

Teacher Handbook
Rantoul Township High School
2015-2016

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BOARD OF EDUCATION

Kelly Foster, President
 Anne Reale, Vice-President
 Janet Brotherton, Secretary
 Joline Pacunas
 Doug Jordahl
 Roger Quinlan
 Jeremy Larson

ADMINISTRATIVE STAFF

Scott Amerio, Superintendent
 Todd Wilson, Principal
 Sandy Davis, Director of Special Programs, Principal of Eagle Academy
 Megan Anderson, Assistant Principal
 Brooke Billings, Assistant Principal
 Travis Flesner, Athletic Director/Dean of Students

GUIDANCE DEPARTMENT

Julie Kavanaugh, Counselor
 Cortni McCabe, Counselor

INSTRUCTIONAL TEAM LEADERS

Michelle Strater.....	Special Education
Laura Gowler.....	Science
Hanna Yeam.....	English, Foreign Language
Vickie Conlin.....	Business, Vocational-Technical
Greg Van Hoorn.....	Mathematics
Chris Wagner.....	Physical Education
Beth Carsley.....	Social Science
Mindy Moberg.....	Eagle Academy
Laura Billimack.....	Fine Arts

ELT Purpose

The RTHS ELT will ensure all students learn by providing support to our staff

R.T.H.S. MISSION STATEMENT

The mission of RTHS is to be caring, ethical, and accountable in order to foster school and community spirit; to create a safe, respectful community of learners; to encourage developments of intellectual, artistic, and athletic interests; and to understand diverse cultures and viewpoints in partnership with students, parents, and community.

R.T.H.S. VISION STATEMENT

At RTHS there is a climate of high expectations for success. A collaborative culture exists ensuring students' progress is monitored and communicated to students, parents, community, and one another.

CLASS SPONSORS

Freshman

Rachel Quigley

Sophomore

Junior

Trish Freeman

Alex Johnson

Senior

Jennifer Fowler

GENERAL TEACHER RESPONSIBILITIES

1. **TEACHER DAY:** The teacher's professional day shall begin at 7:45 am and end twenty-five(25) minutes after the end of the student's academic day, with the following exceptions:
 - A. On days preceding holidays the teacher's day shall end at the close of the student day.
 - B. Teacher professional days may start later or end earlier per decision by the administration. (This includes institute days)
 - C. During the period of an "Extended Contract" the professional day shall parallel that of the teacher's professional day during the school year.
 - D. In the event of a change to the regular school day the administration reserves the right to adjust start and end time (ex: heat schedule).
2. Teachers are to enforce school rules in the halls as well as their own classrooms.
3. Teachers are to keep accurate attendance records and to maintain such records for use when needed by the administrative staff.
4. Hall supervision between classes is to be maintained by the teachers being in the hall near door of their rooms during the passing of classes.
5. Teachers' meetings are to be attended by all teachers. Any teacher who is unable to attend is to notify the principal.

6. Teachers are to be on time to hall duty assignments. If a teacher is unable to perform assigned hall duty due to a meeting or other unavoidable circumstance, it is the responsibility of the teacher to arrange for his/her own substitute.
7. Room doors should be locked when the teacher is not in the room. Students should be allowed to be in the classrooms only when the teacher is present. Teachers are responsible for supervision and attendance of students who are assigned to them as aides.
8. Teachers must use the hall passes (paddle passes) assigned to them when allowing students to leave the room for any reason. Two part passes or intervention study hall request must be used during study hall to request that a student come to your room.
9. Teachers must maintain a hard copy grade book in addition to the online grade book provided. The hard copy grade book will be turned in at the end of the school year. Insertion of a weekly printout from Skyward is acceptable and may be kept in the red grade book. Grades and attendance should be included.
10. Unit plans should be maintained by the teacher. Format of unit plans may differ by instructional team; this format will be determined *through a collaborative process by the instructional team*.
11. If requested by the teacher, unit plans, weekly reflections and parent contacts may be turned in for feedback.

ABSENCE OF A TEACHER

If a teacher is unable to work due to illness, he/she is to call the high school at 892-6115. This will access a voicemail box for the teacher to leave a message about his or her absence. These calls must be made before 6:00 a.m. on the day of the absence. Additionally, an email should be sent to lkirk@rths.k12.il.us and trwilson@rths.k12.il.us. This redundancy will allow for suitable notification in case one of the systems goes down. Lesson plans are to be provided to the substitute teacher along with current and accurate class rosters for attendance. Each teacher must have an accurate seating chart. Three days worth of emergency lesson plans should be kept on file in the main office. These should be kept current and updated as needed. Emergency lesson plans are general plans that should be given to the office at the beginning of each semester. These plans are a backup plan if a teacher is unable to get plans to the school in time for the next day. Worksheets or a general activity that a substitute teacher could use is the anticipated content.

LEAVE (IAW the CBA)

PERSONAL LEAVE: Teachers shall be granted two (2) days annually of personal leave. Personal leave shall be used only for the purpose of handling emergency or pressing personal affairs, which cannot reasonably be taken care of on the weekend, after school hours or be delayed until a non-working weekday. Personal leave may not be used to fulfill the requirements of employment in an organization or agency other than Rantoul Township High School District #193. No reason for personal leave need be given.

A written application for personal leave shall be made to the immediate supervisor. Advance notice of personal leave shall be given as far as possible in advance and, except in emergency situations, shall be at least two (2) working days prior to the day of leave. Unused personal leave may accumulate to a maximum of four (4) days per year, and any unused personal leave days beyond four (4) shall accumulate as sick leave days.

Except in emergency situations, personal leave may not be taken during the first or last five (5) school days of a semester, on days when final examinations are scheduled, or to extend Thanksgiving, Winter Break or Spring Break. In order to use days on an emergency basis, the nature of the emergency must accompany the request to use personal leave.

Personal leave may, at the discretion of the Superintendent, be used in conjunction with single holidays, provided that at least ten (10) school days advance written notice is given to the Superintendent, unless emergency circumstances prevent such notice.

No more than three (3) teachers may be absent due to personal leave on a given day, except in emergency situations.

SICK LEAVE: Nine month employees shall earn twelve (12) days of sick leave per year with full pay and benefits. Any employee with a ten (10) month contract shall earn thirteen (13) days, an eleven (11) month contract shall earn fifteen (15) days, and a twelve (12) month contract shall earn sixteen (16) days of sick leave per year. The maximum number of days said leave can accumulate is unlimited. The District will notify each teacher by the end of the first semester of sick leave days accumulated at the end of the preceding year.

FAMILY AND MEDICAL LEAVE ACT: Teachers may use the benefits of the Family and Medical Leave Act (29 U.S.C. §2601, *et seq.*) (hereinafter referred to as “FMLA”) according to its terms. In all cases, sick days shall be used concurrently with the days granted under the FMLA until said sick days are exhausted, at which time the unpaid days provided for in the FMLA will continue.

PROFESSIONAL LEAVE

- A. Teachers shall be encouraged to participate in professional development opportunities.
- B. Teachers will submit a written request to their Educational Leadership Team Member for permission to attend meetings pertaining to their teaching area.
- C. The final approval shall be made by RTHS administration.

If a teacher is absent for any portion of the workday (7:45 a.m. - 3:30 p.m.), the following procedure is used. No less than ¼ of a day will be charged toward sick or personal leave if a compensated substitute is required. If a teacher is gone less than a 60 minutes and arranges his or her own substitute, who will not receive compensation, no time will be deducted. If a teacher is gone for any amount of time up to two hours and a substitute is compensated for covering that time, ¼ of a sick or personal day will be deducted from his or her sick or personal leave as appropriate. Absences of more than two clock hours, up to four clock hours, will result in a half-day deduction in either sick or personal leave. Absences of more than four clock hours will result in the deduction of one day of either sick or personal leave. The appropriate administrator will arrange for the substitute and the substitute will be paid.

Less than 60 minutes (between 7:45-3:30) No sub compensation required	No time used
Over 60 minutes but under 2 hours (between 7:45-3:30) with no sub required OR Under 2 hours with Sub compensation needed	¼ of a Medical day or Personal day used
Over 2 hours (between 7:45-3:30) Sub compensation or no sub compensation	½ of a Medical day or Personal day used
Over 4 hours (between 7:45-3:30) Sub compensation or no sub compensation	Full Medical or Personal day used

Any teacher who is leaving work before 3:30 p.m. is to get permission from one of the administrators. The sign-out sheet on the counter in the main office is to be used by teachers who are leaving the building briefly during their preparation period to run necessary errands or by those who are leaving for the day and who have previously informed an administrator. Any teacher, who will be arriving late in the morning, after 7:45 a.m., is to notify the principal or leave a voicemail at 892-6160.

In the event of sudden illness or injury of a staff member, the main office or any of the administrators should be notified immediately. The 911 emergency telephone system should be utilized to summon needed medical assistance. A substitute teacher will be arranged if needed.

ACCIDENTS AND EMERGENCIES

If a minor injury occurs to a student under a teacher's supervision, the student should be sent to the nurse's office. In the case of a more serious injury or an emergency, the teacher should either contact the nearest administrator or should utilize the 911 emergency telephone system to summon immediate medical assistance. **An accident report is to be completed in duplicate, one copy for the teacher's file and the other for the office file.** Students carry insurance protection and a report must be on file in the event a claim is made or it is needed for evidence of proof of such an accident. Failure to file such an accident form can be considered as negligence in the event of a lawsuit.

ASSIGNMENT REQUESTS

If a student is absent a parent may request the attendance or counseling center to obtain assignments. Such requests are sent to the teachers. If the request comes in before noon, the attendance or counseling center will ask that assignment sheets be returned by 3:30 p.m. the same day to the attendance office. If the request is after twelve noon, the attendance office will specify the following day. Whenever possible administration will notify teachers immediately of any student who is assigned in school isolation (ISI). Teachers will be requested to prepare work for the student at least the day before the ISI assignment. Requests made by 3:30 pm will need to be ready by the following morning at 7:45, and will be picked up by a TA.

An assignment form must be turned in even if there is no assignment for the time the student is absent. Assignments may be requested for out of school suspensions as well. Assignments for out of school suspension should be turned in to the counseling center. An assignment form must be turned in even if there is no assignment for the time the student is suspended.

STUDENT ATTENDANCE POLICY

The maximum number of excused absences is five days per semester. Parents may request an absence to be excused only for the following reasons: personal illness, family illness, medical/dental appointments, and funerals.

Absences beyond five will not be excused unless a doctor's written verification of illness is presented to the attendance center, which will notify a student's teachers. This applies whether or not a parent has called the school to excuse the student.

The appropriate administrator will notify parents when a student is approaching the maximum number of allowed excused absences. The administrative staff may make exceptions for unusual and extraordinary reasons or situations.

Absences due to school-sponsored activities (field trips, participation in R.T.H.S. sporting events, etc.) are not to be counted in the allowed number of excused absences.

All absences are to be excused by the parent on the day of the absence or by 8:00 a.m. the following morning. Unless there are extenuating circumstances, no absences will be excused after the deadline.

CALENDAR

All events requiring building facilities or involving student groups off of school grounds required the approval of Mr. Flesner if an athletic group or Mr. Wilson if any other is involved. If a teacher has not made a request for facilities on the appropriate form at least one week in advance of the activity, use of facilities may be denied. If no approval is given, the activity may not proceed. A calendar of all events will be kept online through Outlook or Athletics2000.

CHILD ABUSE AND NEGLECT

All school personnel who have reasonable cause to believe a child, known to them in their professional capacity, may be an abused or neglected child are required by law to immediately report the case to the Department of Child and Family Services (DCFS). An "abused" child is one whose parents, or immediate family member, or other person responsible for the child's welfare, or any individual residing in the same home, or a paramour of the child's parent, inflicts upon or creates a substantial risk of physical or emotional injury to the child, commits a sex offense against the child, or commits torture or inflicts excessive corporal punishment upon the child. A "neglected child" is one whose parent or other person responsible for the child's welfare fails to provide the child with such necessary care and support as nourishment, medical care, education as required by law, clothing and shelter, or who is abandoned. A child may not be considered abused or neglected solely because a parent or guardian, in good, faith depends upon spiritual prayer alone for the treatment of disease.

A report of suspected child abuse or neglect must be made orally to the DCFS either by calling the statewide 24-hour child abuse hotline number (1-800-252-2873) or by contacting the nearest DCFS office by telephone or in person. The oral report must be confirmed in writing to the appropriate Child Protective Service Unit within 48 hours. School personnel should, but are not required to, inform the school principal that they

have reported a suspected abuse or neglect case to the DCFS. When making a report to the DCFS, the following information is required, if known:

1. The name and address of the child and his/her parents or guardian.
2. The child's age, sex, and race.
3. The nature and extent of the abuse or neglect.
4. Any evidence of previous injury.
5. The names of the persons apparently responsible for the abuse or neglect.
6. The family's composition, including the names, ages, sexes, and races of other children.
7. The reporter's name, occupation, and a place where he/she may be reached.
8. The actions taken by the reporter.
9. Any other information the reporter believes to be helpful.

Any school personnel who report a suspected case of child abuse or neglect have complete legal immunity if the report was made in good faith. Any school personnel who willfully fail to report a case of abuse or neglect to the DCFS are guilty of a Class A misdemeanor and subject to a \$1,000.00 fine or up to one year in prison, or both. Any school personnel who knowingly transmit a false report to the DCFS are guilty of disorderly conduct and may be fined up to and including \$3,000.00.

CONFIDENTIAL INFORMATION

It is extremely important that faculty members are aware of the importance of controlling private information regarding students. Matters regarding students should not be discussed in public. Transcripts, student grades, deficiency reports, counseling referrals, detention notices, suspension or disciplinary letters and other paperwork involving students must always be controlled and restricted from incidental sharing. Staff members are to ensure that the following standards for confidential information and personal privacy are met:

1. Students should not have any access to see individual grades or teachers' grading sheets. Students are not to be given said forms or information to deliver. Procedures where teacher/students read grades aloud should not be used.
2. All transcripts are locked up when not personally supervised by an adult. All transcripts are to be secured every evening.
3. Academic Progress reports, disciplinary letters and other personal documents are not to be delivered by student helpers or left unattended in the offices.
4. Destruction of old records which contain grades or other personal information is completed in a timely, restricted way. Simply throwing these documents in the regular waste can is not adequate.

5. Student helpers need to be employed and used on work of a non-confidential nature. Although individual students like to share grades, GPA, and rank information, faculty members can share that information with only the student and the student's parent.
6. Please be alert to the volume of private office conversations. No one should be able to overhear conversations about discipline decisions, grades, or counseling sessions, etc.

CORRIDOR PASSES

No student should be in the corridors during class periods without the proper pass(paddle pass). Students frequently ask to get a drink or use the restroom during the latter part of a passing period. Discretion should be used when allowing this. Students bunching up at the water fountain or returning from the bathroom after the bell has rung causes confusion in the hallway. This is a difficult time for faculty and staff to determine who belongs in the hallway. During the class period, the proper hall pass must be in the student's possession before leaving the room. During study hall, two-part passes, math study hall passes, literacy study hall passes, science study hall passes, or social studies study hall passes should be used only by the teacher asking the student to come to his or her room.

CUSTODIAL OR MAINTENANCE SERVICES

Building repairs or other items needing attention of the maintenance department should be reported to the maintenance department on the written forms provided. The maintenance department phone number is 892-6133.

DAILY ANNOUNCEMENTS

Teachers and other school personnel having information to be disseminated to the student body or members of the staff should endeavor to have all notices for the daily announcements in the main office no later than 2:00 p.m. on the day prior to publication. No announcement will be published without a faculty signature. All announcements should be turned into the office on the appropriate form or by email and should be grammatically correct. Announcements **must** be read during the study hall period by the study hall teacher.

INSTRUCTIONAL TEAM MEETINGS

Instructional team meetings will be held at the discretion of the instructional team leader team meetings are important for the successful operation of the school. Teachers are expected to attend these meetings. Instructional team leaders will be responsible for keeping accurate records of these meetings and those staff members in attendance.

DEPOSITING MONEY

Club sponsors must deposit all club money in the school account with the office personnel in the Main office not later than 3:30 PM. NO MONEY IS TO BE KEPT OVERNIGHT IN ANY CLASSROOM. Money turned into the office should be counted and coins rolled, ready for the bank deposit. One way to facilitate this is to take the money to the bank and have their automatic counter count the currency and coin.

DETENTION

Detention may be assigned by a teacher as a classroom detention. A teacher-issued detention will require the student to come to the teacher's classroom before or after school to serve the time designated (no more than 30 minutes) by the teacher and under the teacher's supervision. This option should be used for minor infractions for students. When a classroom detention is assigned, the teacher must complete the proper form, provide the student with the gold copy and keep the remaining portion. After the date set for the detention, If the student did not serve the detention, enter the referral into Skyward as a "student did not serve teacher detention" and turn the original paper detention into the appropriate Assistant Principal's or Dean's mailbox by the next morning.

More serious infractions of the rules and infractions involving students will be handled by the appropriate Assistant Principal or Dean.

Teachers should complete the online referral in Skyward and send to the appropriate Assistant Principal. After administrative action, the student's discipline record will be updated online informing the teacher of the consequences issued to the student. If a student is not assigned to a class roster an email referral may be submitted to the appropriate Assistant Principal or Dean.

DISMISSAL PROCEDURES AT THE CLOSE OF CLASS HOUR

All classes are to be dismissed by the teacher. The dismissal bell signals the end of each period. In the event of bell failure (power supply fails, etc.), each teacher shall dismiss at the proper time. Do not dismiss students early unless approved by the administrative staff. Upon dismissal of class, teachers should stand outside the classroom door and supervise the general area of his/her classroom.

DROPPING A STUDENT

No student should be dropped from a class list unless the teacher has received written notification from the counseling center. If a student indicates he/she is dropping the class, he/she should continue to be marked absent until official notification is received from the counselor or appropriate administrator.

EVACUATION OF THE BUILDING

The principal will issue the necessary information to all teachers in the event it becomes necessary for the evacuation of all personnel. Each room has been assigned an area to go to in the event building evacuation cannot be completed and safety measures have to be taken. All teachers must learn the building evacuation plan, routes, and areas for his/her room. This information should be posted in a conspicuous place for all to see. During any crisis situation teachers should have an up to date roster of students in their go kit. These rosters can be printed using the Skyward system. Teachers are required to take attendance and report to an administrator whether or not all students are accounted for. Please refer to the information in the “go kit” and the crisis plan for more details.

routes

EXAMINATIONS

End of course assessments will be given at the end of each semester, on designated days. These assessments could include written assessments, projects, presentations, etc. These assessments should be developed and approved utilizing the collaborative process within the instruction team. No teacher will be permitted to release a student from the classroom area during the examination period. End of course assessments are required in all credit-granting courses. All exams must be input into Partners 4 Results.

FIELD TRIPS

1. Proper forms must be submitted for all educational field trips at least two weeks in advance to the principal after the instructional team leader has approved the trip.
2. Ensure that the student group is accompanied by and under the care, custody, and supervision of certified personnel.
3. When, because of the size of such student group, the age of its members, special hazards trip, or other known reasons, there is reasonable doubt as to the ability of a single supervisor to give adequate care and supervision, one or more assisting supervisors shall be assigned. A parent or guardian of a member of a student group volunteers for such service may act as an assistant supervisor. Volunteers must fill out the proper paperwork in the district office before they can be approved for supervision of students. These volunteers will be considered level 2 volunteers.
4. The classroom teacher shall develop with the students in the classroom, previous to the field trip, a good set of rules and regulations that will be understood and followed while making the trip.
5. Ensure that parent permission forms are secured from all students participating in the field trip.

6. Along with the bus driver, the teacher in charge shall enforce the rules and any other safety rules not specifically mentioned.
7. Field trips should be planned to avoid interfering with year-end activities. The last month of school is unusually heavily scheduled with activities. Unless absolutely necessary, no field trips should be scheduled for the last month of school.
8. All field trips must be approved by the instructional team leader and the principal. Field trips out of state or over 300 miles must follow the procedures outlined in board policies 361 & 362.

FUNDRAISING ACTIVITIES

All school activities, which involve money, must be approved and scheduled through the principal's office. All fundraisers must be cleared with the principal. No group shall undertake more than 2 fundraising activities per year in accordance with board policy. Groups that are fundraising are suggested to couple them with a community service project.

GRADE BOOKS

The grade book is generally used by the teacher for recording daily, weekly, and grade period grades. Pupils' names for each class should be in alphabetical arrangement, if possible, and grades recorded in accordance with school policy. Teachers should enter attendance records as to days of absence or tardiness for student in each class and also unexcused absences. Grade books (hard copy) with complete and comprehensive records are to be turned in to the office prior to checking out at the end of the year. An accurate paper and electronic copy must be maintained. Teachers may utilize the Skyward system to print out records. These records may be inserted in the grade book as a substitute for hand recording. **Grades should be updated in Skyward by close of business on Thursday of every week.** Athletic Eligibility will be run every Friday morning at 8:00 a.m.

GRIEVANCE PROCEDURE FOR STUDENTS

Rantoul Township High School has adopted high standards of non-discrimination for students. If any student feels that he or she has been discriminated against on the basis of race, color, religion, sex, national origin, age, marital status, or handicapping condition, the following formal grievance procedures may be followed. Any student, parent, or guardian may initiate a grievance.

LEVEL I - A written description of the alleged discrimination shall be presented to the principal. This description must be presented within one school semester after the alleged incident or within thirty days after the student becomes aware of the alleged

discrimination. The principal shall investigate the details of the alleged discrimination and respond in writing to the complainant within ten school days.

LEVEL II - If the complainant is not satisfied with the response from the principal, a written appeal may be filed with the superintendent within fifteen days after the date of the principal's response. After investigating the complaint, the superintendent shall respond in writing to the complainant within fifteen school days from the date of the written appeal.

LEVEL III -If complainant is not satisfied with the response from the superintendent; a written appeal may be filed with the District 193 Board of Education. Such an appeal will be placed on the agenda of the next regularly scheduled board meeting. The complainant shall be invited to present oral arguments to the Board in an executive session.

LEVEL IV- If complainant is not satisfied with the response from the Board of Education, further appeal may be made to the Regional Superintendent's office or to the judicial system. Every attempt shall be made to resolve any problem at the lowest possible level. School personnel are available to meet in conference with any student or student representative in a positive effort to resolve problems and eliminate discriminatory practices.

GUIDANCE PROGRAM

Student-teacher relationships, developed in the classroom, provide the teacher with the opportunity to observe the student's ability to learn, his/her interests and abilities, relationship to the classroom group, personality characteristics, self-image, and potential for personal development. Information obtained through the process of direct observation in the classroom provides the guidance counselors with the assistance needed to provide effective student counseling.

The teachers should work closely with the counseling staff in observation of individual student problems, referring those students in need of particular attention to the proper counselor. Teachers should indicate the nature, severity, and duration of problems a particular student is experiencing. Short term, transitory behavior problems may not be a reason for referral and may best be handled by the teacher or referred for disciplinary action to the appropriate administrator.

The counseling center has an appointment procedure for students. In the event a student needs to speak with a counselor, he/she should fill out a "blue slip" (request for appointment), and the teacher will forward it to the counseling center. An appointment will be made and the student notified. Do not allow a student to leave class without an

appointment slip. Students should not be allowed back into class without a return pass. Written passes will be issued to all students seen by a counselor during the school day.

Close cooperation between teacher and counselor is necessary to improve the counseling-guidance program; the counseling-guidance staff should support the instructional program and the teaching staff should use the services of the counseling-guidance staff supplying it with sufficient classroom observation information to enable the guidance program to operate effectively.

INFECTIOUS DISEASES CONTROL

In compliance with OSHA regulation, 29 CFR 1910, 1030 (passes 12/6/61), and the Illinois Department of Labor regulations, universal precautions are to be followed for handling blood and other potentially infectious materials. The district will furnish and maintain any personal protective equipment and supplies needed to insure a safe working environment for all employees. Hepatitis B vaccinations will be offered, at district expenses, to employees most at risk for exposure. All district employees will receive in-service on universal precautions yearly. All future contracts with contracted services and/or organizations will clearly delineate the requirements of this policy. Any violations of this policy by contracted services employees will be considered in the evaluation of the continuation of the agency or organization as a contractor within and for Rantoul Township High School, District #193. Repeated or consistent violation of this policy by any school district employee will be grounds for dismissal.

KEYS

School keys which are assigned to faculty members are never to be given to any other person, including students, parents, or community members. Keys are the sole responsibility of the person to whom they are assigned and they must stay in his/her possession.

PARKING SPACES

Parking spaces are assigned in all district parking lots except the visitors and substitute teacher lot at the northeast corner of Sheldon and Congress. Do not park in another faculty member's assigned space unless you have made prior arrangements to that effect.

PURCHASING PROCEDURES

When a faculty member wants to purchase supplies or equipment, a purchase order is to be submitted to the instructional team leader for approval. The team leader will forward

the purchase order to the principal's office for final approval. Only purchases authorized by the principal's office will be honored for payment. Before submitting any order to a vendor you must have a signed purchase order, with a purchase order number, or the order **will not** be honored. Authorization consists of a signed purchase order or purchase request issued prior to the ordering and delivery of requested materials, equipment, or services. Any purchases that are curricular in nature must be presented to the principal after it has received instructional team leader approval.

REPORTS ABOUT STUDENTS

Teachers are required to make and keep a record of at least 5 parent contacts weekly. Positive calls home help to establish a rapport with parents. In the event that a phone call is made home expressing a concern it will be easier to make if a positive contact was initiated first. It would be good practice to keep a record of parent contacts. The information should be logged and kept by the teacher. Phone calls are the preferred method of contact. A phone call provides a more personal touch than an email. Emails and other forms of communications are also encouraged and may be logged as well. **Teachers must notify parents of potential failing grades in a timely fashion throughout the grading periods.** Notice to parents/guardians should be made immediately for any student that is in danger of failing or is currently failing at any time during the semester. Care should be taken to inform parents before it is too late to bring the grade up to a passing grade. Teachers will not be allowed to issue a failing grade to a student unless proper notification was given to the parents/guardians. Every effort should be made to personally contact the parent by phone if at all possible. Reports can also be generated through Skyward and you can coordinate with the main office to get the notices sent home.

PROGRESS REPORTS - Student progress reports are mailed to parents every 4-5 weeks during the semester.

REQUEST FOR STUDENTS

Counselors and office personnel will use a call slip when they desire a conference with a student. If there is no indication that the student should report immediately, keep him/her in your class until study time or a time which the teacher feels appropriate. If the student is needed immediately in the office of the sender, the call slip will so state. These call slips will also serve as an admit to class, if they are signed and timed, after the student has met with the sender.

VEHICLE SCHEDULING

A completed bus request form must be submitted to the principal at least two weeks in advance for any trips requiring a bus or the Suburban. This form will then be forwarded to the maintenance/transportation director. For any field trip the proper form must be completed including all information about students eligible to ride the school bus to and from school before the field trip will be approved. Athletic related trips are to be scheduled through the athletic director's office.

TEACHER EVALUATION (IAW the CBA)

PHILOSOPHY: The Board and the Association agree that each teacher evaluation is essential for professional growth and improvement of student instruction. The evaluation process is a cooperative effort on the part of the evaluator and teacher, and is viewed to be continuous, constructive, and should take place in an atmosphere of mutual trust, support, and respect. Both parties agree that each teacher be provided a description of teacher duties, responsibilities, and standards to which a teacher is expected to conform.

The evaluation of certified staff shall follow the procedures required by the Illinois School Code and any applicable regulations of the Illinois State Board of Education. In any situation where the procedures stated in this Agreement are in conflict with the relevant statute or regulation, the statute or regulation shall govern.

Certified employees shall be evaluated according to the procedures set out in the District evaluation plan developed by a joint committee composed of an equal representation selected by the district and the exclusive bargaining representative of its teachers, except to the extent the School Code and the Administrative Rules and Regulations require otherwise. The District evaluation plan will include the procedures for how the plan may be modified.

A grid listing the ratings for each teacher shall be completed by the administration and a copy provided to the Association President at least 45 days before the end of the school year. The Association President will then have the responsibility of scheduling a meeting with the Principal within ten (10) school days of receipt of this information to provide input on professional development opportunities, he or she feels would benefit the staff based on his or her analysis of the data.

NOTIFICATION: On or before the first day of the school term (the first day students are required to be in attendance), the school district shall provide written notice (either electronic or paper) that a performance evaluation will be conducted in that school term to each teacher affected or, if the affected teacher is hired after the start of the school term, then no later than 30 days after the contract is executed. Teachers will be notified which evaluator will be conducting his or her evaluation. No later than September 15th, and before any pre-observations conference or any formal observations takes place in any school term, the building principal or

evaluators shall conduct a meeting(s) to inform the faculty as a whole about the evaluation procedures, rubric, evidence and instruments used. It will be the responsibility of the employee to arrange a mutually-agreeable time to meet with his or her evaluator in the event the employee cannot attend the whole-group meeting. The employee, during the first pre-observation conference shall notify the evaluator if he or she has not had this meeting.

Only administrators who have been qualified by the State of Illinois to have passed the State's evaluator training shall evaluate bargaining unit members.

FREQUENCY OF EVALUATIONS: All non-tenured teachers shall receive at least one evaluation every school year. Teachers on contractual continued service shall receive at least one (1) evaluation every two (2) school years, except if rated "needs improvement" or "unsatisfactory". Teachers must be rated at least once in school year following "needs improvement" or "unsatisfactory" rating. Part time teachers shall be evaluated with same frequency as non-tenured teachers except that part time teachers who have previously served the district as tenured teachers shall receive at least one (1) evaluation every two (2) school years, except if rated "needs improvement" or "unsatisfactory". Part-time tenured teachers must be rated at least once in school year following "needs improvement" or "unsatisfactory" rating.

FORMAL EVALUATION: A formal evaluation shall consist of the required number of pre-observation conferences, observations, both formal and informal, depending on the status of the teacher, post-observation conferences and a written summative evaluation.

A. Pre-Observation Conferences: A pre-observation conference between the evaluator and teacher must precede each formal observation. In advance of this conference, the teacher must submit a written lesson plan and/or other evidence of planning, and the evaluator and teacher must discuss the lesson plan or instructional planning in any areas on which the qualified evaluator should focus during the observation. The evaluator shall confer with the teacher to arrange the date and time of the formal observation during this conference.

B. Formal Observations: The formal classroom observations shall be not less than forty-five(45) minutes at a time, or a complete lesson, or during an entire class period. There shall be at least ten(10) school days between formal observations unless mutually-agreed upon by both the evaluator and teacher. A copy of the evidence gathered during the formal observation shall be given to the teacher prior to the post-observation conference. The teacher may submit a written response to the documented evidence.

C. Informal Observations: An informal observation is an observation of a teacher by the evaluator that is not announced in advance of the observation and not subject to the minimum time requirement. Evidence gathered during the informal observation may be considered in determining the performance evaluation rating, provided it is documented in writing. This documentation will be given to the teacher within ten (10) school days of the observation and the teacher will be given an opportunity to request a post-observation conference to discuss the documentation. The teacher may submit a written response to the documented evidence.

D. Post-Observation Conferences: The post-observation conference shall be held within ten (10) school days of the formal observation. An extension of this time requirement may be

agreed upon by the teacher and the evaluator. The teacher's failure to appear for a scheduled post-observation conference shall excuse the ten day requirement.

E. Summative Evaluation: The summative evaluation conference may not occur less than ten (10) school days after the last post-observation conference unless mutually agreed upon by both the evaluator and teacher. A draft copy of the summative evaluation shall be given to the teacher at least five (5) school days prior to the summative evaluation conference. The evaluation shall include specific comments on an individual teacher's strengths and weaknesses, and the evaluator shall provide supporting reasons for comments made in the evaluation. The information, including the ratings, on the summative evaluation may be amended based on the professional conversation in the summative evaluation conference and any additional evidence provided by the teacher. A copy signed by both parties shall be given to the teacher at the conclusion of the summative evaluation conference. The teacher's signature does not indicate agreement with the matters contained in the evaluation. The teacher shall have the right to add any comments or response to the evaluation in writing which shall be appended to the evaluation kept in the teacher's formal personnel file.

EVALUATION OBSERVATIONS:

a. Tenured(Proficient/Excellent Rating): A minimum of two(2) observations shall be required each evaluation cycle, of which one (1) must be a formal observation. Formal observations include both a pre-and-post observation conference.

b. Tenured(Needs Improvement/Unsatisfactory): A minimum of three(3) observations shall be required in the evaluation cycle following a "needs improvement" or "unsatisfactory" rating, of which two(2) must be formal observations. Formal observations include both a pre-and-post observation conference.

c. Non-Tenured: A minimum of three(3) observations shall be required each school year of which two(2) must be formal observations. Formal observations include both a pre-and-post observation conference.

PROFESSIONAL DEVELOPMENT PLAN(PDP): A PDP will be developed in consultation with the teacher within 30 school days after a tenured teacher receives a "needs improvement" rating. The PDP will take into account the teacher's on-going professional responsibilities, be directed to the areas that need improvement, and include any of the supports the district will provide to address the areas that need improvement.

The PDP period shall extend for no more than three (3) cycles each being thirty (30) school days in length. Evaluation conferences and ratings shall be scheduled to occur at the end of each 30 school day PDP period. The evaluation instrument used for the PDP evaluation shall be the same instrument used for the original evaluation which prompted the PDP. The teacher on a PDP will receive a summative evaluation within ten (10) days of the end of the PDP period. Teachers rated "Needs Improvement" at the end of the first or second 30 school day PDP period will be placed on another 30 school day PDP period. Teachers rated "Needs Improvement" at the end of the third PDP period will be placed on remediation for a 60 school day period. Teachers rated "Unsatisfactory" after completion of any of the 30 school day PDP periods shall be placed on remediation for a 60-school day remediation period. Teachers rated

“proficient” or better at the end of any PDP period will be evaluated and rated during the school year immediately following the teacher’s “needs improvement” rating.

REMEDATION PROCEDURES: A remediation plan will be developed within 30 school days after a tenured teacher receives an “unsatisfactory” rating. The evaluator will conduct a mid-point and final evaluation which includes performance ratings during the remediation process. The evaluator will provide a written copy of the mid-point and final evaluation and ratings and discuss with the teacher within 10 school days after the date of the evaluation. Any teacher who successfully completes the remediation plan with a “proficient” or better rating must be evaluated in the school year immediately following the “unsatisfactory” rating.

The evaluator will also select a “consulting teacher” to assist the teacher during the remediation period. The “consulting teacher” will be an educational employee that has at least five years’ teaching experience, a reasonable familiarity with the assignment of the teacher being evaluated, and who received an “excellent” rating on his or her most recent evaluation. Teachers who are asked to serve as a consulting teacher may decline without any adverse consequences. When no teachers who meet these criteria are available within the district, the district must request a “consulting teacher” from the Regional Office of Education.

SCHEDULE OF EVALUATIONS: Observations shall commence not earlier than the twelfth (12th) school day with students in attendance each year and shall be completed by the last day of April each year.

This section is taken directly from the collective bargaining agreement between the RTHS Board of Education and the RTHSEA.

NOTABLE BOARD POLICIES

3:70 - AP - Succession Plan

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall be as stated below. If the first person on the succession list is unavailable, the second person shall be the responsible person, and so on, in order through the list. The designated individual shall communicate with the School Board President in cases of importance and/or emergency.

Superintendent

RTHS Principal

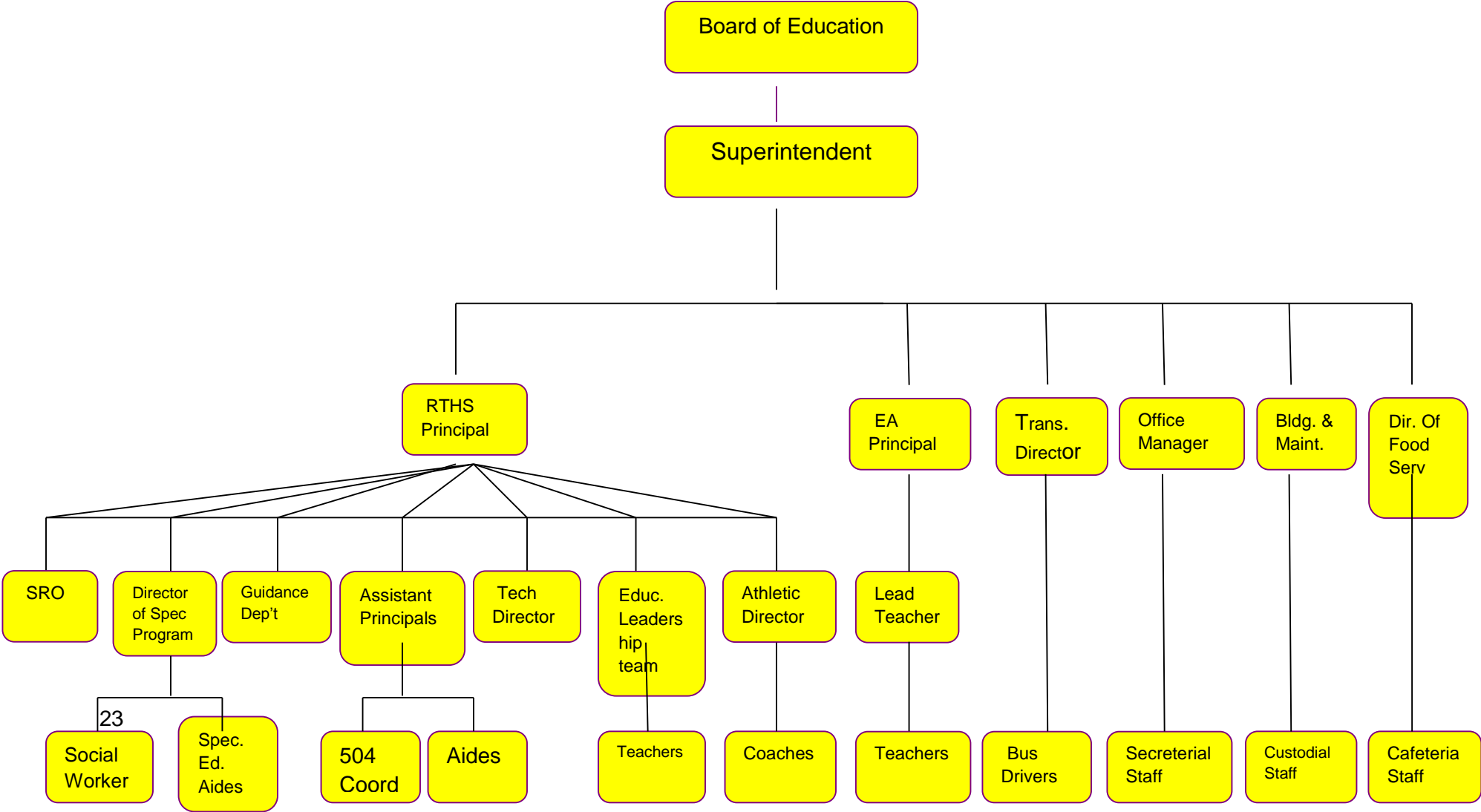
Eagle Academy Principal

Assistant Principal of Curriculum and Instruction

Assistant Principal of Discipline and Attendance

Athletic Director/Dean of Students

Rantoul Township High School District #193



4:15 - 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.
5. Notification to an individual whenever his or her personal information was acquired by an unauthorized person; *personal information* is an individual's name in combination with his or her social security number, driver's license number or State identification card number, or financial account information.
6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.
7. 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.

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.

5:10 - 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.

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 initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

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

Nondiscrimination Coordinator:

Scott Amerio
Name
200 S. Sheldon
Address
Rantoul, IL 61866
217-892-6001
Telephone

Complaint Managers:

Todd Wilson
Name
200 S. Sheldon
Address
Rantoul, IL 61866
217-892-6000
Telephone

Sandy Davis
Name
200 S. Sheldon
Address
Rantoul, IL 61866
217-892-6000
Telephone

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.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq.,
§2000e et seq., and §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964),
42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.
Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part
106.
Uniformed Services Employment and Reemployment Rights Act (1994), 38
U.S.C. §§4301 et seq.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-
4, 5/24-4.1, and 5/24-7.
Genetic Information Protection Act, 410 ILCS 513/25.
Ill. Whistleblower Act, 740 ILCS 174/.
Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102.
Religious Freedom Restoration Act, 775 ILCS 35/5.
Employee Credit Privacy Act, 820 ILCS 70/.
Ill. Equal Pay Act of 2003, 820 ILCS 112/.
Victims' Economic Security and Safety Act, 820 ILCS 180/30.
23 Ill.Admin.Code §1.230.

5.20 - Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful 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*.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical 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 verbal or physical 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: Enforcement

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

Aggrieved persons, who 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.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

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:

Scott Amerio

Name

200 S. Sheldon

Address

Rantoul, IL 61866

217-892-6001

Telephone

Complaint Managers:

Todd Wilson

Name

200 S. Sheldon

Address

Rantoul, IL 61866

217-892-6000

Telephone

Sandy Davis

Name

200 S. Sheldon

Address

Rantoul, IL 61866

217-892-6000

Telephone

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, 42 U.S.C. §2000e et seq., 29 C.F.R. §1604.11.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. §1604.11.
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/5-102, and 5/5-102.2.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 118 S.Ct. 2257 (1998).
Faragher v. City of Boca Raton, 118 S.Ct. 2275 (1998).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Harris v. Forklift Systems, 114 S.Ct. 367 (1993).

Jackson v. Birmingham Board of Education, 125 S.Ct. 1497 (2005).
Meritor Savings Bank v. Vinson, 106 S.Ct. 2399 (1986).
Oncale v. Sundown Offshore Services, 118 S.Ct. 998 (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, 908 N.E.2d 39 (Ill., 2009).

5:50 - 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, use, or being under the influence of a controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of alcohol.

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.

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.
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. §701 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.

5:90 - Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

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

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

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

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

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every 5 years after that date.

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

Special Superintendent Responsibilities

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

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

Special School Board Member Responsibilities

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

LEGAL REF.: 105 ILCS 5/10-21.9.
20 ILCS 1305/1-1 et seq.
20 ILCS 2435/.
325 ILCS 5/.
720 ILCS 5/12C-50.1.

5:125 - 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 *Facebook, LinkedIn, MySpace, Twitter, 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 smartphones such as BlackBerry®, Android®, iPhone®, and other devices, such as, iPads® and iPods®.

Usage and Conduct

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

1. Adhere to the high standards for appropriate school relationships in 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*; 5:120, *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).

5.185 - Family and Medical Leave

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each “rolling” twelve-month period measured backward from the date an employee uses FMLA leave.

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

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

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

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee’s spouse, child, or parent.
4. The employee’s own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. A “covered military member” must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. “Qualifying exigencies” exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.
6. To care for the employee’s spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. A “covered servicemember” is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

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

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

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Eligibility

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

The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.

Requesting Leave

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

Certification

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

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

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

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request

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recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

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

Continuation of Health Benefits

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

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider, at his or own expense, that he or she is able to resume work and perform the essential functions of his or her position of employment.

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

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

Implementation

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

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

Adopted: 9-11

Number changed from 231 to 5.185 9-2012

7.20 - 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; nationality; 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, 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, 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 engages in other verbal or physical conduct 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.

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, or a Complaint Manager. 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:

Scott Amerio
Name
200 S. Sheldon
Address
Rantoul, IL 61866
217-892-6001
Telephone

Complaint Managers:

Todd Wilson
Name
200 S. Sheldon
Address
Rantoul, IL 61866
217-892-6000
Telephone

Sandy Davis
Name
200 S. Sheldon
Address
Rantoul, IL 61866
217-892-6000
Telephone

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

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline 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.
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 Board of Education, 119 S.Ct. 1661 (1999).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

COMPUTER LAB CHECKOUT

- All mobile computer labs and Chromebook carts will be checked out from the library/media center. A calendar will be available on the school website to check availability. Teachers will work with the librarian/media specialist to schedule mobile labs.
- Carts may be checked out for a period of up to one week.
- Carts will be returned to the library/media center at the end of the loan period or Friday, whichever comes first. Carts checked out from the library/media center will not be stored in classrooms over the weekend.
- The person that has checked out the cart is responsible for the equipment during the period of loan.
- Computers and carts will only be signed out by teachers.
- Carts must be transported by an RTHS staff member.
- Food and drink is not allowed anywhere near the computers.
- CTE, Strategic Literacy, Math Lab, & Special Education carts will be in the media center system, but will remain under the supervision of the instructional team leader or his/her designee. They will be checked out weekly utilizing the online calendar. Security for these carts will be the responsibility of the instructional team leader that they are assigned to.
- Classrooms with carts inside of them are to be locked when the teacher is not in the room.
- Teachers will have specific procedures established for the use of laptops and Chromebooks within their classrooms.
- Teachers will closely monitor student usage of these devices.