage student to breathe slowly and relax.
3. Place the student in an area where he/she can be closely observed. Never send a student to the health room alone.
4. Check and record:
  - a. Peak flow meter reading. (If personal best is unknown, use prediction chart.)  
**CALL 911 if peak flow is less than 50% of personal or predicted best.**
  - b. Respirations and pulse (Normal rates listed on back. Report to MD or EMS)
5. **Administer quick-relief medication. Medication must be ordered by a personal physician order or a standing order signed by a school physician or public health physician.** Administer albuterol from school supply, if available and student does not have a personal albuterol inhaler. Use a spacer and disposable mouthpiece.
6. Contact parents (even if situation does not appear severe).
7. Reassess student after 10-15 minutes. Check for ease of breathing, peak flow, pulse, and respirations.
8. If student is improving, keep the student in the health room under supervision until breathing returns to normal.
9. **If student is not improving contact student's physician or call 911.**
10. With parental permission, provide report of health room encounter to student's physician.
11. Obtain a personal asthma action plan for this student from the student's family or physician.

### Normal Breathing and Pulse Rates by Age (from EPR-2)

| Age         | Breathing Rate | Pulse Rate  |
|-------------|----------------|-------------|
| < 2 months  | <60/minute     | <160/minute |
| 2-12 months | <50/minute     | <120/minute |
| 1-5 years   | <40/minute     | <110/minute |
| 6-8 years   | <30/minute     | <110/minute |
| 9-15 years  | <30/minute     | <100/minute |
| 16-18 years | <20/minute     | <90/minute  |

The Board of Education (BOE) and the Pecatonica Education Organization (PEO) have agreed to allow three (3) teachers, one teacher per building, to take one (1) of their personal days per year on the day before and three (3) teachers, one teacher per building, the day after a holiday weekend. Priority will be given to those with major lifetime events, such as weddings, birth of a grandchild, dropping student off at college, first time requests, etc.

Holidays include:

Labor Day

Columbus Day

Veteran's Day (if we don't waive)

Martin Luther King Day (if we don't waive)

President's Day/Lincoln's Birthday (depending on which one for the year)

Easter Weekend (if not connected to Spring Break)

Memorial Day (if we are in session)

We will allow a maximum of two (2) teachers from one building to access the use of personal days, if teachers from the other schools choose not to use a personal day prior to or after a holiday. A maximum of three (3) teachers will have access to personal days in the district prior to and after a holiday weekend.

A teacher wanting to take a personal day prior to or following a three day Holiday weekend:

- are required to submit the appropriate request on a paper form **four weeks prior to and include the purpose** of their request.
- If more than 3 requests are received conflicts will be resolved by a committee composed of the PEO executive board and superintendent to prioritize and determine which personal days will be granted based on the purpose given. Names selected will be ranked in order of priority.
- A decision will be made within three (3) weeks of the requested date and all parties will be notified of the outcome to allow time to get it on Skyward and substitutes notified.
  - If there are numerous requests that cannot be prioritized based on the purposes given, names will be drawn from a hat by the aforementioned committee and the individuals drawn will be notified.
  - Once a person has been identified to receive a personal day they must use the personal day or the next person in line becomes the recipient.

A record of granted holiday leaves will kept in order to be fair to all certified staff.

Dennis Miller      10/6/14  
President                      Date  
BOE

Michelle Wilcox      10-6-14  
President                      Date  
PEO

Certified Staff,

The sick day calculations will be recomputed in accordance to the request below. The new calculations will be reflected on your employee access account

The Pecatonica Education Organization (PEO) would like to continue with the current practice regarding the use of partial sick days.

1. A full sick day will constitute 440 minutes/7 hours 20 minutes, a half of a day will be 220 minutes/3 hours 40 minutes.

OR

2. Partial sick time will be in 60 minute/one hour increments.

Half a sick day = 220 minutes (3 hours 40 minutes)

- |              |                  |
|--------------|------------------|
| a. Morning   | 7:40am - 11:20am |
| b. Afternoon | 11:50am - 3:30pm |

Personal Days can only be used in full or half day increments (no partial/hourly)

- |              |                  |
|--------------|------------------|
| a. Morning   | 7:40am - 11:20am |
| b. Afternoon | 11:50am - 3:30pm |

We know that lunches are at staggered times, so if you need to return shortly after 11:20am or leave prior to the 11:50 time, you and your principal will need to have a discussion on how to cover your classroom while you are gone. This needs to be done through the principal not on your own.

#### Calculation of Sick Leave days

Number of days found on the June 20, 2014 pay statement **plus** unused personal days **plus** 14 days for the 2014-2015 school year multiplied by 440 minutes (one day = 440 minutes) giving us the number of minutes that are accumulated for previous sick time.

**(Special cases not applicable to everyone)** Previous partial sick days will be converted from hours to minutes and added to the total minutes of accumulated previous sick leave.

Subtract any time that you have used since start of year. (1 day = 440 minutes)

You will then need to divide the final number by 60 to convert it back to hours and minutes to verify that the time is correct.



Skyward will convert the minutes to hours. Your total available sick leave will be reflected in hours and minutes.

1 sick leave day = 440 minutes (7 hours 20 minutes)

**EXAMPLE** (The yellow boxes will be specific to you.)

|                  |   |                             |   |                           |   |            |
|------------------|---|-----------------------------|---|---------------------------|---|------------|
| '13-14 Sick days | + | '13-14 Unused Personal days | + | '14-15 new Sick days (14) | = | Total days |
|------------------|---|-----------------------------|---|---------------------------|---|------------|

$$200.5 + 2 + 14 = 216.5$$

|            |   |     |   |               |
|------------|---|-----|---|---------------|
| Total days | x | 440 | = | Total minutes |
|------------|---|-----|---|---------------|

$$216.5 * 440 = 95,260$$

|               |                |    |   |                    |
|---------------|----------------|----|---|--------------------|
| Total minutes | / (divided by) | 60 | = | Hours with decimal |
|---------------|----------------|----|---|--------------------|

$$95,260/60 = 1587.6667$$

To convert the decimal to minutes, do the following step.

|                   |   |    |   |         |
|-------------------|---|----|---|---------|
| Decimal part only | x | 60 | = | minutes |
|-------------------|---|----|---|---------|

$$0.6667 * 60 = 40 \text{ which is 40 minutes}$$

Skyward should reflect 1587 hours 40 minutes of Sick Leave

(**Special cases not applicable to everyone**) Previous partial sick days will be converted from hours to minutes and added to the total minutes of accumulated previous sick leave.

Any questions please contact one of us.

Deb Runte  
Dave White  
Michelle Wilcox  
Bill Faller

## FIELD TRIP APPLICATION

Pecatonica C.U.S.D #321

### INSTRUCTIONS

1. Complete this form and submit it to the **building Principal** at least two weeks prior to trip date.
2. Contact the **sub-coordinator, transportation director and food service director:**
  - Contact Sub coordinator at least five (5) school days prior to trip.
  - Email transportation director when submitting form.
  - Notify food service director of number of students will be missing from lunch and field trip day at least two (2) weeks prior to trip.
  - Distribute a list of the students attending the field trip to the transportation director.
  - Provide transportation director with written directions to trip location, maps and other pertinent information at least five (5) days prior to trip.
3. Distribute a list of students, teachers and chaperones attending to the office before trip departs.
4. Attach a copy of letter to parents/guardians to this application.
5. Be sure to take permission slips with you on the trip.
6. Field trips will not be approved in the month of May without special admin approval
7. **It is your responsibility to immediately notify the sub-coordinator, transportation director and food service director if this trip is canceled, Rescheduled or any information has changed.**

CLASS/GRADE LEVEL \_\_\_\_\_ STAFF MEMBER (S) \_\_\_\_\_

# OF STUDENTS/STAFF/CHAPERONES \_\_\_\_\_ WHEEL CHAIR BUS \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_ LOCATION \_\_\_\_\_

LOCATION ADDRESS \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

IF USING SCHOOL BUS NO EARLIER THAN 8:10 - BUS NEEDS TO BE BACK BY 2:30 (NO LATER)

Names of chaperones \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF SUBS REQUIRED \_\_\_\_\_

NAME OF STAFF REQUIRING SUBSTITUTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CIRCLE ONE**

FULL DAY

½ DAY AM

½ DAY PM

\*\*\*\*\*

**THIS IS A CHARTER TRIP \_\_\_\_\_ YES**

\*\*\*\*\*

To be completed by Building Principal:

1. This trip is eligible for transportation reimbursement. YES NO

\*\*\*\*\*

Permission for Field Trip is:

**GRANTED**

**DENIED**

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

Permission for Field Trip is:

**GRANTED**

**DENIED**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date



**GRADUATE CREDIT AND MASTERS PROGRAM**  
Pecatonica Community Unit School District #321

Name \_\_\_\_\_ Teaching Position \_\_\_\_\_

1. I would like to secure approval to enroll and take a course for credit on the **salary schedule**.

School through which the course is available \_\_\_\_\_

Course Number \_\_\_\_\_ Number of Semester Hours \_\_\_\_\_

Course Name \_\_\_\_\_

Course Description \_\_\_\_\_

2. I would like to secure approval to pursue the following program toward achieving a **Master's Degree** in \_\_\_\_\_

*(Written proof of acceptance into an approved Master's program required)*

Name of School \_\_\_\_\_

Course Number \_\_\_\_\_ Number of Semester Hours \_\_\_\_\_

Course Name \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_ Approved for Salary Schedule Date \_\_\_\_\_

\_\_\_\_\_ Approved for Master's Degree Date \_\_\_\_\_

\_\_\_\_\_ Not Approved Date \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*\*Transcripts must be mailed directly to the school district from the school. We cannot accept transcripts issued to students.\*\**

**GRADUATE COURSE WORK REIMBURSEMENT FORM**  
Pecatonica C.U.S.D. #321

1. Signed Course approval form must be on file.
2. **Submit all of the following items** to receive tuition reimbursement. All items must be submitted by September 15 to apply to the current year's salary schedule:
  - a. Course approval form copy
  - b. Official course transcript (must be issued to school district)
  - c. Proof of tuition payment
  - d. This completed form
3. You must have received a grade of A, B, or Pass.
4. Reimbursement will be in the amount specified by the current PNA.

Name \_\_\_\_\_

Course School \_\_\_\_\_

Course Title \_\_\_\_\_

Course Date \_\_\_\_\_

Course Number \_\_\_\_\_

Semester Hours \_\_\_\_\_

.....

Your personnel file records indicate an education level of \_\_\_\_\_

The Superintendent agrees that reimbursement for the described course should be paid in the amount of \$\_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_

*\*\*Transcripts must be mailed directly to the school district from the school. We cannot accept transcripts issued to students\*\**

# REIMBURSEMENT FORM

Pecatonica C.U.S.D. #321

Name \_\_\_\_\_ Date \_\_\_\_\_

Date(s) of mtg. \_\_\_\_\_ Location of mtg. \_\_\_\_\_

**REGISTRATION FEE** \_\_\_\_\_ Previously paid by district (\$) \_\_\_\_\_  
\_\_\_\_\_ Paid by employee (\$) \_\_\_\_\_  
..... **subtotal \$** \_\_\_\_\_

**ACCOMMODATIONS** Hotel \$ \_\_\_\_\_  
..... **subtotal \$** \_\_\_\_\_

| <b>MEALS</b> | Breakfast | Lunch | Dinner |
|--------------|-----------|-------|--------|
| Date _____   | _____     | _____ | _____  |
| Date _____   | _____     | _____ | _____  |
| Date _____   | _____     | _____ | _____  |

*Meal receipts must be itemized. Reimbursement for alcoholic beverages is prohibited.*

..... **subtotal \$** \_\_\_\_\_

**TRAVEL** \_\_\_\_\_ miles at \$.575 per mile \_\_\_\_\_  
(Proof of insurance is required for mileage reimbursement)  
Cabs/Tolls/Tips/Parking \_\_\_\_\_  
Other \_\_\_\_\_  
..... **subtotal \$** \_\_\_\_\_

..... **TOTAL REIMBURSEMENT DUE \$** \_\_\_\_\_

**Professional leave for Certified Staff limited to 3 total days, \$800 total cost (including travel reimbursements) per year.**

Principal's Recommendation \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Recommendation \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

**Receipts are required for reimbursement.**