



RIVER BEND COMMUNITY UNIT SCHOOL  
DISTRICT # 2

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# Employee Handbook

**August 2019**  
**(Additional Board of Education Policies Included)**

## **FOREWORD**

This Employee Handbook is presented in response to a request from RBEA to publish an annual Employee Handbook. The handbook provides employees with policies and procedures in River Bend Community Unit School District #2. All employees are advised to read and become familiar with the contents of this Employee Handbook. The handbook is organized by topic in alphabetical order. The handbook is posted on the district website for easy access. Printed copies have not been prepared but anyone who wants a printed copy can print one. Any suggestions for improving this handbook should be addressed to the building principal or district superintendent.

Board of Education Policies are available on the district web page. Updates to policies are managed electronically.

## **RIVER BEND BOARD OF EDUCATION PHILOSOPHY**

The River Bend Board of Education:

- 1) Desires an educational program which reflects the needs and desires of the total community.
- 2) Wants to communicate the programs, needs, and accomplishments of the District to its constituents.
- 3) Feels that all aspects of the educational program should be open and available to citizens of the District, at the appropriate age and/or grade level.
- 4) Desires that all students within the District be provided the opportunity for educational development to the limits of their capacities without regard to race, creed, religion, or sex.
- 5) Intends to encourage advanced planning through the best possible budget procedures and guide the expenditure of funds for improvement of teaching and learning.
- 6) Believes the administration of the school system is responsible for the direction and coordination of students and staff in efforts to reach educational goals adopted by the Board within the guidelines established by Board Policy, The School Code, and employee agreements.

## **ABSENCE FROM SCHOOL/ASSIGNED POSITION**

In case of illness or inability to be on duty, the employee should notify their supervisor the day before if possible. To request a substitute on the morning of an absence, an employee should call the administrator of the building between 6:00 – 6:15 A. M. and give the following information: name and reason for absence (sick, personal, bereavement), and possible date of return. Please call before 6:15 A. M. if possible. If the principal cannot be reached, please call Rachel Snyder. Do not call prior to 6:00 A. M. Employees will not be granted sick leave time if a supervisor is not contacted prior to the work day starting. In the case of an emergency, please contact the supervisor as soon as possible (no-call no-show will be handled as a discipline issue). **\* The absence/leave request form can be found at the back of this document. Page-33**

## **ACCIDENTS**

All accidents occurring at school which result in injury to students or employees should be reported to the office immediately. Any further action will be taken by office personnel. Employee must complete Accident Report form in the office.

## **ACTIVITY FUND \*See Cash/Purchasing Procedures for additional details (page 8)**

The School Activity Fund is established to deposit all funds collected by the school or any employee. All funds collected on campus must be deposited daily into the Activity Fund. Payments from the Activity Fund may be made with the approval of the group sponsor and the Principal. The sponsor is responsible for the Activity Fund and the principal has approval over its uses. Fund raising requests are to be made in writing to the principal's office.

## **CAFETERIA GUIDELINES**

In order to be consistent in our expectations for students' behavior in the cafeteria, remind students that they should walk in the cafeteria, go to the end of any line, be seated while eating, clean up their tables, and put away their trash.

## **CHAIN OF COMMAND**

Chain of Command concisely defined is the [order](#) in which [authority](#) and [power](#) in an [organization](#) is wielded and delegated from [top management](#) to every [employee](#) at every level of the organization. Chain of Command is as follows: immediate supervisor, building principal, superintendent, Board of Education.

## **CHEATING POLICY**

Cheating may occur. If it does, on the first time a student is caught cheating in the classroom, follow this procedure:

- 1) Give both the "giver of information" and the "receiver of information" a "0" on the work they are doing.
  - 2) Call both students' parents and warn the parents that a second offense will result in an office referral.
- If a student cheats a second time, he/she should be referred to the principal.

## **CLASSROOM TEACHERS**

The classroom teacher is under the immediate supervision of the school principal and is responsible for directing and evaluating the learning experiences of the students in all activities sponsored by the school. The duties and responsibilities listed below are to be used as guidelines for all classroom teachers in the performance of their jobs. The list is not all inclusive; however, it does cover the primary duties and responsibilities of the classroom teacher. A classroom teacher will be expected to:

- 1) direct and evaluate the learning experiences of students in both curricular and extracurricular activities
- 2) provide guidance to the pupils in promoting their welfare and educational development
- 3) establish and enforce rules and regulations for the management of the classroom
- 4) handle discipline of students in compliance with the local and state requirements
- 5) protect school property
- 6) supervise the student body in all locations of the school building and grounds
- 7) be an active participant in professional development
- 8) maintain a professional relationship with all colleagues
- 9) evaluate the effectiveness of all policies and report to the principal
- 10) interpret the policies of the school to parents and other patrons
- 11) display a positive attitude about the school to students and the community
- 12) notify principal, counselor and parents when students make verbal or written comments that are cause for concern or inappropriate.

## **COMMUNICATIONS**

- 1) Each employee is assigned an e-mail address and a mailbox for receiving messages and materials. Please check e-mail and mail boxes several times a day.
- 2) Announcements are made over the P. A. system and in written form. Announcements should be given to the office on the form provided before 8:15 A. M. each morning.
- 3) An activity calendar is maintained on the district web site.
- 4) All communications sent home to parents/guardians, except the day-to-day homework and notes concerning the student, must have the approval of the principal.

### **CONFERENCE/PREPARATION PERIOD**

Teachers and ESPs should be available to plan lessons, meet/speak with the teachers or counselors, parents, or administrators when they are not scheduled in class or assigned to other duties. If an employee needs to leave the building during this time, he/she must contact the principal and sign out in the office. This includes individuals with extra-curricular assignments.

### **CONFIDENTIAL INFORMATION**

There is a level of privacy and confidentiality that must be protected for our schools concerning students. During the year, teachers may receive written confidential information concerning their students which must be kept in a secure place.

### **CUSTODIAL SERVICES**

- 1) Requests for minor maintenance, additional cleaning of an area or other services should be made in the principal's office in writing on the proper form. Do not make requests of the custodian unless it is an emergency.
- 2) Custodians are responsible for emptying the trash cans daily, cleaning chalkboards and chalk trays, sweeping and mopping the tile floors/vacuuming carpet floors, repairing pencil sharpeners, furniture, other minor classroom maintenance, outside landscaping upkeep, and other duties as assigned by the principal
- 3) Stackable chairs should be stacked before students leave at the end of the day. Paper clips and paper should be picked up during the last class of the day. Custodians have been instructed to inform the principal of classrooms which routinely require extra cleaning efforts. Please report problems so they can be corrected.

### **DISCIPLINE**

- 1) Discipline is everyone's responsibility. Report any discipline problems to the principal.
- 2) If a student must be removed from the classroom, they should be sent to the office, not set in the hallways.

### **DRESS CODE FOR EMPLOYEES**

Behavior and attitude take precedence over styles for all employees. Variety, individualism, and freedom of choice and taste are encouraged as long as others' rights and freedom are not jeopardized. Appearance or dress should not interfere with or detract from the day-to-day educational process. Attire reflects the quality of the school. Dress should comply with prevailing styles in the culture and community. The principal has authority over propriety of clothes. The Superintendent and School Board, in this order, may rule on any grievance concerning a principal's decision.

### **EMERGENCY PROCEDURES**

Emergency procedures are outlined in school building classroom crisis management books.

### **EMPLOYEE EXPECTATIONS**

- 1) K-8 teacher school hours are 7:50 A. M. to 3:20 P. M. High School teacher school hours are 7:45 A. M. to 3:30 P. M. Teachers have duty free lunch and the principal may allow staff members to leave.
- 2) Teachers are to be on time to faculty meetings.
- 3) Teachers are responsible for the information which is given in the bulletin. Do not schedule student detention on the days faculty meetings are held in the afternoon.
- 4) Employees are to be on time at their duty stations. Do not shift duty responsibilities onto other faculty members by failing to show up at designated duty.

- 5) Lesson plans are due Monday at 8:05 A. M. Plans should be placed in the appropriate box in the office. Teachers must follow the principal's guidelines for lesson plans.
- 6) Employees are to follow established guidelines for the Learning Resource Center. When using River Bend Community Unit School District #2 technology and equipment there is no expectation of privacy. Computers that are the property of the school are not for personal use. This could include the Internet and sending and receiving of e-mail. Computer hardware is for school purposes only. Inappropriate use may subject you to disciplinary action, including termination of employment.
- 7) Employees are to conduct themselves professionally at all times.
  - A. Employees will not touch students when disciplining students. If a student refuses to obey, send for the principal at once.
  - B. Employees will not use inappropriate language in the classroom or during co-curricular or extracurricular activities.
  - C. Employees will not permit students to criticize other Employees or subjects during class time or in any publication.
- 8) Employees are to read the "Employee Handbook."
- 9) Teachers need to read the Student-Parent Handbook before the school year starts.
- 10) Teachers are required to attend significant evening performances, activities, meetings, and events as determined by the administration. (Examples: Christmas program, Open House, Graduation, Committee/Staff meetings, etc.)
- 11) Employees are not allowed to date students.

### **EMPLOYEE'S CHILDREN ATTENDING RIVER BEND SCHOOLS**

Employees whose children are attending River Bend Schools must abide by the following: (These employees will be referred to as "parents".)

- 1) All students in River Bend School will be treated equally and fairly. No special privileges (i.e., allowed to be tardy, walking halls without a pass, etc.) will be granted to any student or group of students.
- 2) All conferences to discuss a child's progress will be held at the scheduled teacher's convenience. Parents will not discuss their child with the teacher before school, during lunch, or during class time, unless it has been so arranged by the scheduled teacher. A parent who fails to do this will receive an administrative reprimand.
- 3) Students should not be given access to memo-faculty bulletins from the administration or other teachers. This must be followed for: confidential memos and for disciplinary referrals from the principal.
- 4) No student is allowed into the faculty workroom at any time, even when accompanied by the parent. (This includes weekends and "after hours" on weekdays.)
- 5) Those students who accompany a parent into the building prior to 7:45 A. M. or who are in the building after 3:30 P. M. dismissal bell are not allowed to wander through the school.
- 6) No student will be dismissed early from lunch to go to the parent's room.
- 7) Parents should be professional at all times when discussing administrative policies, campus events, and faculty/staff members.
- 8) Parents need to respect the rights of their teaching colleagues.

### **EVALUATION**

At a minimum, all ESPs are evaluated once a year. Non-tenured staff working toward tenure are evaluated two times a year, all non-tenured staff who are part time are evaluated once a year, and all tenured staff are evaluated once every two years. Effective the 2014 – 15 school year, teacher evaluation will be conducted using the Danielson Framework. Starting in the 2016-17 school year evaluations will include student growth. Student growth for evaluation purposes will count for 30% of an overall evaluation. Student growth evaluation guidelines can be found at: <https://sites.google.com/a/riverbendschools.net/student-growth/>

## **EXAMINATIONS FULTON HIGH SCHOOL**

Special examinations must be given in all courses at the end of each nine weeks period. A semester examination schedule will be posted when semester exams are to be administered. A schedule will be posted by the principal as agreed upon by the staff, and all exams must be given at the scheduled time unless other arrangements are made in the office. Written semester exams are required in all courses. Movies cannot be shown during any day scheduled for semester examinations.

## **EXCUSING STUDENTS DURING INSTRUCTIONAL TIME**

- 1) If a student brings a note from home specifying that the student is to be dismissed at a particular time, the student should be instructed to take it to the office to obtain an office dismissal slip. When the adult comes to pick up the student, the office will call. At the high school, the student must sign out in the office on excused early dismissals.
- 2) Restrict use of the restroom. Students have passing time for that purpose. If a student is to be allowed to use the restroom, it must be on a one-at-a-time basis. At Fulton High School, employees must issue a hall pass each time a student leaves the room to use the restroom and maintain a written record of the students who have been allowed to leave the classroom with time of departure and arrival.
- 3) Students may be excused during class, only if absolutely necessary, to go to the bathroom, lockers, get drinks, etc. At Fulton High School, employees must issue hall passes and limit the number of students out of the room at one time.

## **EXTRA-WORK ASSIGNMENT**

It is recognized by the principal that extra-work assignments may be used as student discipline for the violation of rules or regulations of the district. Such extra-work assignments may be required under the following guidelines:

- 1) If the punishment is a result of the destruction or defacing of school property, then the student may be required to repair damages or maintain the property for a specific period of time.
- 2) If academic work is considered, then that work assigned shall be designed to substantively increase the student's knowledge. Repetitious or rote assignments cannot be administered as punishment.
- 3) The work must be reasonable and in relation to the violation of the rule.

## **FACULTY MEETINGS**

Faculty meetings will be held on a regular basis. Meetings will be scheduled for the purpose of sharing information. Employees must attend unless previously approved by the principal.

## **FIELD TRIPS**

- 1) **The building principal may approve field trips taken during and after school hours. Only one field trip may be scheduled per day unless the teacher is transporting the students in a school vehicle. A field trip calendar has been created, please check with your principal for available dates.**
- 2) Field trips are limited to 80 miles round trip and are to be paid by outside sources.
- 3) Field trips must be educational in nature in K-5 and relate directly to the subject field in 6-12.
- 4) The activity must be correlated to the school curriculum.
- 5) Plan all phases of the trip thoroughly.
- 6) Request approval of the trip from proper authorities in writing, and keep written approval on file.
- 7) Notify the home in a written statement of the destination, time (departure and return), mode of transportation, and necessary expenditures.
- 8) Secure permission slips, or waiver forms, signed by the parent/guardian. It is important to note that this form merely indicates that the teacher exercised reasonable prudence in notifying the parent of the trip, and secured the parent's permission to involve the students.

- 9) Make a personal pre-visit to inspect the facilities, if possible.
- 10) Determine the appropriate ratio of adult/student.
- 11) Provide each student with a set of rules for safety and conduct, and discuss them thoroughly.
- 12) Assign a partner to each student.
- 13) Give the office a copy of the students and sponsors who are going on the trip.
- 14) Check students at each boarding and departure and periodically during the trip. Each adult should be provided with a list of students he/she is to supervise and should remain with that group throughout the entire trip.
- 15) Enlist the cooperation of one or several parents who the teacher in charge can notify in event of any delay during travel. Parents should be notified of this service and be encouraged to phone if inquiries are deemed necessary.
- 16) If possible, have one car follow any single bus trip to assist in case of an emergency.

### **FUND RAISERS**

A fund-raising activity may be defined as any activity involving participation of a student body or a school recognized student group undertaken for the purpose of deriving funds for a school or a school sponsored group or project. Approvals for all fund-raising activities must be approved by the principal, who is responsible for the funds. The funds go through an Activity Account or through other arrangements under the principal's supervision. The schools' Activity Accounts are audited annually.

The club sponsor or activity chairman is responsible for keeping accurate records for all fund-raising activities. Such records shall include original cash receipts for monies turned in to the principal and tabulation of monies collected from pupils. Records must be retained for audit purposes.

### **GRADE BOOK POWER SCHOOL**

PowerSchool and the grade book are legal documents to be kept as a part of the school's yearly records to reflect student attendance record and progress and learning reflected as grades or percentages of a teacher's evaluation for report card grades. PowerSchool and grade books maintenance are regularly checked as part of a teacher evaluation. Update grades at least once a week.

### **GRADE BOOK PROGRESS REPORTS**

Mid-quarter progress reports for each student will be available to parents via Power School the fifth week of each quarter. Any parent requesting a printed copy will receive a paper copy.

### **GRADES OF TRANSFERS**

When a student transfers from another school, his/her grades from the sending school are to be used in determining the nine weeks and semester grades. The office staff will coordinate the distribution of this information under the direction of the principal.

### **GUEST SPEAKERS**

Teachers who wish to have resource people speak to their classes must obtain approval from the principal's office at least one day prior to the scheduled visit.

### **HALL PASSES**

Student time in the hallways is to be limited to passing time. If absolutely necessary, students are to be accompanied by an employee or have a hall pass from an authorized staff member to be in the hallways after the bell has rung.

### **IN-SCHOOL APPOINTMENT**

If a student has been assigned to an In School Appointment (ISA), teachers must prepare appropriate assignments for the student. These assignments should be placed in the designated box as soon as possible. The deadline for assignments is 8:10 A. M. on the day the student begins the ISA. Students receive credit for work returned upon completion of ISA.

### **LEAVING THE CLASSROOM**

Students must be supervised at all times. Teachers and teacher aides are advised to never leave a classroom unsupervised. If there is an emergency, ask the nearest teacher, employee, or teacher aide to supervise the classroom and notify the office via phone or PA.

### **LIABILITY OF EMPLOYEES**

An employee may be held liable if a student is injured while on a personal errand for the employee, especially in sending students off the school campus. An employee may be held liable for administering any punishment that is not approved by the principal. The greatest liability lies in touching, grabbing, pushing, shaking, or physically intimidating a student. It is best practice to avoid physical contact with the students.

### **LOCKERS: RIVER BEND MIDDLE SCHOOL AND FULTON HIGH SCHOOL**

- 1) Students will be assigned a locker to help protect the books and possessions of the students
- 2) Students are to use their own lockers
- 3) Encourage proper care of lockers as a part of respect for property. Encourage students to keep lockers clean and neat, free of disposable materials (e.g. food, scrap paper, etc.), and free of writing.
- 4) Locker checks will be conducted throughout the year. During checks, students will remove all textbooks and personal belongings from their lockers for one class period. Administrators, office personnel, and volunteer employees will assist in removing all remaining items from each locker. Students will be given an additional five minutes to clean out their lockers and an additional five minutes to place textbooks and personal belongings back into their lockers.

### **PROCEDURES FOR COPIERS**

Each building principal will communicate copying procedures for each school.

### **PURCHASING SUPPLIES AND EQUIPMENT**

The school is not responsible for any obligations made by the individual employee unless there is a purchase order signed by the principal. See the building principal for additional supplies or equipment.

### **Fraud Protection Policy and Cash Receipts/Purchasing Procedures**

Updated August 2018

#### **Fraud Protection Policy:**

**Back Ground:** The District fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the school district. It is the intent of River Bend Schools to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

**Scope:** This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with River Bend Schools. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the District.



**Policy:** Administration is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. **Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of misleading another person.** Each member of the administrative team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to the superintendent and business manager who coordinates all investigations with the school attorneys.

**Actions involving Fraud:**

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation or theft of funds, securities, supplies, or other assets
- Impropriety or theft when handling or reporting of money or financial transactions
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related irregularity

**Investigation Responsibilities:**

The principal, superintendent or business manager have the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the investigators will issue reports to appropriate designated personnel and, if appropriate, to the Board of Education. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and superintendent, as will final decisions on disposition of the case.

**Confidentiality:**

The District treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify an administrator immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see REPORTING PROCEDURE section below). Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the District from potential civil liability

**Authorization for investigation:**

Members of the Investigation Unit will have:

- Free and unrestricted access to all District records and premises, whether owned or rented
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation

**Reporting Procedures:**

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. An employee who discovers or suspects fraudulent activity will contact the District administration immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the District's attorney. No information concerning the status of an investigation will be made public. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference. The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.

- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the District's attorney or school administrator.

### **Termination:**

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the superintendent and the District's attorney. Any final actions must be taken by the Board of Education. If a decision to terminate an employee is made, all District termination rights will be upheld. All efforts will be made to recover wrongfully obtained assets from fraudsters. Those found guilty of fraud will be reported to the authorities for investigation and prosecution.

### **Fraud Policy Administration:**

The superintendent is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed. Employees will receive the policy as part of an employee hand book.

## **Cash Receipts/Purchasing Procedures**

### **Cash Receipts**

**Gate Receipts/Concessions - FHS** - The Athletic Director determines who the ticket takers will be. After school, gate boxes are left in the concession stand (located in the commons area where the ticket takers will be located) for the ticket taker to pick up when he/she arrives at the school. The Athletic Director or Principal is responsible for getting the gate boxes from the vault (located in the main office) to the concessions area. After the contest, either the Athletic Director or Principal is responsible for returning the gate boxes to the vault in the main office. Gate boxes are always counted by at least 2 people. First, the ticket taker will count the gate box immediately following the game. At the end of the concession event the adult sponsor for the night will count the concession box, then sign off on the count sheet and leave it in the money box. The Athletic Secretary will recount the concession box the following school day. It is the responsibility of the Athletic Secretary to take the concessions and gate deposits to the bank.

**Gate Receipts/Concessions– RBMS** – The building secretary determines who the ticket taker will be. The gate box is left in the safe until the time of the contest. At that point, the building secretary gets the box out and takes it to the ticket taker. After the contest, the ticket taker counts the gate box and gives it to the building principal who puts it in the safe overnight. On the following school day, the building secretary recounts the box. At the end of the concession event, the adult sponsor for the night will count the concession box, then sign off on the count sheet and leave it in the money box. On the following school day, the building principal along with the building secretary recounts the concession box. The building secretary is responsible for taking the concessions and gate deposits to the bank.

**Lunch Money – FHS** – Lunch money is received by the lunch computer aide who in turn counts the money and has a second person count it as well. The lunch computer aide is responsible for taking the deposit to the bank.

**Lunch Money – RBMS – FES** – Lunch money is received by the cafeteria manager who in turns counts the money and has a second person count it as well. The cafeteria manager is responsible for taking the deposit to the bank.

**Book Rentals, etc.** – At registration time, when book rental and other fees are paid, the building secretary receives the money, counts it, has a second person count it as well – records it at the building level – takes the

deposit to the bank, with a copy of deposit coming to the District Office where the deposit is entered into the accounting program by the business manager.

### **Vending machine at FHS**

At FHS the machine is opened daily by the cafeteria manager and lunch computer aide, money is removed and counted by the manager and then recounted by the aide. The cafeteria manager takes it to the business manager at the District Office and the business manager recounts it as well and completes a deposit slip and takes it to the bank. The business manager records the deposit into the district account.

### **Grants**

Most of the grant funds come as a direct deposit into the District checking account. If a teacher receives a small mini-grant – then the process may vary. If it is a donation for the LRC, the librarian gives funds to the building secretary to deposit into the activity account for the library. The librarian is then responsible for spending the funds with the building secretary paying the bill and sending documentation to the District Office. All other small grants – the funds come to the District Office and the business manager deposits the funds into a district revenue account. We do get an annual grant from CF Industries that several teachers are able to use. The business manager at the District Office receives the check and deposits it into the district account. The business manager is the one that receives the bills and disburses the funds. For all EFT deposits the business manager pulls a list of deposits from the ISBE website and records the entries into the accounting program.

### **Activity funds**

Each building has its own activity fund. It is the secretary who receives the money, counts the money, has a second person count the money as well– records it at building level – takes the deposit to the bank, with a copy of the deposit coming to the District Office. The deposit information is then entered in the financial accounting software by the building secretary. If a bill is to be paid, the secretary is responsible for issuing the check and mailing it to the vendor and entering the information into the financial accounting software. A sheet listing the amount paid along with a copy of the bill is sent to the District Office. Any funds collected by a staff member for school related supplies and activities, requires documentation of a receipt to be given to the student or parent. To access funds from the activity account to pay a bill or receive reimbursement, employees must follow the purchasing procedures listed at the bottom of page 3 of this document. There are some expenses in the activity fund that are recurring monthly invoices, like pop/water and food invoices for the concessions. These types of invoices will be exempt from requiring a purchase order. Also exempt from requiring a purchase order are purchases made under the amount of \$250.00, with the stipulation that the person requesting the purchase get approval from the building principal before the purchase is made. In this case, after the approval from the building principal has been received, the individual can then proceed with making the purchase. After any purchase has been made in the activity fund, the individual must complete the bottom portion of the sheet that is a request for payment. Attached to the request for payment will be an invoice or receipt and a copy of the purchase order if that was required. ALL requests for payment forms MUST HAVE an invoice or receipt attached. No payment will be made without an invoice or receipt. The only exception to including an invoice or receipt would be payment of officials or payment to a parent as a refund of an item. At month end, the business manager will reconcile the activities account to the bank statement.

### **All District disbursements are sent at the District Office**

At the building level the employee – (teacher, cafeteria manager, custodian, etc,) completes the purchase procedures that are outlined on page 5. The following procedures will occur after step 6 of the purchasing

procedures on page 5. The business manager will enter the bills into the accounting program and prepares the board report. After board approval, the business manager prints disbursement checks on the 26<sup>th</sup> of each month with the Superintendent's signature and the Treasurer's signature, and payment is mailed from the District Office by the business manager to the vendors.

### **Imprest Account**

A request for payment is made at the building level by an employee and is approved by the building principal. (receipt or bill attached to request) They are sent to the District Office and given to the Superintendent's Secretary who is responsible for the imprest account. She writes the check for payment, which is signed by the Superintendent and the Superintendent's secretary and mails it to the vendor.

### **Purchasing Procedures**

1. Complete a purchase order (PO) in the financial accounting system.
2. After the PO information is entered it will go through the following approval process: Building Principal/Supervisor- Superintendent- Business Manager- Back to Requestor. Each individual in the approval process will receive an email letting them know they need to log in and approve or deny the request.
3. After all individuals in the approval process have viewed and approved the PO, a purchase order number will be assigned by the financial software based on information entered by the requester. The requester will then receive an email generated by the financial accounting system giving them approval to place the order. **Manual PO numbers will not be able to be given any longer as they are assigned by the financial accounting system.**
4. The Business Manager will print a copy of the PO for his/her records and email a copy of the PO to the requester and building secretary for their records.
5. After the order has been received, the requester will log back into the financial accounting system and mark that the item(s) on the PO have been received and this will prompt the Business Manager to pay the invoice once the invoice is received.

The district will only reimburse personal purchases with the original receipt and prior approval. Personal purchase reimbursement is discouraged. In order to help prevent personal reimbursement, the District has the following options available to employees: Visa Credit Card, Wal-Mart Credit Card and an Amazon corporate account. The Visa and Wal-Mart cards are available at the District Office. A building secretary may facilitate the use of the Amazon Corporate account.

### **District credit card usage**

The credit card may be used with prior approval through the purchase order procedures. When entering a purchase order for the district credit card, Visa must be chosen as the vendor. Please do not enter the entity (i.e. Dollar General) where the purchase will be made as the Business Manager is not going to be invoiced by that vendor but will be invoiced by Visa. Please enter the entity where the purchase will be made into the Internal Notes section of the purchase order. The credit card can also be used for travel if a pre-approved travel expense document is completed, approved and turned in. Following travel an itemized expense report with original receipts must be submitted to the District Office.

## **RECESS DUTY**

Employees assigned recess duty are responsible for the safe play of all students on the playground. Monitoring of recess must be done in a serious, conscientious manner. Employees should move around and monitor the grounds. Student reports to the on duty employee should be taken seriously and acted upon. Discipline while on duty is up to the certified staff or principal on duty (following building and state policies). Serious infractions of the rules should be referred to the principal.

At Fulton Elementary School, at least one supervisor is required to wear the provided first aid belts containing rubber gloves, instant ice bags, and band aids while on duty.

## **SCHEDULING**

As new students enter during the year, they will be assigned to classes with the least number of students whenever possible. However, student needs are the priority.

## **SCHEDULING SCHOOL ACTIVITIES**

Inform the principal prior to placing an activity on the school calendar. Do not plan an activity on a Wednesday night or the week of tests.

## **SCHOOL PROBLEMS**

When in doubt about any school policies or problems, talk about it with the principal. Recommend and discuss anything which will improve the school.

## **SOCIAL MEDIA POLICY**

The Board of Education Social Media Policy follows. So we all have common understanding that the board of education expects absolute fidelity to this policy, the policy in its entirety is presented below.

My concise summary of the Social Media Policy follows.

Personal Digital Devices → Colleagues & Parents OK

Personal Digital Devices → Students use district approved communication tools

5:125

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## **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, *Ethics and Conduct* 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, *Ethics and Conduct*; 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, *Ethics and Conduct*.
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 (Ethics and Conduct), 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)

Approved: December 19, 2016

5:125-E1

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## **General Personnel**

### **GUIDELINES FOR USING PERSONAL TECHNOLOGY AND COMMUNICATING ELECTRONICALLY WITH STUDENTS, STAFF, AND PARENTS/GUARDIANS**

The following guidelines are intended to help employees create appropriate and positive relationships with students, parents/guardians and staff in the event that electronic communication is used to communicate.

1. Do not discuss students, parents/guardians, or co-workers on your personal social networking site, even if you do not identify them as such.
2. Do not post any personally identifiable information regarding students, parents/guardians, or co-workers on your personal social networking site(s).
3. When communicating with students, parents/guardians, or staff via email, be conscientious about your email. Emails should be written with the same care and consideration as any other written correspondence. Emails should be proofread, should use complete sentences, and should be respectful, even in adversarial situations.
4. Do not, under any circumstances, use email, text messages, or social networking sites to develop or maintain a relationship with students. Do not send or receive sexually explicit or otherwise inappropriate pictures of any kind. Immediately notify your supervisor if you receive an inappropriate message/visual content from a student, parent/guardian or staff member.
5. Do not “friend” and/or “follow” students on social networking sites.
6. If you do “friend” and/or follow parents/guardians, or other staff members on social networking sites, be cautious of the personal information you post on your site.
7. Review your social networking site to determine if you have any inappropriate information on your site. If you do have inappropriate information that would be accessible to students, remove it.
8. It is advisable to set your privacy settings in a way that only your “friends” and/or “follow” can see pictures and information about you.
9. It is advisable to set your security settings to limit who can “tag” you in pictures or erase “tags” that would be inappropriate.

10. Be cautious about bringing personal technology devices to the workplace and storing such devices in your workspace in any manner that may allow students to gain access and/or view the electronic content.
11. Coaches and sponsors are to use the “Remind Me” app to communicate with parents and students.
12. Building staff who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.

Approved: July 15, 2013, Updated December 19, 2016

### **SPECIAL PROGRAMS AND PUBLICATIONS**

Any program, publication, or letter which concerns the school must be approved by the principal before it is sent out. Please submit the items 48 hours in advance.

### **STUDENT ABSENCES**

Temporary absence from personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other cause acceptable to the school administrator may be excused. As a general rule, family vacations, family business trips, ski trips, shopping trips, and participation in non-school sponsored activities are not unusual causes and are unexcused.

### **STUDENT DETENTION**

Detention is recognized by the principal as a legitimate form of student discipline. The principal will develop regulations governing the detention of students during or after school. Regulations address the following: Time in detention is planned as a learning experience, any hardship for student and parent resulting from the detention is to be considered, and appropriate supervision of the student (s) must be provided.

### **STUDENT DISCIPLINE**

Discipline is mandatory for an environment which is conducive to teaching and learning. Good discipline is fair, dignified, and in good temper. Developing responsible, respectful, problem-solving citizens who can perpetuate in this great democracy is a goal of education in this country. Each student is responsible for his/her own behavior in school and must accept full responsibility for the consequences of misbehaving. Students make choices. If they choose to violate the rules, then they receive a consequence. Teachers must inform students of the consequences. Corporal Punishment is against the law. All employees are responsible for enforcing school rules on any and all parts of the campus.

### **STUDENT ILLNESS**

The following are not considered legitimate reasons to refer a student to the office:

paper cuts, old scratches, scabbed over abrasions, splinters (they cannot be remove by office staff), aspirin, routine morning medication, sleepy or tired, vague complaints, sewing repair, medicine for very minor cuts and scratches, alcohol for pierced ears, some injury that parent has already checked out at home unless something new has developed such as increased pain or swelling, or more than one student from the room at a time unless an emergency occurs

The following are considered legitimate reasons to refer a student to the office:

rash, itching scalp, specific complaint of headache, stomachache, dizziness, etc., flushed cheeks, warm skin – possible fever, any fall which would have resulted in injury, bleeding cuts or open wounds requiring a bandage, and medications that are in the school office for the purpose of the student. Injured or at risk students must be accompanied to the office, not sent alone.



## **STUDENT PUBLICATIONS**

No one shall sell post or distribute on campus any literature which would substantially disrupt or materially interfere with normal school operations or literature that is constitutionally unprotected. If printed material or the distribution of the printed material is reasonably forecasted by the administration to cause disruption or interference with school activities, the administration will prevent such distribution. Distribution of printed matter may be prohibited if such matter is obscene, inflammatory or libelous.

Obscene literature, generally, is literature that is offensive to accepted standards of decency. Generally speaking, inflammatory language usually attacks ethnic, religious, or racial groups or aims at creating hostility and violence. Libelous literature (written, pictorial, or printed) unjustly damages a person's reputation. Students wanting to post, sell, or distribute printed, written or pictorial literature must be in compliance with school policy and constitutional law and registered with the principal before such matter is posted, sold, or distributed. Prompt approval or disapproval of such literature will be given by the principal in a reasonable length of time. Students who violate regulations regarding student publications will be punished as appropriate to situation in the judgment of the principal, including possible suspension.

## **STUDENTS RIGHTS AND RECORDS**

- 1) The school principal is the custodian of student records. Records may only be reviewed for specific purposes by specific certified staff when working with the student. The principal or his/her designee will produce records, when appropriate, for designated school staff. Any time the records of any student are reviewed by a member of the professional staff, the staff member must sign and date a log sheet in the folder.
- 2) All student records are open the student's parents/guardians.

## **STUDENT SUPERVISION**

Students must be supervised at all times. Students should never be left unattended in a classroom, locker room, laboratory, weight room, etc.

If an emergency dictates otherwise, notify the nearest employee of the situation so that he/she may monitor those students and/or notify the office by phone or PA. Close supervision of students can help to prevent damage to facilities, harassment, injury and other undesirable outcomes from occurring.

## **SUBSTITUTE INFORMATION**

Notify the principal and the secretary by 2:30 P. M. of the day before returning to school. Keep the principal and the secretary informed as to the expected length of an absence, as substitute employees must be released or retained by the principal or secretary. Employees must complete an absence form.

Employees must maintain a substitute employee packet. This packet is to be kept for a substitute or any other personnel who may need to instruct a class.

This packet should include:

- 1) Location of lesson plans/grade book
- 2) Class roster
- 3) Seating chart
- 4) Classroom or work procedure – lunch count, attendance, etc.
- 5) Daily schedule, copies of bell schedules
- 6) Employee duties (recess, detention, hall, lunch, etc.)
- 7) Plan period
- 8) Notification of any special students, problems, concerns
- 9) List of students who may be a help to the substitute

- 10) Emergency activities (list of tapes, exercises, games, etc. for use as an agent for classroom control)
- 11) Office contact person

### **VISITORS**

Approval for any visitors must first be obtained from the principal's office. No one is allowed in the classroom unless they have signed in at the office. Visitors will receive a badge.

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## **Operational Services**

### **Identity Protection**

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.  
50 ILCS 205/3, Local Records Act.  
105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

Approved March 18, 2019

## 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

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

Name  
 Superintendent  
 Address  
 1110 3<sup>rd</sup> Street  
 Email  
 Telephone 815-589-2711

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.

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

Name  
 Fulton High School Principal  
 Address  
 1207 12<sup>th</sup> Street, Fulton IL 61252  
 Email  
 Telephone 815-589-3511

Name  
 River Bend Middle School Principal  
 Address  
 415 12<sup>th</sup> Street, Fulton IL 61252  
 Email  
 Telephone 815-589-2611

Name  
 Fulton Elementary School Principal  
 Address  
 1301 7<sup>th</sup> Avenue, Fulton IL 61252  
 Email  
 Telephone 815-589-2911

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)

Approved: June 17, 2019

## 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:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Address

1110 3<sup>rd</sup> Street, Fulton IL 61252

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone 815-589-2711

### **Complaint Managers:**

Name  
Fulton High School Principal  
Address  
1207 12<sup>th</sup> Street, Fulton IL 61252  
Email  
Telephone 815-589-3511

Name  
River Bend Middle School Principal  
Address  
415 12<sup>th</sup> Street, Fulton IL 61252  
Email  
Telephone 815-589-2611

Name  
Fulton Elementary School Principal  
Address  
1301 7<sup>th</sup> Avenue, Fulton IL 61252  
Email  
Telephone 815-589-2911

Name  
Address  
Email  
Telephone

### 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)

Approved: March 18, 2019



## General Personnel

### Drug- and Alcohol-Free Workplace; Tobacco Prohibition

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Possession or use of medical cannabis.

For purposes of this policy, a controlled substance means a substance 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 Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this 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.

### Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.

### District Action Upon Violation of Policy

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

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 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.: Americans With Disabilities Act, 42 U.S.C. §12114.  
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.  
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.  
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.  
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.  
Drug-Free Workplace Act, 30 ILCS 580/.  
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

Approved: October 19, 2015

## General Personnel

### Exhibit - Code of Ethics for Illinois Educators

Code of Ethics for Illinois Educators, Illinois State Board of Education (23 Ill.Admin.Code §22.20)

#### a) Responsibility to Students

The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:

- 1) Embody the Standards for the School Support Personnel Endorsements (23 Ill.Adm.Code 23), the Illinois Professional Teaching Standards (23 Ill.Adm.Code 24, 130), and Standards for Administrative Endorsements (23 Ill.Adm.Code 29), as applicable to the educator, in the learning environment;
- 2) Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socio-economic status;
- 3) Maintain a professional relationship with students at all times;
- 4) Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and
- 5) Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

#### b) Responsibility to Self

Illinois educators are committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois educators:

- 1) Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and understanding of current trends in both content knowledge and professional practice;
- 2) Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development;
- 3) Represent their professional credentials and qualifications accurately; and
- 4) Demonstrate a high level of professional judgment.

#### c) Responsibility to Colleagues and the Profession

The Illinois educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois educators:

- 1) Collaborate with colleagues in their respective schools and districts to meet local and State educational standards;
- 2) Work together to create a respectful, professional, and supportive school climate that allows all educators to maintain their individual professional integrity;
- 3) Seek out and engage in activities that contribute to the ongoing development of the profession;
- 4) Promote participation in educational decision-making processes;
- 5) Encourage promising candidates to enter the education profession; and
- 6) Support the preparation, induction, mentoring, and professional development of educators.

#### d) Responsibility to Parents, Families and Communities

The Illinois educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois educators:

- 1) Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;
- 2) Encourage and advocate for fair and equal educational opportunities for each student;

- 3) Develop and maintain professional relationships with parents, families, and communities;
  - 4) Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
  - 5) Cooperate with community agencies that provide resources and services to enhance the learning environment.
- e) Responsibility to the Illinois State Board of Education
- Illinois educators are committed to compliance with the School Code [105 ILCS 5] and its implementing regulations, and to State and federal laws and regulations relevant to their profession. Illinois educators:
- 1) Provide accurate communication to the Illinois State Board of Education concerning all educator licensure matters;
  - 2) Maintain appropriate educator licensure for employment; and
  - 3) Comply with State and federal laws and regulations.

Approved: July 20, 2015

## **5:130-AP – General Personnel**

### **Administrative Procedure - Email Retention**

Email and instant messages, including attachments that are sent or received by the District or District employees may be, depending on their content, subject to disclosure under the Freedom of Information Act and/or discovery in litigation as evidence in support of a claim. Employees must use the same standards of judgment, propriety, and ethics with email as they do with other forms of school business-related communications. All district inbound and outbound emails/instant messages are maintained for 5 years.

Accordingly, employees have the same responsibilities for email and instant messages as they do for any other communication and must distinguish between record and non-record messages. No District record, no matter its form, may be destroyed if it is subject to a litigation hold. See administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. For guidance on School Board member use and retention of email, see 2:140-E, *Guidance for Board Member Communications, Including Email Use*.

### **Non-Record Messages**

Email and instant messages are “non-record messages” if they do not evidence the District’s organization, function, policies, procedures, or activities; or contain informational data appropriate for preservation. These are generally informal or preliminary drafts, notes, recommendations, or memoranda that do not contain official action. Examples include:

1. Personal correspondence not received or created in the course of District or school business, such as, “What’s for dinner?” or “I’ll be glad to drive to the meeting.”
2. Publications or promotional materials from vendors and similar materials that are available to anyone.
3. Draft material.

If the email or instant message is a “non-record message,” the record is maintained in the district email vault for five years, however is not subject to disclosure under the Freedom of Information Act.

### **Official Record Messages**

Email and instant messages are “official record messages” if they are evidence of the District’s organization, function, policies, procedures, or activities or contain informational data appropriate for preservation. Examples include:

1. Policy documents or contract related documents.
2. Correspondence, e.g., letters, memos, emails from individuals, companies, or organizations requesting information about the District or school policies or practices and the responses to these requests.
3. Project reports.
4. Correspondence dealing with significant aspects of District administration or a school executive office, including messages containing information concerning policies, programs, fiscal and personnel matters, and contracts.

All official record messages are maintained in the district email vault for five years and are subject to disclosure under the Freedom of Information Act. Also see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

Approved: June 19, 2017

## General Personnel

### Copyright

#### Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

#### Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

#### Copyright Infringement; Designation of District Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

#### **District DMCA Agent:**

\_\_\_\_\_  
Name

Superintendent

\_\_\_\_\_  
Address

1110 3<sup>rd</sup> Street, Fulton IL

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

815-589-2711

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.  
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

Approved: April 16, 2018

## General Personnel

### Administrative Procedure - Copyright Compliance

These guidelines help staff members determine if they may use non-original work freely or whether permission is needed to use or copy it. Whenever a staff member is uncertain, has questions, or needs permission from a copyright owner to use or copy a work, he or she should contact the Superintendent or designated copyright compliance officer. Appendix 1 is a *Fair Use Assessment Factors Checklist*. Appendix 2 contains use resources available online.

1. Is the work copyright protected? *A “no” means you may use the work freely; a “yes” or uncertain answer means you should proceed with the second query.*
  - a. No, if it is in the public domain.
  - b. No, if it is a U.S. Government publication.
  - c. No, if it is an idea or method described in copyrighted work.
  - d. The presence of a copyright notice is not determinative.
  - e. Yes, almost all other works.
  
2. Do you want to exercise one of the copyright owner’s exclusive rights? *A “yes” or uncertain answer means you should proceed with the third query.*
  - a. Yes, if you plan to copy the work.
  - b. Yes, if you plan to use the work as the basis for a new work.
  - c. Yes, if you plan to electronically distribute or publish copies.
  - d. Yes, if you plan to perform music or drama, recite prose or poetry, or if you plan to play a video and/or audio digital or tape recording or a CD-ROM or DVD.
  - e. Yes, if you plan to publicly display the work.
  
3. Does your planned use of the work require the copyright owner’s permission? *A “no” means you may use the work, provided that any copies contain the copyright notice as it appears in the original work; a “yes” or uncertain answer means you should contact the Superintendent or designated copyright compliance officer.*
  - a. No, if your planned use of printed work is within the *fair use* exception as defined in 17 U.S.C. §107. See Appendix 1.
  - b. No, if your planned use of the work is within the *library’s special rules* exception as defined in 17 U.S.C. §108.
    - A library may make a single copy containing the copyright notice for the purpose of archiving lost, stolen, damaged, or deteriorating works.
    - A library may make a single copy containing the copyright notice for a student or staff member at no more than the actual cost of photocopying, provided that the library finds that the copyrighted work cannot be obtained elsewhere at a fair price.
  - a. No, if your planned use of the work is within the *educational performances and displays* exception as defined in 17 U.S.C. §110.

Performances by teachers or students are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.
  - d. No, if you plan to use it in an overhead or opaque projector for instructional purposes.
  - e. No, if you plan to copy and use music for academic purposes, other than performance.
  - f. Yes, notwithstanding the above, if you plan to create anthologies, compilations, or collective works.
  - g. Yes, notwithstanding the above, if copies will be *consumed* during the course. *Consumable* works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.
  - h. Yes, notwithstanding the above, if you plan to substitute copies for the purchase of the work; likewise, if you yearly copy the same item.

- i. You must receive permission from the Superintendent or designated copyright compliance officer before showing the off-air recording of television programs, video rentals, or videos purchased for home use. You must follow any applicable license agreements.
- j. You must receive permission from the Superintendent or designated copyright compliance officer before using any non-District owned software and/or CD-ROM or DVD products in District-owned equipment. No one may install or download any program on District-owned equipment without the Superintendent or designee's permission.
- k. You must follow licensing agreements applicable to District-owned software and CD-ROM or DVD products.
  - Licensing agreements with the manufacturer and vendor shall be followed.
  - Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment, and to avoid the use of single copy software or CD-ROM products across a network with multiple users unless the applicable license agreement permits.
  - A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the District shall make a back-up program in accordance with the terms of the applicable licensing agreement or 17 U.S.C. §117.

**Appendix 1: Copyright Fair Use Assessment Factors Checklist**

Purpose and Character of Use of Copyrighted Work

Use this checklist to analyze whether material falls under the *fair use doctrine*. Factors favoring fair use will generally indicate that material may be used without seeking permission from the copyright owner. Factors opposing fair use require permission to reprint or adapt the material from the copyright owner. If a copyright owner is known, always request permission before using any material.

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Teaching	<input type="checkbox"/> Commercial activity - gain of financial rewards from ( <i>sic</i> ) use; e.g., sale of goods, services; advertising; fundraising, etc.
<input type="checkbox"/> Research/Scholarship/Academics	<input type="checkbox"/> Profiting from use
<input type="checkbox"/> Nonprofit educational institution	<input type="checkbox"/> Bad-faith behavior; e.g., misrepresentation of intended use
<input type="checkbox"/> Criticism	<input type="checkbox"/> Denying credit to original author or artist
<input type="checkbox"/> Comment	<input type="checkbox"/> Entertainment
<input type="checkbox"/> News reporting	
<input type="checkbox"/> Used to create something new	
<input type="checkbox"/> Restricted access given	
<input type="checkbox"/> Parody	

Nature of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Published work	<input type="checkbox"/> Unpublished work
<input type="checkbox"/> Factual or nonfiction based	<input type="checkbox"/> Highly creative work (art, music, novel)
<input type="checkbox"/> Out of print work	<input type="checkbox"/> Fiction

Amount and Substantiality of Copyrighted Work Used



Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Small amount used	<input type="checkbox"/> Large portion or whole work used
<input type="checkbox"/> Portion used not central or significant to entire work	<input type="checkbox"/> Portion used is the heart of the work

Impact on Market of Copyrighted Work

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> User owns lawfully acquired/purchased copy	<input type="checkbox"/> Could replace sale of copyrighted work
<input type="checkbox"/> One or few copies made	<input type="checkbox"/> Significantly impairs market/potential market of copyrighted work or derivative work
<input type="checkbox"/> No significant effect on market/potential market for copyrighted work	<input type="checkbox"/> Reasonable available licensing mechanisms
<input type="checkbox"/> No similar product marketed by copyright holder	<input type="checkbox"/> Affordable permission to use copyrighted work available
<input type="checkbox"/> No ready licensing or permission mechanism	<input type="checkbox"/> Numerous copies made
	<input type="checkbox"/> Made accessible on the internet or elsewhere
	<input type="checkbox"/> Repeated or long-term use

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**Appendix 2: Copyright Resource List**

U.S. Copyright Office

[www.copyright.gov](http://www.copyright.gov)

Copyright Act, as amended, Title 17 of the United States Code

[www.copyright.gov/title17/92chap1.html](http://www.copyright.gov/title17/92chap1.html)

Copyright Term and the Public Domain in the United States; updated every Jan. 1.

[copyright.cornell.edu/resources/publicdomain.cfm](http://copyright.cornell.edu/resources/publicdomain.cfm)

Cornell University Copyright Information Center

Circular 21: Reproductions of Copyrighted Works by Educators and Librarians

[www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)

U.S. Copyright Office

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals (see Circular 21: Reproductions of Copyrighted Works by Educators and Librarians, page 6)

[www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)

TEACH Act (Technology, Education and Copyright Harmonization Act of 2002)

[www.copyright.gov/legislation/pl107-273.pdf](http://www.copyright.gov/legislation/pl107-273.pdf)

The TEACH Act and some Frequently Asked Questions

[www.ala.org/advocacy/copyright/teachact/faq](http://www.ala.org/advocacy/copyright/teachact/faq)

TEACH ACT - Amended Section 110(2) Comparison Chart, Sections 110(1)-(2)

[www.unc.edu/~unc1ng/TEACH.htm](http://www.unc.edu/~unc1ng/TEACH.htm)

The University of North Carolina at Chapel Hill

WIPO (World Intellectual Property Organization)

[www.wipo.org](http://www.wipo.org)

MPAA (Motion Picture Association of America)

[www.mpaa.org](http://www.mpaa.org)

iCopyright.com (Automated copyright licensing system for digital content)

[www.icopyright.com](http://www.icopyright.com)

Permissions Group (Negotiation of rights and fees for the use of copyrighted material in and for all media)

[www.permissionsgroup.com](http://www.permissionsgroup.com)  
SIIA (Software & Information Industry Association)  
[www.siiia.org](http://www.siiia.org)  
CCC Copyright Clearance Center (Copyright permission for publications worldwide)  
[www.copyright.com](http://www.copyright.com)  
ASCAP (American Society of Composers, Authors and Publishers)  
[www.ascap.com](http://www.ascap.com)  
BMI (Broadcast Music Inc.)  
[www.bmi.com](http://www.bmi.com)  
SESAC, Inc. (A performing rights organization)  
[www.sesac.com](http://www.sesac.com)  
The Harry Fox Agency, Inc. (Licensing agency for U.S. music publishers)  
[www.harryfox.com](http://www.harryfox.com)  
The Authors Registry (Maintains an extensive directory of authors)  
[www.authorsregistry.org](http://www.authorsregistry.org)  
Copyright & Fair Use (Stanford University Libraries)  
[fairuse.stanford.edu/](http://fairuse.stanford.edu/)  
Copyright Society of the USA  
[www.csusa.org](http://www.csusa.org)  
The Copyright (Copyright Registration and Information Resource)  
[www.benedict.com](http://www.benedict.com)  
Crash Course in Copyright  
University of Texas Libraries  
[copyright.lib.utexas.edu/](http://copyright.lib.utexas.edu/)  
Kohn on Music Licensing  
[www.kohnmusic.com](http://www.kohnmusic.com)  
National Writers Union  
[www.nwu.org](http://www.nwu.org)  
Poets & Writers, Inc.  
[www.pw.org](http://www.pw.org)  
Project Gutenberg (Internet's oldest producer of FREE electronic books (eBooks or eTexts))  
[www.gutenberg.org](http://www.gutenberg.org)  
WATCH: Writers and Their Copyright Holders  
The University of Texas at Austin  
[tyler.hrc.utexas.edu/](http://tyler.hrc.utexas.edu/)

Approved: April 16, 2018

## General Personnel

### Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works

The following resources are a partial list of where to begin searching for permission to copy or use copyrighted work. Whenever it is unclear who the owner is, or if the owner is a legal entity of some kind (a business or organization), be sure that the person granting permission is authorized to do so. Once it is known whom to ask, initiate contact by writing a letter, calling, or emailing. Seek written permission that clearly describes its scope. Document the receipt of an oral permission and send the owner a confirming letter. A copyright protects materials regardless of whether the owner cares about protection or not. Thus, if required permission cannot be obtained, the work may not be used.

1. For information regarding how to find copyright owners, contact the Writers Artists and Their Copyright Holders (WATCH) program through the University of Texas, Austin's Harry Ransom Humanities Research Center at [research.hrc.utexas.edu/watch/](http://research.hrc.utexas.edu/watch/). Phone: 512/471-8944, Fax: 512/471-9646, Email: [www.hrc.utexas.edu/contact/](http://www.hrc.utexas.edu/contact/).
2. For a part of a book or a journal article, contact: Copyright Clearance Center, "CCC" Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone: 978/750-8400, Fax: 978/646-8600 Email: [info@copyright.com](mailto:info@copyright.com), [www.copyright.com](http://www.copyright.com).
3. For images, contact: The Film Foundation, 7920 Sunset Boulevard, 6<sup>th</sup> Floor, Los Angeles, CA 90046, Phone: 303/436-5060, Fax: 323/436-5061, Email: [www.film-foundation.org](http://www.film-foundation.org); American Society of Media Photographers, 150 North Second Street, Philadelphia, PA 19106, Phone: 215/451-2767, Fax: 215/451-0880, Email: [www.asmp.org](http://www.asmp.org).
4. If the author owns the copyright in a contribution to a periodical, magazine, or newspaper, permission may be obtained through The National Writers Union, PO Box 2424, Chicago, IL 60690, Phone: 312/924-1835, [www.nwu.org](http://www.nwu.org); and the Society of Children's Book Writers and Illustrators, 8271 Beverly Blvd., Los Angeles, CA 90048, Phone: 323/782-1010, Fax: 323/782-1892, Email: [scbwi@scbwi.org](mailto:scbwi@scbwi.org), [www.scbwi.org](http://www.scbwi.org).
5. For a musical work, contact: American Society of Composers, Authors and Publishers, (ASCAP) One Lincoln Plaza, New York, NY 10023, Phone: 212/621-6000, Email: [www.ascap.com](http://www.ascap.com); Broadcast Music Incorporated, (BMI), 320 West 57th Street, New York, NY 10019-3790, Phone: 212/586-2000, Email: [www.bmi.com/licensing](http://www.bmi.com/licensing); or SESAC, 55 Music Square East, Nashville, TN 37203, Phone: 615/320-0055, Fax: 615/329-9627, Email: [www.sesac.com](http://www.sesac.com).
6. To record and distribute a musical composition recorded by someone else, or synchronize music with visual images, contact: The Harry Fox Agency, Inc., National Music Publishers Association, 711 Third Avenue, 8th Floor, New York, NY 10017, Phone: 212/370-5330, Fax: 646/ 487-6779, Email: [www.harryfox.com](http://www.harryfox.com), [www.nmpa.org](http://www.nmpa.org).
7. Play Rights

Samuel French, Inc.  
235 Park Avenue South, 5<sup>th</sup> Floor  
New York, NY 10003  
Phone: 866/598-8449  
Fax: 212/206-1429  
[info@samuelfrench.com](mailto:info@samuelfrench.com)  
[www.samuelfrench.com](http://www.samuelfrench.com)

Anchorage Press (Plays for young people)  
c/o Dramatic Publishing  
311 Washington St.  
Woodstock, IL 60098-3308  
Phone: 800/448-7469  
Fax: 800/334-5302  
[customerservice@dpcplays.com](mailto:customerservice@dpcplays.com)  
[www.dramaticpublishing.com](http://www.dramaticpublishing.com)

Dramatists Play Service, Inc.  
440 Park Avenue South  
New York, NY 10016  
Phone: 212/683-8960  
Fax: 212/213-1539  
[postmaster@www.dramatists.com](mailto:postmaster@www.dramatists.com)  
[www.dramatists.com](http://www.dramatists.com)

8. For news archives, check the Web. Many of the largest news organizations have placed archives of their back issues online.
9. Movies  
The Motion Picture Licensing Corporation, 5455 Centinela Avenue, Los Angeles, CA 90066, Phone: 800/462-8855, Fax: 310/822-4440, Email: [mplc.org/index/contactform](mailto:info@mplc.com), [info@mplc.com](mailto:info@mplc.com), [www.mplc.com](http://www.mplc.com), grants public performance rights. If the author and the publisher are known, contact them directly. If the publisher is unknown contact: The Literary Marketplace, [www.literarymarketplace.com](http://www.literarymarketplace.com) (for books) or Ulrich's International Periodicals, [www.ulrichsweb.com](http://www.ulrichsweb.com) (for journals), both published by the R. R. Bowker Company, [www.bowker.com](http://www.bowker.com).
10. Changed Owner  
The apparent copyright owner may not be the real copyright owner. The U.S. Copyright Office, [www.copyright.gov](http://www.copyright.gov), provides online searching of its registration records and performs professional searches for a fee.
11. Software  
Contact the software's manufacturer at the address given on the licensing agreement.

Approved: April 16, 2018

## General Personnel

### Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment

#### Definitions

The definitions used in this procedure are in accordance with State and federal law. In the event of a change, these procedures shall be deemed to be modified to the extent required by the change.

**Works made for hire** - Instructional materials and computer programs (including written, electronic, digital, audio, visual materials and tapes, films, and works of art) when an employee creates them:

1. Within the employee's scope of employment,
2. In whole or in part during hours of District employment (not including lunch periods or other similar free periods),
3. Under the District's supervision or control,
4. As a direct result of the employee's duties with the District, and/or
5. Using District resources or facilities.

**Proceeds** - Profits derived from the marketing or sale of instructional materials after deducting the expenses of developing and marketing these materials.

**Computer program** - A series of coded instructions or statements in a form acceptable to a computer, which causes the computer to process data in order to achieve a certain result.

**Computer** - An internally programmed, general purpose digital device capable of automatically accepting and processing data and supplying the results of the operation.

#### Instructional Material Prepared Within the Scope of Employment

All instructional materials developed by an employee within the scope of District employment are works made for hire and belong to the District. The District is entitled to all proceeds from the marketing or sale of works made for hire other than computer programs.

An employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

#### Computer Programs Prepared Within the Scope of Employment

All computer programs developed by an employee within the scope of District employment are works made for hire and belong to the District.

An employee who develops a computer program is entitled to a share of the proceeds from its sale as agreed to by the District. Neither the employee nor the District may receive more than 90% of the proceeds. An employee's representative may conduct the negotiation; the School Board must approve all agreements.

The employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of District employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

The District shall compute proceeds. The proceeds of a computer program developed by more than one employee shall be equitably distributed among such employees, in proportion to their participation in the program's development.

LEGAL REF.: 17 U.S.C. §101.  
105 ILCS 5/10-23.10.

Approve: April 16, 2018

## Instruction

### Administrative Procedure - Acceptable Use of the District's Electronic Networks

All use of the District's 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 prohibited 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 networks 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** - Use of the District's electronic networks 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 networks. Some examples of unacceptable uses are:

- a. Using the networks 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 networks 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 networks 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 networks 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 networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the networks 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 Network, 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 Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**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.

Approved: October 17, 2016



## Students

### Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.: 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. §791 et seq., Rehabilitation Act of 1973.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200. CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Approved: January 17, 2018

## 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:**

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Name

Superintendent

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Address

1110 3<sup>rd</sup> Street, Fulton IL 61252

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Email

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Telephone 815-589-2711

**Complaint Managers:**

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Name

Fulton High School Principal

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Address

1207 12<sup>th</sup> Street, Fulton IL 61252

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Email

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Telephone 815-589-3511

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Name

River Bend Middle School Principal

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Address

415 12<sup>th</sup> Street, Fulton IL 61252

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Email

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Telephone 815-589-2611

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Name

Fulton Elementary School Principal

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Address

1301 7<sup>th</sup> Avenue, Fulton IL 61252

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Email

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Telephone 815-589-2911

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)

Approved: January 17, 2018

## Students

### Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

### Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

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

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

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

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

**Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

**Nondiscrimination Coordinator:**

\_\_\_\_\_  
 Name  
 Superintendent  
 \_\_\_\_\_  
 Address  
 1110 3<sup>rd</sup> Street, Fulton IL 61252  
 \_\_\_\_\_  
 Email  
 \_\_\_\_\_  
 Telephone 815-589-2711

**Complaint Managers:**

\_\_\_\_\_  
 Name  
 Fulton High School Principal  
 \_\_\_\_\_  
 Address  
 1110 3<sup>rd</sup> Street, Fulton IL 61252  
 \_\_\_\_\_  
 Email  
 \_\_\_\_\_  
 Telephone 815-589-3511

\_\_\_\_\_  
 Name  
 River Bend Middle School Principal  
 \_\_\_\_\_  
 Address  
 415 12<sup>th</sup> Street, Fulton IL 61252  
 \_\_\_\_\_  
 Email  
 \_\_\_\_\_  
 Telephone 815-589-2611

\_\_\_\_\_  
 Name  
 Fulton Elementary School Principal  
 \_\_\_\_\_  
 Address  
 3<sup>rd</sup> Street, Fulton IL 61252  
 \_\_\_\_\_  
 Email  
 1207 12<sup>th</sup> Street, Fulton IL 61252  
 \_\_\_\_\_  
 Telephone 815-589-2711

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

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

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

Approval: January 17, 2018

Employee → Secretary → Principal/Supervisor → Secretary → file

**ABSENCE/LEAVE REQUEST FORM**

River Bend Community Unit District #2  
1110 3<sup>rd</sup> Street, Fulton, Illinois 61252

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

Check Appropriate Line	Mark Dates	
_____ Sick Leave ( <b>beyond 3 days requires a doctor's note</b> )		Date/s Requested _____
_____ Professional Leave		Date/s Requested _____
_____ Personal Leave	Date/s Requested _____	
_____ Jury Duty/job related summons	Date/s Requested _____	
_____ Vacation Leave	Date/s Requested _____	
_____ Bereavement Leave	Date/s Requested _____	
_____ Association Leave	Date/s Requested _____	

\_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ Quarter (sick only) \_\_\_\_\_ Half \_\_\_\_\_ Three Quarter(sick only) \_\_\_\_\_ Full Day/s

\_\_\_\_\_ Substitute needed \_\_\_\_\_ No Substitute Time of departure/return \_\_\_\_\_

Please Check Reason for Sick Leave: \_\_\_\_\_ Personal illness \_\_\_\_\_ Quarantine at home \_\_\_\_\_ Serious illness or death in immediate family or household (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brother-in-law, sister-in-law, sons/daughters-in-law, and legal guardians) \_\_\_\_\_ Birth/adoption/placement for adoption. **Employees will not be granted sick leave time if a supervisor is not contacted prior to the work day starting. In the case of an emergency, please contact the supervisor as soon as possible. (no-call no-show will be handled as a discipline issue)**

**Personal Leave: Used for personal business of a nature which cannot be conducted at a time not in conflict with an employee's regular school day or an emergency over which the employee has no control. The intent of the personal day is not be used for vacation or an extension of time-off. Reason:** \_\_\_\_\_

**If you feel personal business is too private to report on the request please write "Personal business."**  
**To process personal leave requests, complete the form and give to your building principal or secretary. The building principal or secretary will send to the Superintendent via inter office mail or scan/email, the Superintendent will sign and return ASAP.**

Professional Leave Activity Name \_\_\_\_\_ Purpose: \_\_\_\_\_

Location \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

**PROFESSIONAL LEAVE COST ESTIMATE – EXPENSE REPORT REQUIRED**

Registration (attach completed form)	_____	
Hotel	_____	
Meals(\$25/day limit)	_____	
Mileage (.54 cents/mi)	_____	
Total	_____	(receipts required with expense report)

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

<b>OFFICE USE ONLY</b>	
Approved with Pay _____	Denied _____ Approved without Pay _____
Comments: _____	
Immediate Supervisor Signature _____	Date _____

Updated: September 21, 2015 – Revised August 2018