



RANTOUL CITY SCHOOLS
BROADMEADOW-EASTLAWN-NORTHVIEW-PLEASANT ACRES
PREK CENTER – RISE ACADEMY – JW EATER
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217.893.5400 – WWW.RCS137.ORG

Staff Handbook

2025-2026

Our Mission

Rantoul City Schools exists to build a stronger community by educating our students.

Nuestra Misión

Las escuelas de la ciudad de Rantoul existen para construir una comunidad más fuerte al educar a nuestros estudiantes.

Guiding Principles

To fulfill our mission, RCS will:

- Collaborate with the community, families, and other stakeholders.
- Encourage students who are critical thinkers, leaders, and global navigators, grounded in equity and cultural understanding,
- Provide a school environment where all learners feel free to embrace challenges and practice resilience,
- Ensure students' individual needs are met,
- Combat social and racial inequities, and
- Expect excellence from all learners and stakeholders both in the classroom and throughout our school community.

Principios Rectores

Para cumplir nuestra misión, RCS:

- Colaborará con la comunidad, familias y otras partes interesadas.
- Alentar a los estudiantes que son pensadores críticos, líderes y navegantes globales, basados en la equidad y comprensión cultural,
- Proporcionar un entorno escolar donde todos los estudiantes se sientan libres para aceptar los desafíos y practicar la resiliencia,
- Asegurar que se satisfagan las necesidades individuales de los estudiantes,
- Combatir las desigualdades sociales y raciales, y
- Esperar la excelencia de todos los alumnos y las partes interesadas tanto en la clase como en toda la comunidad escolar.



RCS PREK



EASTLAWN
ELEMENTARY



PLEASANT ACRES
ELEMENTARY



NORTHVIEW
ELEMENTARY



BROADMEADOW
ELEMENTARY



JW EATER
JUNIOR HIGH SCHOOL



RANTOUL CITY SCHOOLS EXISTS TO BUILD A STRONGER COMMUNITY BY EDUCATING OUR STUDENTS.

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Introduction

This RCS Staff Handbook is designed to acquaint you with RCS and to provide information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the RCS to benefit employees. One of our objectives is to provide a positive work environment that is conducive to both personal and professional growth. No employee handbook can anticipate every circumstance or question about policy, procedure, or rules of the workplace. RCS reserves the right to revise, supplement, rescind, or add policies, procedures or workplace rules as the District or any of its components deem necessary.

This handbook is not a contract of employment. The materials contained in this RCS Staff Handbook were assembled to (a) assist new and continuing staff members in becoming familiar with RCS and the expectations the district has for all staff members, (b) serve as an ongoing resource to staff, and (c) provide staff members with copies of forms that are to be used in the district, etc. In some instances, the exact policy is included and in some instances the policy is referenced. One should not infer that the policies that are referenced but not included are of lesser importance. A copy of the RCS Policies and Procedures Manual is located on the district's website. The building administrator will be responsible for the distribution of revisions to staff members.

Contract Language

There is an agreement between Rantoul City School District #137 and Rantoul City School District Education Association, IEA/NEA (RCSEA) and Rantoul City Educational Support Professionals, IEA/NEA (RCESPA). The Association distributes copies of the agreement. Members are responsible for knowing the information in their relevant contract. Nothing in this employee handbook shall supersede Federal or State law and/or collective bargaining agreements.

District Information

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Absences - Leave Procedures

Attendance and punctuality are important to the district. Every employee is expected to work when scheduled and to arrive on time. The effectiveness of every work group depends on people working together and coordinating their efforts. Students and parents expect teachers and teaching assistants to be present every day to teach their children. Substitutes are in extreme shortage.

Automated web-based systems are used for reporting absences and obtaining substitutes (if applicable) – Skyward and Frontline. If you are unsure of the process, see your building administration / supervisor. It is critically important that everyone follows proper procedures for absences. If absences are not submitted correctly or timely it may result in a day of leave without pay and even disciplinary action. It is your responsibility to have personal leave, professional leave, and planned sick leave (e.g. doctor's appointment) preapproved. Sick leave is to be used for self or family illness or medical related absences.

Per Board Policy 5:330: Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. Immediate Family is defined as: Parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.

Sick leave must only be used for sickness, doctor appointments, surgeries, and other health related reasons for self or qualified family. Sick leave is not used for reasons such as having no babysitter, car troubles, vacations/trips, etc. This is not an exhaustive list of inappropriate use of sick leave. If sick leave is used inappropriately it may lead to disciplinary action.

If absent three or more consecutive days or excessive absences, it may be requested that you bring a doctor's note to your principal/supervisor upon your return.

Absence procedures

Notify your principal/supervisor of your absence.

- If your absence is known in advance, notify your building administration / supervisor in person and follow up with an email. This email will serve as documentation that you have followed this step of notifying your supervisor/principal.
- If you are an itinerant, specialist or TA and work with several different people in a building or more than one building, notify those you work with via email or the Skyward Time-off system (see directions for Time Off Request Alerts below).
- If your absence is not known in advance, contact your building administration / supervisor (if applicable) via phone or text and then follow up with an email when able.
- Enter information into Skyward and Frontline (Frontline is only needed if your position requires a sub) immediately.

You may contact the Sub Coordinator Hanna Tieman at htieman@rcs137.org or 239-281-0218.

Skyward time off instructions for all employees

ALL employees are required to use Skyward Time Off for any absences.

1. Login to Skyward Business
2. Click on the Time Off tab at the top left of the screen
3. Click on My Requests
4. On the top right of this page select ADD
5. Choose a Time Off Code: Will be the same Reason code you'll see later – Sick, Personal, etc.
6. Change Reason Code to match Time Off Code—these typically must match but, these won't match if you use sick and the reason is FMLA.
7. Description: Enter a Detailed Description for your Time Off Request – Child ill; Dr. appt for self, etc.
8. Enter the date you will be absent
9. Enter the number of day(s) absent:

- a. Full day = 1
 - b. Half day = .5
 - i. If it is a half day, you will need to change the start time.
 - c. Time off is only allowed in ½ or full day increments except for custodians per CBA.
10. If absent more than one day in a row:
- a. If you need a sub, click the sub needed box and you will be directed to Frontline.
 - b. Save
 - c. Continue until all days are entered.
11. If you have indicated you need a sub you will be directed to Frontline for that purpose. Skyward and Frontline are two different applications.
12. SAVE!

Entering additional time off request alerts

All building administration / supervisors and/or secretaries are automatically notified. An email will be sent to them to alert them of your request. To add another person to notify (e.g. a TA wants to notify the teacher they work with directly)

- 1. At the bottom of the main screen where it says: Select Additional Employees to Notify, click on “Select Employee”.
- 2. Search for employee’s name
- 3. Click in box next to their name
- 4. Save
- 5. Save again.

Leaves three days or longer

- 1. You must complete a Request for Absence and/or Leave Without Pay (LWOP) form.
- 2. Please contact Lynda Watterson the HR Manager at lwatterson@rcs137.org to obtain the form.
- 3. Complete the form and return to your building administration / supervisor for a signature.
- 4. The building administration / supervisor will forward the signed form to Central Office for review
- 5. Please note that if the request is for Dock Days, there is additional information below that applies.

Sick leave

Please refer to relevant Collective Bargaining Agreements for information related to the allotment of sick time.

For employees not covered by a Collective Bargaining Agreement, employees who work at least 600 hours per year are eligible to receive paid sick leave days. Full-time support staff that meet eligibility requirements, receive 12-15 paid sick leave days per year, depending upon position. All employees receive sick time pay equivalent to their regular workday. Unused sick leave may accumulate towards retirement benefits, including leave of the current year. (refer to TRS or IMRF for details). Sick leave may not be used in increments of less than one-half day.

The Board may require a physician’s certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, or if treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person’s faith, as a condition for paying sick leave after 3 days’ absence for personal illness or 30 days for birth, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expense of securing the certificate.

Personal leave

Please refer to relevant Collective Bargaining Agreements for information related to the allotment of personal time.

For employees not covered by a Collective Bargaining Agreement, employees who work at least 600 hours per year are eligible to receive paid personal leave days. Eligible employees receive three paid personal leave days each fiscal year (or prorated if part time). Full-time educational support personnel shall be granted three (3) days of personal leave annually, which may accrue to a total of six (6). After an employee has accumulated six (6) personal leave days any additional days accumulated may be converted to sick leave. Unused personal leave shall convert to sick leave. All employees receive personal time equivalent to their regular workday.

- Personal leave must be pre-approved with the principal/supervisor at the time of the request in person and followed up with an email.
- If your leave is not approved, it does not mean you are automatically approved for Leave Without Pay (LWOP). That is not an automatic option. LWOP must also be pre-approved and if not approved and you choose to be absent it could lead to disciplinary action.

Dock Days

Poor attendance and excessive tardiness are disruptive to student learning, impose extra duties on colleagues, and have a negative impact on the school environment. Staff must monitor the use of their benefit time. Once an employee exhausts all paid benefit time, their absences become unpaid leave known as dock days. Dock days are only allowable for protected leaves such as, but not limited to, the Family Medical Leave Act, Parental Leave, or under the Americans with Disabilities Act. Dock days must be pre-approved through the appropriate process for requesting the protected leave. The Human Resources Department can assist you in determining if you may be eligible for a protected leave and what documents may be needed.

If an employee uses all of their paid benefit time, does not qualify for a protected leave, and requires the use of Dock days, disciplinary action may be assigned. Dock days are not authorized or excused absences. Employees who fall into this category will need to comply with the following procedures:

- Obtain a Request for Leave Form from the Director of Human Resources or the Human Resources Manager.
- Submit the request to your building administrator / supervisor in person to explain the situation. The building administrator / supervisor will submit it to the Human Resources Department.
- Once received, the Human Resources Department will schedule a pre-disciplinary meeting with the employee to discuss their dock days. Any disciplinary action taken will be progressive.
- After the meeting, the employee will be allocated the appropriate leave days through Skyward and will need to enter the absences through their Skyward account within 24 hours.

Unexcused or unauthorized absences, which includes a failure to report your absences, will be addressed through the disciplinary process.

Dock Days Employee Costs

An employee who is on an unprotected Unpaid Leave of Absence, (including but not limited to Dock days, Unpaid Administrative Leave, and Suspension Without Pay) is not entitled, and the Board will not pay, the Board's contribution to employee benefits (including but not limited to Health, Life, and Dental insurance). During times of Unpaid Leave of Absence, the employee is responsible for paying the entirety of the costs for employee health benefits.

Example: A 180 day employee has exhausted all paid benefit leave and is not eligible for protected leave. Further absences are unexcused and unauthorized. The employee will be responsible for the Board contribution toward benefits for each unexcused and unauthorized absence. The calculation for each day will be $1/180 \times$ the annual Board contribution to benefits. Assuming a \$7,000 Board contribution per year, the employee will pay

1/180 x \$7,000 for each unexcused and unauthorized absence, or \$38.89 each day the absence is unexcused and unauthorized (1/180 x \$7,000=\$38.89). The amount owed by the employee will vary depending on the employee's benefit package and the cost of benefits.

The employee will be responsible for payment of costs to the Board within two payroll cycles (no more than 20 days) after the date of the Unpaid Leave of Absence. In order to utilize payroll deduction for payments, the Board must have authorization from the employee in writing.

Abused and Child Neglected Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Ill.Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at report.cybertip.org/ or www.missingkids.org. 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 three months of initial employment and at least every three 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.

Alleged Incidents of Sexual Abuse; Investigations

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer,

that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC. DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, Harassment of Students Prohibited.

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program.

The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, Curriculum Content;
 - b. Information in policy 7:250, Student Support Services, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, Employee Ethics; Conduct; and Conflict of Interest;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; 5:90, Abused and Neglected Child Reporting; 5:100, Staff Development Program; and 5:120, Employee Ethics; Conduct; and Conflict of Interest; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, Employee Ethics; Conduct; and Conflict of Interest, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
- c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, Student Support Services.
- d. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

Board Policy 4:165

Special Superintendent Responsibilities

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

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

Special School Board Member Responsibilities

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

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

Board Policy 5:90

Accident and Injury Reporting

- **Student:** The staff member will report injury of student, another staff member or self to the immediate supervisor prior to leaving the workplace on the day of such injury. "Student Accident Report Form J" is available under the Accident Reporting Forms section of Rantoul City Schools Resource Forms. Any time a student is injured in your class or under your supervision, you are required to complete this accident report form as soon as possible following the accident and file it with your supervisor.
- **Staff:** Report all injuries to your supervisor immediately.
 - Superficial injuries which first aid or very little treatment is given and do not require doctor's care still need to be reported. Your supervisor will ask you to complete the "First Report of Injury" form (Appendix D). Once completed, this will be sent to the Human Resources Manager. This form must be completed and submitted within 24 hrs.
 - If medical attention is required for a work-related injury, we ask that you use the preferred medical provider that is set up for the district (Carle Occupational Medicine - 810 Anthony Dr., Urbana). Please notify the medical facility to send bills directly to Rantoul City Schools, Attn: Human Resource Manager. Provide the district with a doctor's note upon your return to work and following each visit.
 - You will be asked by your supervisor to complete the Authorization for Medical Records and "Communication Release – Form C" and "First Report of Injury" form (Appendix D). These documents are available under the Accident Reporting Forms section of Rantoul City Schools Resource Forms on our website (rcs137.org) or from the school secretary. They will be submitted to the Human Resource Manager by your supervisor once complete.

- o All staff injuries will be investigated by your immediate supervisor/principal as well as our Human Resources Department. We must use extreme caution and resolve whatever needs to be resolved to prevent it from happening again. We want staff to be safe.
- **Visitors:** The supervisor/principal must immediately investigate the situation and put all information in writing and send in with the “Public Liability Report – Form H” injury form. The supervisor shall report/advise the Central Office (the Superintendent, Human Resources Manager, Finance Specialist, or the Superintendent's designee) of any injuries that require medical attention before the end of the workday.

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District’s procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed an SMA and the physician has agreed that the child is responsible enough to self-administer, as marked on the SMA. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student’s parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student’s parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Board Policy 7:270

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

- b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors. The Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s). Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply. No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual

abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program.

The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, Curriculum Content;
 - b. Information in policy 7:250, Student Support Services, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, Employee Ethics; Conduct; and Conflict of Interest;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; 5:90, Abused and Neglected Child Reporting; 5:100, Staff Development Program; and 5:120, Employee Ethics; Conduct; and Conflict of Interest; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, Employee Ethics; Conduct; and Conflict of Interest, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, Student Support Services.
 - d. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

Board Policy 4:165

Bloodborne Pathogens and CPR

- Emergency Procedure for addressing an individual (student or staff member) who is unconscious or is in need of emergency medical care: When an individual is unconscious or believed to be in need of emergency medical treatment, the first staff member on the scene should assess the situation and begin

treatment and/or immediately notify the office. The principal and/or secretary will notify the school nurse, parents, and/or employee-designated contact (in the event a staff member), and/or call for an ambulance if necessary. Those on the scene are to keep the area clear, maintain calm, and ensure the individual is not moved unless there is sufficient reason to believe the individual's position is life threatening.

- RCS nurses have materials regarding precautions that staff members should take when body fluids are present. This Bloodborne Pathogen material presents guidelines that allow RCS to be in full compliance w/requirements regarding staff development on this issue. Staff members shall follow procedures demonstrated in annual training. Additionally, staff members are required to use district provided blood borne pathogen supplies when body fluids are present. Staff members shall contact the nurse and/or principal about reviewing this material if they are uncertain as to the Blood Borne Pathogen guidelines. Individuals who are currently certified in CPR and are willing to assist in an emergency while at school are to advise the building administrator. RCS will periodically make arrangements for CPR training.

Birthday Parties / Class Treats (Grades K-5)

In compliance with our District Wellness plan, snacks and/or treats supplied by parents will no longer be allowed. It is our goal to ensure that every student in our school is safe. We will continue to celebrate Halloween, Valentine's Day and other holidays celebrated at school, but treats must be pre-packaged only. No homemade treats are allowed.

Our District has adopted a policy for managing students with food allergies. Our policy is in compliance with Public Act 96-0349 and meets the guidelines created by the Illinois State Board of Education and the Illinois Department of Public Health. There may be a student(s) in your child's class that cannot be in contact with foods containing a specific allergen(s). Because even trace amounts of these allergens could result in a severe allergic reaction (sometimes elements may be hidden in processed foods), you may receive a request that you not send these foods to school for snacks or treats.

Wellness Plan Info

Healthful Food and Beverage Options for School Functions, Parties & Celebrations*

- At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.
- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Fruit snacks made with 100% fruit juice.
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Sun butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits, granola -NO NUTS)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, pretzels, etc. – NO NUTS)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)

- Whole grain Smartfood Popcorn – any variety/flavor.
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Breadsticks with marinara
- Whole grain honey graham or animal crackers.
- Whole grain granola or cereal bars – NO NUTS.
- Whole grain Pop Tarts.
- Whole grain rice cakes.
- Fat-free or low-fat flavored yogurt cups or tubes.
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice-cold water

**This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

Fundraising Ideas

- *Car wash
- *Walkathons
- *Jump Rope for Heart
- Book sale
- Candles
- Raffles
- Student artwork
- Stadium pillows
- School photo ID
- Educational games
- Holiday decorations
- Shopping donation programs
- Temporary tattoos
- Faculty and/or student talent show or sports competition
- Auction of donated goods and services
- Balloon bouquets for special occasions
- Water bottle with the school logo
- Glow in the dark novelties (popular at dances)
- Greeting cards, especially designed by students
- School calendars with all the important school dates on them
- Party bags for kids' birthday parties filled with non-food novelties
- Sale of flowers and balloons for the family to purchase for student graduates
- School spirit items — tee-shirts, sweatshirts, sweatpants, lanyards, pennants, bracelets and caps
- Growing and/or selling flowers and plants for holidays such as Valentine's Day and Mother's Day

**These fundraisers have the added benefit of promoting physical activity for students.*

Classroom Rewards

- Leader for day
- Sit by friends
- Teaching the class
- Helping the teacher
- Enjoy class outdoors

- Choosing a class activity
- Walk with a teacher during lunch
- Eat lunch outdoors with the class or with teacher or principal
- Extra credit or class participation points
- Taking care of the class animal for a day
- Have lunch or breakfast in the classroom
- A photo recognition board in a prominent location in the school
- A note from the teacher to the student commending his or her achievement
- A phone call, email, or letter sent home to parents or guardians commending a child's accomplishment
- Recognition of a child's achievement on the school-wide morning announcements or school website
- Ribbon, certificate in recognition of achievement or a sticker with an affirming message (e.g. "Great job")
- Take a trip to the treasure box (stickers, temporary tattoos, pencils, pens, sidewalk chalk, notepads, erasers, bookmarks, etc.

Bereavement Leave

Please refer to the following current agreement between the Board of Education of Rantoul City Schools: RCSEA 7.10 and RCSPA 7.11. All employees requesting Bereavement Leave, must complete the "Request for Bereavement Days" form (Appendix E).

For employees not covered by a Collective Bargaining Agreement: In the event of a death (see qualifications below), the employee will be granted up to three (3) days off with pay one time per work year: member(s) of the immediate family or households defined as the following: parents, spouse, brothers, sisters, children, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, step-parents, step-children, aunts, uncles, and grandparents of either the Employee or Employee's spouse. Additional bereavement days may be authorized by the Superintendent or his/her designee upon presentation of extenuating circumstances.

Family Bereavement Leave State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Family bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Board Policy 5:250

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the

District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Children of Staff Members at School

Children of staff members may on occasion accompany their parents to work if the child does not interfere with the staff member's ability to completely fulfill the job description associated with the position(s) (s)he holds. A child not enrolled in school requires constant supervision and would definitely impair a staff member's ability to fulfill his/her responsibilities. Children of staff members waiting before or after school are the sole responsibility of that staff member and must remain under their direct supervision or care during those same time periods. Under no circumstances are a staff member's children permitted to ride an RCS school bus unless that child is enrolled in an RCS program for which the bus is assigned to transport those students. In advance of bringing a child to school, the staff member is required to ask permission of his/her building administrator about their child coming onto school grounds for a brief period. The building administrator will make this decision on a case-by-case basis.

Classroom/Office Phones

Beginning with the 2023-2024 school year, staff will have access to Zoom Phone. The phone in your classroom/office will be accessible on your desktop/laptop computer as well as your personal mobile phone through the Zoom app. The Zoom Phone is capable of voice calls and texting (texting when using the computer or app). Items of note:

- Set up your voicemail.
- All voicemail messages received will also be sent to your work email.
- All text communications with families should flow through the Zoom Phone. Employees should discontinue using other third party apps or personal phones for texting families.
- Zoom does archive communications (voicemail, text) and those communications are accessible to the District.

COBRA Insurance

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents (qualified beneficiaries) the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage of the group rates plus administration fee. The District provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee's rights and obligations. It is the employee's responsibility to inform the Plan Administrator of the following events for eligibility purposes:

- The participant becomes entitled to Medicare benefits
- The participant and spouse become divorced
- The participant and spouse become legally separated
- A participant's child ceases to be a dependent under the plan.

Communicable and Chronic Infectious Disease

The Superintendent shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with state and federal law, Illinois Department of Public Health rules, and Board of Education policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

Board Policy 5:40

Communication with Parents

Responding to parent/family communications in a timely manner is important. Whenever possible, an employee should respond to a parent/family communication within 24 hours/one business day. Employees are not expected to respond to parent/family communications immediately, on holidays, or on weekends.

Communication with parents via text must flow through an employee's assigned Zoom Phone. You should not use your personal number. Communication between teaching assistants and parents is not permitted unless an emergency directive is given at a single occasion. Having too many adults communicating with parents can send confusing information and messaging.

Curriculum Expectations

Teachers will follow the district approved curriculum/state or national standards for their assigned positions.

Dental Insurance

Please refer to the following agreements between the Board of Education of Rantoul City Schools 137: RCSEA 8.2 and RCESPA 8.2

For employees not covered by a Collective Bargaining Agreement: The District provides a group dental insurance plan for all eligible full-time employees. The District may pay a portion of dental insurance premiums for each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. See official plan documents or Insurance administrator for complete details.

District Tools and Equipment

The District may supply all equipment, tools, or other items to assist in the performance of duties. All items shall be collected at the end of the workday and returned to their proper location.

District Vehicles

All employees must get authorization to use District vehicles. When using District vehicles, employees must follow all state and Federal laws. Employees shall pay any tickets in violation of the law. An employee must agree to pre-employment and regular checks of MVR and are required to maintain a good driving record in order to drive District vehicles.

Dress Code - Staff

An employee's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes including, but not limited to, protective hairstyles

such as braids, locks, and twists. Employees who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding employee appearance are detailed below.

Staff members may not wear clothing that is disruptive to the educational process; that will negatively impair the individual's ability to render assistance to students; and/or that will place the staff member in a position of being injured. Staff members should carefully consider the type and nature of clothing selected to wear and one's employment assignment. It is important that employees can be easily identified as professionals in the school setting.

Allowed with guidelines:

- Jeans/Jeggings that are not ripped/slashed and look professional
- Shorts/Skirts that are at least fingertip length when standing with arms straight at your side and look professional.
- Leggings/tights/stretch pants allowed ONLY if shirt length covers past fingertip length when standing with arms straight at your side and look professional.
- T-shirts / Sweatshirts / Hoodies that are considered a “school spirit” shirt such as from a school sponsored activity/sport/club.

Not allowed:

- Flip flops and slides.
- Sweatpants/Exercise pants (unless PE teacher).
- Tank tops, spaghetti straps.
- Visible undergarments.
- Tops (e.g. T-shirts / Sweatshirts / Hoodies) that display images, slogans, words (other than a brand logo) that are not from a school sponsored activity/sport/club.
- Hats and hoods.
- Pajamas.
- Earbuds, earphones, or other listening devices.

Required:

- Beginning with the 2023-2024 school year, all employees are required to wear a visible employee/staff identification on school days when students are in attendance and during school events when students and/or parents are present. The school district will provide the employee/staff identification to employees as well as a method to display the identification such as a strap clip, lanyard, badge reel, and/or badge holders.

Enforcement:

- Building administrators/supervisors may waive portions of the dress code for special events or in response to needs within the building.
- At the discretion of the building administrator and/or your supervisor you may be directed to change clothing deemed disruptive to the educational process, unprofessional, inappropriate, or unsafe. Failure to comply with this directive may result in your removal from the workplace (resulting in loss of pay) and/or disciplinary action.

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 or being on call for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being impaired by or under the influence of any illegal substance or any detectable use of any illegal substance regardless of when or where the use occurred.

2. Distribution, consumption, use, possession, or being impaired by or 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. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms listed in the Cannabis Regulation and Tax Act (CRTA).

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.

For purposes of this policy, District premises means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

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 five calendar days after such a conviction.
3. 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:
6. The dangers of drug abuse in the workplace,
7. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
8. The penalties that the District may impose upon employees for violations of this policy.
9. Remind employees that policy 6:60, Curriculum Content, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis 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 e-cigarettes, tobacco, and cannabis 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.

1. Tobacco shall have the meaning provided in 105 ILCS 5/10-20.5b.
2. Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.
3. E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

Drug and Alcohol Testing

To support the policy of a drug and alcohol free workplace, testing for alcohol, drugs & chemical substances may be required under the following circumstances:

- (1) Pre-Employment As part of the application process. No applicant testing positive will be employed. This includes all applicants for employment and re-employment, whether for temporary, part-time or full-time positions.
- (2) Post-Accident After a work-related accident where judgment, coordination or physical or mental ability may have been impaired.
- (3) Reasonable Suspicion Whenever the District has reasonable suspicion to believe an employee has consumed or used or is under the influence of alcohol, illegal drugs, a controlled substance, or cannabis during the course of the work day. Supervisory personnel shall ascertain whether reasonable suspicion exists and document the basis for any reasonable suspicion prior to testing. The employee shall be provided a copy of the basis for any reasonable suspicion.
- (4) Periodic or Random On an unannounced and random basis for those working in a safety sensitive position.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition, or alternatively, the 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.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the Suspension of Policies subhead in policy 2:240, Board Policy Development; Board Policy 5:50.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State Law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Board Policy 6:140

Employee Ethics; Conduct and Conflict of Interest

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS5/), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Code of Ethics for Illinois Educators

Code of Ethics for Illinois Educators, Illinois State Board of Education (ISBE) (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.Admin.Code Part 23), the Illinois Professional Teaching Standards (23 Ill.Admin.Code Parts 24 and 130), and Standards for Administrative Endorsements (23 Ill.Admin.Code Part 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 ISBE

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 ISBE concerning all educator licensure matters;
2. Maintain appropriate educator licensure for employment; and
3. Comply with State and federal laws and regulations.

Statement of Economic Interest:

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

1. Superintendent, Building Principal, Head of any Department, Any employee responsible for contract negotiation, including collective bargaining agreement in the amount of \$1,000 or greater;
2. Any employee having supervisory authority for 20 or more employees; and
3. Any employee in a position that requires an administrative endorsement
4. Hearing officer;
5. Any employee in a position that requires an administrative or a chief school business official endorsement.

Employee-Student Boundaries - Expectations and Guidelines

All District employees must maintain professional employee-student boundaries and relationships with students. This includes meeting expectations and following guidelines established by the District for employee-student boundaries. These expectations and guidelines apply to all professional, educational support, and contracted District employees. If they conflict with an applicable collective bargaining agreement, the provision is severable and the applicable bargaining agreement will control.

The District understands that employees may have pre-existing relationships with families of students outside of school. These expectations and guidelines do not apply to employee-student relationships based in pre-existing relationships, including nuclear or extended families. These expectations and guidelines are not intended to prohibit such interactions, provided that an awareness of employee-student boundaries is maintained at all times. This document is not exhaustive, and an employee may be disciplined for boundary violations that are not specifically listed.

Employee-Student Boundaries

The relationship between students and school employees is an inherently unequal imbalance of power because school employees are in a unique position of trust, care, authority, and influence in relation to students. District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Employee-student boundaries are categorized into four areas that are not mutually exclusive:

- **Emotional Boundaries** – both the employee's own emotional state and self-regulation as well as students' emotional states and developmental abilities to self-regulate.
- **Relationship/Power Boundaries** – recognizing, as noted above, that the employee-student relationship is unequal and employees must safeguard against misusing positions of power.
- **Communication Boundaries** – how and what employees communicate to students, including communication that is verbal, nonverbal, in person, or via electronic means.
- **Physical Boundaries** – physical contact between employees and students.

While some employee-student boundaries are clear and easy to recognize, there are some unclear, *grey* areas that employees must plan for and respond to with sound judgment. This means recognizing the potential negative consequences for students and/or employees engaging in certain behaviors with students or allowing inappropriate conduct to continue. Employees may use *time, place, and circumstances* as a guiding principle by asking themselves:

- Is this the appropriate *time* for my planned action?
- Have I chosen the appropriate *place* for the planned action?
- Are these appropriate *circumstances* for me to take my planned action?

To avoid behavior or conduct which may lead to a breach in employee-student boundaries, employees should also recognize their own unique vulnerabilities. Examples of vulnerabilities that employees may experience include, but are not limited to:

- Employees regarding students as peers
- Employees who too closely identify with students and their issues
- Employees experiencing adult relationship issues
- Immature employees, or employees with an under-developed moral compass
- Employees feeling a need for attention
- Employees who abuse alcohol or other substances
- Employees who lack personal crisis management skills

Employees experiencing difficulties in their personal lives may be particularly susceptible to engaging in at-risk behavior or conduct with students. Employees must be alert to such risks and ensure they maintain professional boundaries at all times.

Guidelines for Specific Boundary Areas

Boundary Area	Inappropriate	Appropriate
Emotional	<p>Favoring certain students by inviting them to your classroom at non-instructional times to “hang out.”</p> <p>Favoring certain students by giving them special privileges.</p> <p>Engaging in peer-like behavior with students.</p> <p>Discussing personal issues with students.</p>	<p>Inviting students who need additional instructional support to your classroom for such additional support.</p> <p>Conducting one-on-one student conferences in a classroom with the door open.</p>
Relationship/Power	<p>Meeting with a student off-campus without parent/guardian knowledge and/or permission.</p> <p>Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside your professional role.</p> <p>Transporting a student in a school or private vehicle without administrative authorization.</p> <p>Giving gifts, money, or treats to individual students.</p> <p>Sending students on personal errands.</p> <p>Intervening in serious student problems instead of referring the student to an appropriately trained professional.</p> <p>A sexual or romantic invitation toward or from a student.</p> <p>Taking and using photos/videos of students for non-educational purposes.</p>	<p>Meeting with a student off-campus with parent/guardian knowledge and/or permission, e.g., when providing pre-arranged tutoring or coaching services.</p> <p>Transporting a student in a school or private vehicle with administrative authorization.</p> <p>Taking and using photos/videos of students for educational purposes, with student and parent/guardian consent, while abiding by student records laws, policies, and procedures.</p>
Communication	<p>Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting.</p> <p>Inviting students to your home.</p> <p>Adding students on personal social networking sites as contacts when unrelated to a legitimate educational purpose.</p> <p>Privately messaging students by any means.</p> <p>Maintaining intense eye contact.</p>	<p>Limiting communication to what is necessary for educational and/or extracurricular activities.</p> <p>Using District-approved methods for communicating with students.</p>

Boundary Area	Inappropriate	Appropriate
	<p>Making comments about a student's physical attributes, including excessively flattering comments.</p> <p>Engaging in sexualized or romantic dialog.</p> <p>Making sexually suggestive comments directed toward or with a student.</p> <p>Disclosing confidential information.</p> <p>Self-disclosure of a sexual, romantic, or erotic nature.</p>	
Physical	<p>Full frontal hugs.</p> <p>Invading personal space.</p> <p>Massages, shoulder rubs, neck rubs, etc.</p> <p>Lingering touches or squeezes.</p> <p>Tickling.</p> <p>Having a student on your lap.</p> <p>Physical exposure of a sexual, romantic, or erotic nature.</p> <p>Sexual, indecent, romantic, or erotic contact with a student.</p> <p>Assisting a young student or a student with special needs with a toileting issue without obtaining parent/guardian permission.</p>	<p>Occasionally patting a student on the back, shoulder, or arm.</p> <p>Momentary physical contact with limited force designed to prevent a student from completing an act that would result in potential physical harm to the student or another person or damage to property; or to remove a disruptive student who is unwilling to leave the area voluntarily.</p> <p>Assisting a young student or a student with special needs with a toileting issue when parent/guardian permission has been granted.</p>

Employee's Out of District Child(ren) attend RCS Waiver

The Board of Education of Rantoul City Schools #137 received a waiver of 105 ILCS5/10 – 20.12A from ISBE which permits the district to allow district employees' children who are non-resident pupils to attend the schools of the district tuition free. It would be at the sole discretion of the local Board of Education to annually approve applications of children of district employees requesting to attend RCS #137. The Board of Education reserves the right to admit non-resident children of district employees when it can be done without prejudice to the rights of the resident pupils. In lieu of per capita tuition, the district will claim the average daily attendance of such students on the general state aid claim.

The Board and administration have studied this opportunity and believe that employees who are able to bring their children into our district will increase their vested interest in the district and be more motivated to improve student performance and provide innovation in teaching and learning. Employees would have a direct, personal interest in the district, its students, and their own child as a student of the district. Such interest and motivation would be a tremendous benefit to all students in the system and the district as a whole.

Granting this request will also assist the district in recruiting and retaining highly qualified staff, who have a direct impact on student performance and increased innovation.

Employment Record/Employee Status Changes

Any changes in name, address, phone numbers, marital status, and persons to be contacted in case of an emergency must be submitted to your building administration/office and Human Resources office as soon as possible in order to keep employment records current.

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

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

Administrative Implementation

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

- Nondiscrimination Coordinator: Jaime Roundtree, Director of Curriculum and Instruction, 1 Aviation Center Drive, Rantoul 217-893-5400
- Title IX Coordinator: Allison Didier, Assistant Superintendent, 1 Aviation Center Drive, Rantoul 893-5400, Thomas Magers, Director of Human Resources, 1 Aviation Center Drive, Rantoul 217-893-5400, and Jaime Roundtree, Director of Curriculum and Instruction, 1 Aviation Center Drive, Rantoul 217-893-5400
- Complaint Managers: Thomas Magers, Director of Human Resources, 1 Aviation Center Drive, Rantoul 217-893-5400, and Jaime Roundtree, Director of Curriculum and Instruction, 1 Aviation Center Drive, Rantoul 217-893-5400

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. Board Policy 5:10

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, 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).

Board Policy 7:10

Ethics and Gift Ban School

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

Prohibited interests; Conflict of Interest; and Limitation of Authority

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

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

- A close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
- An employee's business partner; or
- An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or parties to agreements or contracts. Situations in which the interest is not substantial, or the gift is an unsolicited item of nominal value must comply with State Laws and Board policy 2:105, Ethics and Gift Ban.

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

Board Policy 5:120

Family Medical Leave Act (FMLA)

Board Policy 5:185 available online. Contact Human Resources at the Central Office for detailed information.

Family/Student Handbook

Family/Student Handbooks are available on our district website. If families wish to have a paper copy, they must call the office to request one be sent home with their child (one per family). All teachers shall be familiar with the contents of the Family/Student Handbook. Homeroom/ Advisory teachers grades 3-8 shall review the contents of the Handbook with their students during the first 2 weeks of school and students will sign off stating this occurred.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all unused, earned vacation. Final paychecks will be issued on the next regular payroll date. The employee can communicate a later final paycheck in some situations. Please communicate with the Human Resources Office in these situations.

Financial Accounting

If money is collected from students for materials, lost or damaged books, or book fines, turn it into the building secretary by the end of the workday. Do not leave money in your classroom or remove it from the building. Be certain that it is counted and a general remittance form accompanies the deposit. Do not leave money on the counter or on a secretary's desk. No money is to be kept in classrooms overnight. Any large amounts of money are not to be left in the school office or safe for more than one day.

Fingerprinting and Criminal Background Checking Policy

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database are performed on each employee as required by School Code. A copy of the record of convictions obtained from the Illinois State Police may be provided by the District to the applicant and the Superintendent or designee shall notify the applicant if the applicant is identified in either database. Any information concerning the record of convictions obtained by the District shall be confidential and may only be transmitted or shared with the President of the School Board, Superintendent or his designee, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

The District retains the right to not employ or to discharge any employee who makes any false or misleading statement on, or omits facts from, his or her employment application or documents, if there is any criminal history records check, Statewide Sex Offender Database check, Statewide Child Murderer and Violent Offender Against Youth Database check, or background investigation, or if the District is prohibited from employing the employee under Section 10-21.9 of the Illinois School Code.

Sexual Misconduct Related Employment History Review

Prior to hiring an applicant for a position involving direct contact with children or students, the Superintendent shall ensure that an Employment History Review (EHR) is performed as required by State law. When the applicant is a superintendent applicant, the Board President shall ensure that an (EHR) is initiated before a successful superintendent candidate is offered employment by the Board.

Flexible Spending Accounts (Section 125)

Please refer to the following current agreement between the Board of Education of Rantoul City Schools: RCSEA 8.5 and RCESPA 8.5

For employees not covered by a Collective Bargaining Agreement: The District provides a group Flexible Spending Account plan for all eligible full-time employees. See official plan documents or Insurance administrator for complete details. Enrollment is only offered at the beginning of the new school year or upon being newly hired with our district.

Health Insurance

Please refer to the following current agreement between the Board of Education of Rantoul City Schools: RCSEA 8.1 and RCESPA 8.1

For employees not covered by a Collective Bargaining Agreement: The District provides a group health insurance plan for all eligible full-time employees. The District may pay a portion of health insurance premiums for each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. See official plan documents for complete details.

Holidays

Please refer to the following current agreements between the Board of Education of Rantoul City Schools #137 and RCESPA or RCSEA Collective Bargaining Agreement.

For employees not covered by a Collective Bargaining Agreement: Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will be paid for, but will not be required to work on:

New Year's Day	Independence Day
Martin Luther King Jr.'s Birthday	Labor Day
Abraham Lincoln's Birthday/Presidents Day	Columbus Day/Fall Holiday
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day	Christmas Day

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Board Policy 5:330

Job Descriptions

Job Descriptions are available on the RCS website. Please refer to these as needed. Throughout the school year administration may update job descriptions. When that occurs, we will inform the appropriate staff via email typically in board meeting updates.

Keyless Entry/ Building Badges

RCS has a keyless entry system. This system will permit the district to provide an additional level of security previously unknown. This system permits the district to "deactivate" keys with a few keystrokes. Additionally, the district can disable keys for specific time frames.

Access to buildings to which you are assigned will be "coded" into the key assigned to you..

Please note the timeframe when your key fob will be functional:

- Teachers, Social Workers, S/L, and Nurses, Librarian 5:00 AM until 11:00 PM
- Head Cooks, Cooks, & Teacher Aides 6:00 AM until 5:00 PM
- Secretaries, Clericals 6:00 AM until 6:00 PM
- Central Office, Warehouse, Custodians, Administrators/Directors, Nurses. Functional at all times

Unfortunately, some staff members have entered the building while their badge is active and then left the building to take an item from his/her car. They could not re-enter the building and the staff member called a custodian, etc. to unlock the building. Staff members that request a custodian and/or another staff member to come to the school "after hours" shall be required to pay all expenses encountered by the district including but not limited to employee overtime wage pay.

If an employee loses their assigned badge, they will be required to reimburse the district for the cost of a replacement badge.

Leaving Building during Lunch and Plan Period/Breaks

Staff members shall be permitted to leave the building during their lunch period or, with prior permission, during planning period but are required to sign out and back into the office so that in an emergency no one will enter the building to rescue an individual that previously left school grounds. You may call the office and ask that they sign you out and back in if your building administrator allows this.

Life Insurance

Please refer to the following current agreement between the Board of Education of Rantoul City Schools: RCSEA 8.3 and RCESPA 8.3

For employees not covered by a Collective Bargaining Agreement: The District may provide Life Insurance for eligible full-time employees. See official plan documents for complete details.

Mail/Email

District mail service is provided through the office. For quicker communication and less paper usage, we highly encourage staff to use email and attachments whenever possible and appropriate. RCS provides all staff with an email account to be used for work purposes only. Staff members must check their mailbox and email accounts at least twice each working day. ALL EMAIL IS SUBJECT TO FOIA. This means anything that you put in an email can be requested by someone from the outside. Write each email as if the entire community was reading it.

Meal & Break Periods

Please refer to the following current agreement between the Board of Education of Rantoul City Schools: RCSEA and RCESPA.

For employees not covered by a Collective Bargaining Agreement: An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first 5 hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and federal law. Board Policy 5:300

Media/Public Information Process

The Principal and Superintendent are the public relations officers of the school. Contacts with the media should be routed through the Principal first and then the Superintendent. If a member of the media contacts an employee about a school related issue, the Principal and/or Superintendent should be informed.

Motor Vehicle Record (MVR) Checks

The purpose of this policy is to ensure the safety of those individuals who drive RCS #137 vehicles or personal vehicles on RCS #137 business and to ensure the safety of their passengers and the public.

Policy Statements

- All drivers must be authorized to drive for work purposes.
- RCS #137 vehicles are not to be used for personal or non-work related purposes.
- RCS #137 reserves the right to review both the driver's license and MVR of all authorized drivers at any time.
- MVR review will typically be run for authorized drivers a minimum of every 6 months.
- For positions which require driving as an essential function, applicants will receive a conditional offer of employment, contingent upon the results of the MVR review.

Requirements to Become an Authorized Driver

- Must be a current employee or contracted individual.
- Must present and maintain a favorable MVR (see guidelines below)
- Must provide a current copy of a valid driver's license for the type of vehicle to be driven.

Driver Responsibilities

- It is the driver's responsibility to operate the vehicle in a safe manner to prevent injuries and property damage.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and must keep the license(s) with them while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
- All drivers and passengers must wear seat belts.
- Employees must report all accidents, regardless of severity, to the police and to RCS #137. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.
- Authorized drivers are prohibited from reading or typing text messages, emails or posts of any type while driving. Phone use is also prohibited, unless a hands-free device is used. All phone use is prohibited in school zones and construction zones regardless of whether a hands-free device is used. Authorized drivers are prohibited from surfing the internet or reviewing websites or posting on social media or other websites while driving. Authorized drivers are prohibited from taking or posting photos while driving.
- Distracted driving of any type is prohibited.
- It is the responsibility of all authorized drivers to report the loss, bond issuance, suspension and/or revocation of his/her driver's license immediately to RCS #137.
- All traffic violations (including parking tickets), citations and fines incurred when driving for work purposes are the sole responsibility of the authorized driver.
- Driving for work purposes while under the influence of alcohol, other intoxicants, illegal drugs or marijuana is forbidden and is sufficient cause for discipline, including termination.
- Authorized drivers who perform safety sensitive functions must inform RCS #137 if taking any medications that may affect their ability to safely operate an automobile.

- Drivers are responsible for the security of vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

The following is a non-exhaustive list of conduct resulting in traffic convictions that may result in rescinding an offer of employment, terminating driving privileges, or other disciplinary action, up to and including termination.

- Reckless or negligent driving
- Driving while impaired by or under the influence of alcohol, other intoxicants, illegal drugs or marijuana
- Homicide, negligent homicide, or involuntary manslaughter by vehicle
- Fleeing or attempting to elude police officers
- Driving without a license or while license is suspended or revoked
- Hit and run or failure to stop after an accident
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without the owner's authority (theft)
- Speeding
- "At fault" accident
- Any moving violation

Notification Regarding Student Accounts Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Board Policy 7:140

Overtime

The Board of Education discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's express PRIOR approval. Overtime is over 40 hours in the working week excluding holidays, sick days, vacation, or personal days as those hours do not count towards hours for overtime purposes. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete timesheets of actual hours worked during the workweek shall be submitted in Skyward by each employee. Supervisors will review overtime records and approve them in Skyward. Supervisors will, on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board Policy 5:310

Parking

All employees shall park on District premises in a designated area. Employees will refrain from parking in designated visitor parking and handicap parking spaces.

Payroll Period/TruTime/Pay Dates

All non-exempt employees are paid bi-weekly, 24 pays per year on the 15th and 30th of each month. Payroll dates are the 15th and the 30th of the month (or last day of the month if there is no 30th). If the payroll date falls on a Saturday, Sunday the payroll date will be a Friday. If the payroll date falls on a holiday, then the payroll date will be the working day before that holiday.

Timesheets are for hourly employees only. Timesheets need to be submitted to the supervisor at the end of each workweek. If an employee is absent on the last workday of a week, the employee must submit it by the end of day the next day they are at work. Pay Stubs are available in Skyward Business through Employee Access. Paystubs will include earnings and deductions for all work performed through the end of the previous payroll period.

Direct deposit is required for all employees. Employee's payroll earnings will be deposited directly into their checking or savings account as designated on the payroll deduction authorization form and acknowledged on the payroll record. Please note that the District deposits payroll earnings to the District's main bank, which is subsequently deposited to employees' individual banks based on the schedule for posting at each local banking facility.

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including discharge. Both the administrator/supervisor and the employee can be held responsible for any of these dishonest actions, which may result in criminal prosecution. All non-exempt employees shall ensure accurate reporting of hours worked.

The building administrator/supervisor will review and then electronically approve the TruTime timesheet before submitting it to payroll for processing. In addition, if the employee makes corrections or modifications to the time record, they must make note of the reason why on TruTime in the Notes section. The administrator/supervisor must verify the accuracy of the changes by approving the time record electronically. Time is calculated by using a fifteen-minute interval for determining "hours worked" and recording of time worked by all non-exempt employees.

If timesheets are not submitted on time disciplinary action may be taken. For 24-pays the first paycheck is the first payroll in September.

SY 25/26 PAY DATES AND PAY PERIODS

Regular School Year

PAYROLL NUMBER	TIMESHEET DATES	PAYROLL RECONCILIATION DATE
1	06/02/2025-06/27/2025	7/15/25
2	06/30/2025-07/12/2025	7/30/25
3	07/13/2025-07/26/2025	8/15/25
4	07/27/2025-08/09/2025	8/29/25
5	08/10/2025-08/23/2025	9/15/25
6	08/24/2025-09/06/2025	9/30/25
7	09/07/2025-09/20/2025	10/15/25
8	09/21/2025-10/04/2025	10/30/25
9	10/05/2025-10/18/2025	11/14/25
10	10/19/2025-11/01/2025	11/28/25
11	11/02/2025-11/15/2025	12/15/25
12	11/16/2025-11/29/2025	12/30/25
13	11/30/2025-12/13/2025	1/15/26
14	12/14/2025-01/10/2026	1/30/26
15	01/11/2026-01/24/2026	2/13/26
16	01/25/2026-02/07/2026	2/27/26
17	02/08/2026-2/21/2026	3/13/26
18	02/22/2026-03/07/2026	3/30/26
19	03/08/2026-03/28/2026	4/15/26
20	03/29/2026-04/11/2026	4/30/26
21	04/12/2026-04/25/2026	5/15/26
22	04/26/2026-05/09/2026	5/29/26
23	05/10/2026-05/23/2026	6/15/26
24	05/24/2026-REST OF 25/26 FY	6/30/26

ELECTRONIC AND PAPER TIMESHEETS ARE TO BE SUBMITTED AT THE END OF EVERY WEEK.
IF PAPER TIMESHEET, ONLY ORIGINAL, SIGNED COPIES WILL BE ACCEPTED.

Timesheets turned in after payroll has been processed will be paid on the next available pay period only if it is received before that payroll processing cut off date.

Payroll dates falling on National or State holidays will be paid the day before the holiday.

Performance Evaluations

Please refer to the following current agreement between the Board of Education of Rantoul City Schools: RCSEA 5.6 and RCESPA 5.9

For employees not covered by a Collective Bargaining Agreement: The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in School Board policies as well as in compliance with state law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

- Each employee shall be evaluated annually for the first two years, and bi-annually thereafter.
- The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
- The employee shall receive a copy of the annual evaluation.
- All evaluations shall comply with state and federal law and any applicable collective bargaining agreement.

Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore encouraged to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the District's policy. Flexibility will be provided in circumstances demanding immediate attention. The District will not be liable for the loss of personal cellular phones brought into the workplace.

Personal Use of District-Provided Cellular Phones

Where job responsibilities or District needs demand immediate access to an employee the District may issue a District cell phone to an employee for District-related communications. In order to protect the employee from incurring a tax liability for the personal use of this equipment, employees will be required to reimburse the District for any personal calls on a District issued cell phone. Phone logs will be audited regularly to ensure compliance with this policy.

Phone Use (Cell) and Safety Issues

When using cell phones and other portable devices, employees are expected to observe all relevant state and Federal Laws. This would include laws requiring hand-free devices or prohibiting text messaging while driving. Employees are expected to stop driving before conducting business electronically or are expected to use hands-free devices while driving. Company owned electronic devices may be monitored to ensure compliance with the policy. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline up to and including termination.

Photos/Videos of Students

Staff are not allowed to take photos or video of students unless pre-approved by administration. Video/audio/photos for the purposes of documenting student behavior is not allowed unless approved by the parent and administration. Because these become part of the student's record, this is discouraged unless a

unique situation occurs. Photos and video to showcase greatness for Website or Social Media is allowed if a parent has given permission on the Photo Sign off form (during online registration). Do not post the students' names alongside the photos.

Board Policy Manual

The RCS Board Policy Manual can be found on the RCS Website.

Physical Restraint, Isolated Time Out, and Time Out

Rantoul City Schools District 137 has adopted procedures related to use of isolated time out, time out and physical restraint. These procedures apply to all students, not just students with disabilities. RCS staff members may, for the purpose of calming the student or as part of a child's IEP Behavior Intervention Plan, use monitored separation in a non-locked setting with an adult within the room. RCS students placed in private facilities may be subject to isolated time out/seclusion. Every effort should be made to prevent the need for the use of time out and physical restraint, and other interventions should be attempted and exhausted first.

School staff members shall not use time out and physical restraint other than as permitted in 105 ILCS 5/10-20.33, Illinois State Board of Education rules, and procedures developed by the Superintendent. Time out and physical restraint shall be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm. Time out and restraint shall not be used as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. All staff members shall review the relevant Board Policy and District procedures related to isolated time out, time out and physical restraint, and are responsible for strict compliance therewith.

For more information or to report a concern regarding physical interventions, contact Kelly Crawford: kcrawford@rcs137.org.

Note, the use of "isolated time out" is strictly prohibited in RCS.

Physical Restraint

- Only staff who are fully trained in CPI may participate in the physical component of a physical restraint. If you are not fully trained in CPI, your responsibilities would be to call for assistance, assist with written documentation of the restraint, and/or respond to requests/needs of the adults who are doing the physical restraint.
- Physical restraint may only happen if a student is in imminent danger of harming him/herself or someone else.
- Verbal threats are not considered an imminent danger that would justify restraint.
- Physical restraint must end as soon as a student is no longer an imminent danger of harming him/herself or someone else.
- Property damage is not a valid reason for a physical restraint.
- Any time there is a physical restraint, the building has to document the physical restraint, and this documentation is submitted to ISBE.

Physical Intervention

- There are times when a brief physical intervention is allowable; this is not a restraint. Here is language from the attached policy for reference: *Physical restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property.*

- Some examples of physical interventions are below. In any of the examples below, verbal redirection and verbal prompts should happen first, and, once physically touching, if the student is physically not cooperative, you **MUST STOP** immediately.
 - Holding a student's hand while walking from point A to B.
 - A student in your class is not lining up correctly. You place a hand on his shoulder and gently turn his body and then let go.
 - A student is pulling items off a bulletin board, and you take the student's hand to stop her.

Regarding both physical intervention and restraint, whether or not you are fully trained in CPI, if you are at the point with a student that s/he is escalated and may need physical restraint, immediately call for help from your building administration.

Can I physically escort a student? Physically escorting a student is considered a restraint, and physical escort training is an additional piece within CPI. Most CPI trained staff are not qualified to physically escort a student. Walking with a student and holding his hand is not a physical escort, BUT, if a student is resisting walking with you from point A to B in a building, call for admin assistance immediately. Do not attempt to force the student. For example, if you are holding a student's hand and walking and the student drops to the floor, you **MUST STOP** immediately. Do not push, pull, or drag the student. I would continue to hold the student's hand if I was worried she may run or do something dangerous, but I would immediately call for assistance. Likewise, if you are in a situation where two adults are walking the student with each adult holding one hand, if the student is non-cooperative, do not continue walking the student. Immediately stop and call for assistance.

Is breaking up a fight, holding a student to prevent a fight, or holding a student after a fight a physical restraint? Typically, no. Physical contact in these cases is merited due to the imminent danger to the student and/or others. All staff have an obligation to prevent and stop fights. This is regardless of your CPI training status. Generally, with a fight, you are briefly physically intervening to prevent harm. Staff should only use the minimum amount of force necessary to prevent continued physical harm to bystanders and participants. In these cases, you would immediately call for admin, and if a restraint is needed, the administrator makes the determination.

What should I do if someone is physical with a student, and I don't think it is appropriate? Most importantly, you need to tell the adult to stop. Here are some examples of how to do this: "Hey Scott, let me take over from here." Or, "Scott, what are we trying to do with this student, maybe we should call for admin." If you are concerned that the physical interaction was severe, harmful, or excessive, you are obligated to report to DCFS and should report what you saw to a building administrator.

What if there is concern about improper physical restraint or improper physical intervention? If this concern comes up and there is reasonable validity to the concern, two things will happen. The district will make a report to DCFS. The district will make a report to RPD. Again, these reports are made for the protection of you and the district. In nearly all cases, DCFS and RPD will not investigate, and this step prevents future accusations that the district or employee were trying to conceal possibly inappropriate behavior. However, if there is obvious excessive or inappropriate force OR DCFS chooses to do an investigation, it is likely that you will be placed on paid leave pending the outcome of the investigation. Being placed on paid leave does not mean that you are being disciplined.

What is written above does not mean that you cannot appropriately touch or physically interact with our students, but you need to be aware of some of the important boundaries around physical contact, and be aware of the district's protocols for responding to concerns about possibly inappropriate physical interactions.

Public Relations and Telephone Calls

It is important that District phones be kept clear for District business. Personal calls are acceptable; however, proper discretion is advised. First impressions are very important and when answering the phone employees shall greet the caller with "Good Morning or Good Afternoon, Rantoul City School District #137, John/Jane Doe speaking." Employees who answer the phone should do so promptly and in a businesslike manner. Employees will be held responsible for paying for all non-business-related long distance phone calls.

Recording Device Usage – Video and Audio

The Board of Education prohibits the use of audio, visual or other recording devices at meetings among district employees and between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for educational or security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

Staff are not allowed to record student behavior via video or audio unless approved by administration and parent permission. This is in an extreme case as this becomes a student record (read more about student records under social media guidelines).

Release During School Hours

For safety and security reasons, the prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school: (1) at any time other than the regular dismissal times, or other times when a school is officially closed and/or (2) to any person other than the custodial parent/guardian or Skyward documented emergency persons unless authorized by Administrator.

Board Policy 7:90

Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

Board Policy 5:130

Retirement

Please refer to the following current agreement between the Board of Education of Rantoul City Schools: RCSEA and RCESPA.

Employees not covered by a Collective Bargaining Agreement: To be eligible, an employee must notify the board of intent to retire by January 1. The employee must submit an irrevocable letter of resignation no sooner than 6 months before the fourth year prior to retirement and no later than January 1st of the year in which salary shall be first affected. To be eligible for the retirement incentive, the employee must be eligible to retire into the teachers retirement system or Illinois mutual retirement fund, and must have 20 years of public school **ESP** experience, with the final ten years at Rantoul City Schools based on total years of service at the notice of retirement is submitted, not the date retirement is effective.. In exchange for irrevocable notice of retirement, an

employee not covered under a collective bargaining agreement, will receive up to four (4) years of enhancement wages. These enhancement wages will be a 5.75% increase over the previous year of IMRF or TRS creditable wages, and shall be compounded for multiple years of enhancement. Any employee who has already submitted their retirement letter, and has been approved by the board of education, will continue to remain on the previous retirement incentive in place at the time of board approval. Board approved: 7/17/2025.

The employee shall continue to perform all duties performed in the year prior to the first year the incentive is paid for the duration of the retirement notice period. If an employee voluntarily resigns, moves to a position of lower compensation, or is removed by the Board from any extra duty assignment following notice of retirement, the calculation of the employee's percentage increase shall be reduced by the amount of the extra compensation that was being paid to the employee.

Restrictions/Limitations:

- If approved, an employee will not be assigned nor be authorized to perform any additional extra duties or IMRF/TRS reportable duties without the consent of and agreement of the employee and Superintendent or designee; and
- Any employee who commences participation in this benefit, but does not comply with or satisfy the provisions herein, including but not limited to completion of their remaining years of service following notice of retirement, shall reimburse the District for any increased salary benefit granted under this provision, including tax and pension withholdings. Upon complete reimbursement, the teacher shall be entitled to any general wage increase which would have been applicable to the employee during the time period at issue; and
- In the event legislation is enacted which would significantly modify the cost of this retirement incentive or result in a surcharge to the Board, then unless the parties agree to continue this benefit in a subsequent collective bargaining agreement, it shall terminate upon the expiration of this agreement and will not be available to employees who have not applied for the benefit prior to the expiration date of this agreement.

School Grounds Rules

In addition to prohibitions stated in other District policies, no person on school property shall:

- Injure or threaten to injure another person;
- Damage another's property or that of the School District;
- Violate any provision of the criminal law of the State of Illinois or town or county ordinance;
- Smoke or otherwise use tobacco products; including vaping and e-cigarettes.
- Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
- Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the School Board; or
- Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on school grounds. As circumstances warrant, the District's administrators will take appropriate action.

Solicitation and Distribution

Employees may not solicit or distribute literature concerning outside events or activities during the employee's working time or the working time of any employee. (Working time does not include lunch periods, work breaks, or any periods in which employees are not on duty). In addition, the posting of written solicitations or literature on District bulletin boards is restricted. These bulletin boards display important information and employees should consult them frequently for: Employee Announcements, Internal Memoranda, Job Openings,

Organization Announcements, Payday Notice, Worker's Compensation Insurance information, etc. If employees have a message of interest to the workplace, they may submit it to administration for approval.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
 - a. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

- b. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
 - c. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
 - d. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
 5. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Rantoul City Schools publishes a Public Notice Regarding the Destruction of Temporary Student Records in the News Gazette. In accordance with federal and state laws, student temporary records are maintained for five years after the student exits. A permanent record of the student's name, address, phone number, grades, attendance record and year completed is maintained for 60 years. The purpose of the destruction is to protect the student from improper and unauthorized disclosure of the confidential information contained within the file. Any parent/guardian of a student under the age of 18, or former student who has reached 18 years of age, may review and/or receive these records by contacting the Central Office at 217-893-5400.

Board Policy 7:340

Smoking on School Property

Adhering to a State of Illinois law, the RCS Board of Education prohibits the use of tobacco on school property. Patrons or parents that wait on school grounds for schools to open or for student dismissal, outside or inside their motor vehicles, shall NOT smoke on school property. This includes no allowance of vaping devices, no matter what material it contains.

Substitute Teacher Folder

Substitute folders are required. These will be updated by each teacher minimally at the beginning of each quarter. Make this a priority! Folder must contain the following:

Detailed lesson plans for the entire day.

- In bold, at the top of plans, list duties (AM, recess, lunch, PM) so they don't get lost within the document.
- Provide a place for subs to provide feedback to you about their day.
- Seating Charts/Up-to-Date Class Lists – if an emergency to evacuate
- Indication of students who need an extra eye kept on them, have sensory issues, IEP accommodations, behavior intervention plans, “go- to” students for help, buddy teacher.
- How to take attendance (since no access to Skyward), Smartboard directions - use or not to use, etc
- Blank “Substitute Evaluation of Teacher/Teaching Assistant/Secretary ” form that the substitute is responsible for completing and submitting to secretary/clerical at end of the day. If the sub chooses not to do so, that is up to him/her.
- Emergency response plans
- Have on hand a day's worth of “ready to go” activities/plans in case there was no opportunity to prepare detailed plans for the day due to last minute unforeseen absence. This should happen very rarely.
- On AESOP, complete the sub evaluation.

Suspension - Employee

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under state law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the Central Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent or designee of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

Technology

Acceptable Use of Electronic Networks Board Policy Administrative Procedure 6:235-AP1

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prescribed 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.

"User" – Means Rantoul City Schools employee (or student)

Terms and Conditions

- **Acceptable Use** - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.
- **Privileges** - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
- **Unacceptable Use** - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading of copyrighted material for other than personal use
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
 - h. Using another user's account or password and may not share their password with anyone;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;

- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked;
- Mandated and Expected User Rules - The user must follow these work rules:
 - a. Users must login using their own password that contains an absolute minimum of 8 characters, mixed case, with at least one number and one symbol;
 - b. Users must log out whenever a workstation is left unattended;
 - c. Users should be aware that their use of the network is being monitored, and is not private;
 - d. Users should be aware that they are responsible for all unauthorized activity initiated from their workstations;
 - e. Users may not share a password with anyone;
 - f. Users may not change a password such that it does not meet minimum security requirements;
 - g. Users may not install, or attempting to install, unauthorized software unless authorized by administration/tech department
 - h. Users may not circumvent any security measures;
- Network and Email 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 and non-abusive in messages to others. Do not type in all caps as this is recognized as shouting.
 - 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. Be aware of which students have a Photo/Video Release Form on file. This form grants permission from the child's guardian to use the child's photo on the district website, videos or for social media platform approved by administration
 - e. 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.
 - f. Do not use the network in any way that would disrupt its use by other users.
 - g. Consider all communications and information accessible via the network to be property.
 - h. Social Media pages should have appropriate privacy settings. Remember that tagging and using hashtags will make posts more visible and less private.
 - i. Remember that you are representing yourself as a professional educator and as a Rantoul City Schools employee whenever you decide to post. Think before you post if this is a good representation and adhere to the high standards for appropriate school relationships required by policy 5:120, Employee Ethics: Conduct; and Conflict of Interest at all times.
 - j. Do not use another person's email account.
 - k. Recognize that electronic mail is not guaranteed to be private. All work email is subject to FOIA guidelines.
 - l. Proofread your message before sending it.
 - m. Perform regular routine email maintenance on your social media and email accounts. Be sure to update account passwords regularly. Check email daily, including your SPAM folder. After reading the email, decide what action to take – delete, reply, print or archive.
 - n. The district email system is provided for efficiency in the operation of school business and educational goals. Therefore, forwarding chain letters, jokes, movie files and graphics is discouraged.
 - o. Use care in opening attachments. If an attachment file extension is not recognized (like .ppt or .doc) or if the sender is unknown or not recognized, it is best not to open the attachment. Delete it as it might be a virus. It is normal procedure to tell a person in advance that an attachment is being sent to them, so he/she expects the arrival.

- p. Employees should be aware that their personal computer files or System use may be subject to public disclosure under the Illinois Freedom of Information Act.
- 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 - Security in any network is a high priority and must be a priority for all users. If any user of the Computer Network is aware of any security risk or abuse of the Computer Network, the personnel member must notify an administrator immediately. Students and personnel are prohibited from sharing their login ID or password with any other individual. Any attempt to log onto the Computer Network as another individual will result in immediate cancellation of system privileges.
 - Vandalism - Any vandalism or attempted vandalism (physical or electronic) to District computers, the District network, files of others or to the Computer Network in any way is prohibited and will result in immediate cancellation of Computer Network privileges, disciplinary action and potential legal action. Vandalism includes, but is not limited to, the downloading, uploading or creation of computer viruses. In case of damage or loss of the assigned equipment due to theft or vandalism, said matter must be reported to the appropriate law enforcement agency and to the Principal immediately. Full cooperation in any investigation conducted by the police or the District is expected.
 - 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. Identifiable student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email

As the district provides staff members with valuable and timely updates via email, staff members are responsible for checking email two times a day minimally. Solicitation or distribution of any kind on school property except as is necessary for school district business during working time or on school property is prohibited. One can access email from any computer using a web browser through the RCS website rcs137.org. The RCS email Server requires a username AND password. ALL emails will be archived. Federal courts have ruled that e-mails are subject to subpoena. Therefore, your school email SHOULD NOT be considered for private correspondence. On January 1, 2010 a new Illinois Freedom of Information Act (FOIA) law went into

effect. This law makes access to records, such as email, much easier in Illinois. Therefore, your school email SHOULD NOT be considered for private correspondence.

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.

- 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.
- 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.
- 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.
- 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.
- 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. Board Policy 6:235-AP1

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

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

Usage and Conduct

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

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, Employee Ethics; Conduct; and Conflict of Interest at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Employee Ethics; Conduct; and Conflict of Interest; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate just cause 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 meetings on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, Employee Ethics; Conduct; and Conflict of Interest.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
 - d. Build awareness of this policy with students, parents, and the community.
 - e. 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.
 - f. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

Social Media/Electronic Communications

The district understands that parents, staff, and community members all want to be able to get their information from social media. It's important for them that we're active, that they're able to see all of the photos and get up to date information. In many ways, this is a great thing—it allows you to instantly communicate with your school community, it gives you a cost-effective way to distribute messages, and it allows you to feature all the amazing things your students and teachers are doing every day that wouldn't normally get picked up by the media. However, school district social media comes with two unique challenges:

- Records retention. Retaining social media records in compliance with state public records laws
- Decentralization. Overcoming the issues caused by decentralized social media accounts

Here are three critical areas where states have offered guidance:

1. Social media, like other forms of electronic communication, creates public records.
2. Content generated on social media by users can create public records.
3. Your district (not the social networks!) is responsible for retaining social media records.

One of the major challenges with social media is the fact that users can create social media records. In the same way that both sides of an email conversation are critical to the public record, so too are both sides of a social media conversation. Electronic messages sent or received by a government-issued electronic device or through a social media account provided by a government agency for conducting government business are public records. The fact that social media allows constituents to create records that are instantly viewable to the public leaves agencies more vulnerable to records requests than with traditional records, which agencies can review prior to their becoming public. Social media gives the public the ability to edit and delete records your agency is responsible for retaining. Social media records live on the social media network's servers, and the networks have no obligation to keep your records for any length of time or to provide you with all versions of your records in the event of a public records request. Even if a user's comments are deleted in accordance with the agency's social media policy, the records would still need to be retained, based on the fact that the agency has dominion over the forum.

Staff Use of Personal Technology

- a. Limit On-Duty Use – Staff members are encouraged to limit their personal technology use during duty hours. Use of Personal Technology for non-District business should be limited to off-duty time and designated breaks.
- b. Work/Personal Distinction – Staff members are encouraged to maintain a clear distinction between their personal social media use and any District-related social media sites.
- c. Student Photographs – Absent parent permission for the particular purpose, staff members may not send, share, or post pictures, text messages, emails or other material that personally-identifies district students in electronic or any other form of Personal Technology. Staff members may not use images of students, emails, or other personally identifiable student information for personal gain or profit.
- d. Professional Effectiveness - District employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to District students.
- e. Personal Social Networking & Media Accounts – Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor. Educators must give serious thought to the implications of joining an online social network.
- f. Responsible Online Identity Monitoring – Employees are encouraged to monitor their 'online identity,' by performing search engine research on a routine basis in order to prevent their online profiles from being fraudulently compromised or simply to track information posted about them online. Often, if there is unwanted information posted about the employee online, that employee can contact the site administrator in order to request its removal.

- g. **Friending District Students** – Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. District employees’ social networking profiles and personal blogs should not be linked to district students’ online profiles. Additionally, District employees should use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices.
- h. **Contacting Students Off-Hours** – When in doubt about contacting a district student during off-duty hours using either district-owned communication devices, network services, and Internet access route or those of the employee, begin by contacting the student’s parent(s) or legal guardian through their district registered phone number. District employees should only contact district students for educational purposes and must never disclose confidential information possessed by the employee by virtue of his or her district employment.
- i. Because online content can be spread in mere seconds to a mass audience, the District encourages employees to ask themselves before posting any information online whether they would be comfortable having this information printed in the newspaper alongside their photo.

Use of Social Media and Social Networking

- Employees participating in social media usage and social networking sites for District related purposes on work time must receive written approval from their respective supervisors by completing the District’s on-line form that may be found on the district website under Staff Resources & Forms
- Employees may not use social media and social networking for personal use during work time.
- Employees must identify themselves appropriately, and their position with the District, if necessary, when undertaking such usage.
- Posting confidential and/or proprietary information about the District, its data, students, or its employees is forbidden. Inappropriate posting of this sort can lead to disciplinary action. Employees are expected to behave ethically, honor the Code of Ethics, and the Acceptable Use Policy, which is incorporated into District policy, as well as all state and federal laws pertaining to proprietary and confidential information.
- Employees must be professional and respectful in all communications with all persons, whether for District use, and/or personal use where such use could impact in any way upon the District, its reputation, and the employee’s reputation as a District employee.
- Employees should be mindful of the fact that social media sites and blogs are not private. Information may remain posted for years. Moreover, such postings could become subject to public records requests.
- Posting of inappropriate messages, photographs, and/or documents is not permissible. Employees should understand that doing so can have professional and/or personal ramifications that can expose Employees to liability; whether posted on District time or on personal time.
- Employees must refrain from creating personal web pages or use social media/networking sites (such as Facebook, Twitter, TikTok, etc) to communicate with students currently enrolled in the District. This specifically includes “friending” students, permitting or inviting social interaction with students, or allowing students access to Employees’ personal pages or sites to communicate as a friend.
- If there is an intention to communicate with a student or students through social media or social networking, it must be done for educational purposes, approved by District, supervisory personnel, and parents must be notified and consent given to do so; especially if such information is intended to reach students after school hours.
- Instructional Personnel, who wish to establish a social media presence for District educational purposes, are encouraged to use District vetted social media applications. Such instructional personnel should complete the on-line form at the link referenced above.
- Where Employees are related to currently enrolled students, unless they are the parent of the student to be friended, they must receive permission in writing from the student’s parent(s) authorizing the friending.

- A Principal, or his/her designee, who wishes to create a school social media site or account needs to review the Guidelines for Official School Pages/Accounts must confer with the Technology Director prior to it going live.
- When acting as agents of the District, employees are cautioned not to provide either their personal email address or cell phone number to currently enrolled students or to their parents. All communications with parents concerning students must be from the employee's District email address.
- Employees should be cautious before posting images of students or colleagues on any website, whether District or personal, without prior authorization from parents of such students, colleagues, and District supervisory personnel.
- Employees must refrain from comments, whether on District sites or personal sites, about students, colleagues, parents, or any other person that could lead to personal or professional harm to the employee or to the person about whom one is commenting.
- District employees who are supervisors are discouraged from friending employees who report directly to them or who they evaluate and/or assess.
- Remember that as a District employee, you are an ambassador for the District. Thus, you must be mindful in your usage of social media and social networking that your actions may have personal, professional, ethical, and legal consequences not only for you, but also for your colleagues, the District, and the community at-large.
- Enforcement:
 - Employees who violate the provisions of these guidelines risk being subject to appropriate disciplinary action.
 - Internet Acceptable Use Policy is still in force. This policy is adopted in addition to, and not as a substitute for, the District's Internet Acceptable Use Policy, which governs use of the school district's technological resources.
 - References to "Facebook" are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

Additional Information

- Disclaimer - The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.
- Personal Use - School computers, networks, Internet access and email are provided to support the educational mission of the district. They are to be used primarily for school-related purposes. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in this policy and must not damage the District's Computer Network or Equipment. Personal privacy does not apply on district-owned computers as the District has the right to trace network, email and Internet usage
- Removal of District computers from school property - Non-employees are not permitted to use the District assigned computer when it is off campus. All of the terms of this Staff Acceptable Use Policy apply to the off-campus possession and use of the District's assigned computer equipment. Permission for removal and use of the District's computer equipment and network off school property is a privilege and may be revoked at any time. Failure to return the equipment to school after use off campus may result in actions being taken by the District to recover the equipment as described herein.

- Confidentiality - District employees are not to transmit confidential information concerning students or others. An email message may constitute an “education record” which is protected under the law.
- Advertising - Advertising and solicitation on district computers is prohibited. This includes district employees sending advertising messages from a home or outside computer to school district email users.
- Fundraising, non-profit or charitable solicitation - The use of the Computer Network for transmitting announcements of non-profit or charitable events other than those of the District is prohibited. Representing personal view(s) as those of the school district is prohibited. Any email from a district computer contains a return address which identifies the school district. Therefore, sending an email is the same as using school letterhead and should be used with caution.
- Installing software programs without permission - The cumulative effect of software program installation, including downloading of software programs from the Internet for installation on district computers, in terms of degradation of performance, virus transfer, maintenance, and copyright/licensing issues can be significant. Therefore, no software installation on District computers is allowed without pre-approval from administration or tech department.
- Return of Equipment - The building principal may request return or surrender of the assigned District computer at any time. Upon voluntary or involuntary termination of employment with the District the equipment must be returned to the Principal’s office within 3 calendar days of said event. Failure to return or properly account for the assigned computer equipment belonging to the District will result in deductions from the employee’s paycheck equal to the replacement value (determined on the date of loss or damage) of the equipment. If an employee’s employment with the District ends before the replacement cost of the equipment has been recovered by the District, the remaining balance owed will be deducted from any accrued vacation or other paid benefits that are typically paid out upon separation of employment. The District may also pursue all other available legal remedies to secure the return of the equipment or compensation for the loss or damage thereto.
- General Requirements
 - All material published on the District’s website must have educational value and/or support the District guidelines, goals, and policies. Material appropriate for web publishing includes information about the District and its School Board members, agendas, policies, appropriate administrative procedures, Department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. Personal information, not related to education, will not be allowed on the District’s website.
 - The District webmaster shall implement a centralized process for review and uploading of material onto the District’s website to ensure that, before material is published, it complies with District policy and procedures. The District webmaster shall supervise the efforts of all staff members responsible for web publishing at each level of District web publishing and, when appropriate, hold in-serve opportunities for those staff members. The staff members responsible for web publishing are identified in these procedures in the section

Use of Technical Resources

- RCS maintains photocopiers, facsimile machines, and printers. Utilization of these technical resources is not to be conducted in any way that may be disruptive to RCS operations or in violation of RCS/s policy or law.
- RCS technical resources are provided exclusively to assist in the conduct of the District’s business; however, occasional use of technical resources for personal purposes is permissible so long as it does not interfere with business or the employee’s assigned duties, is not related to outside school business activities, does not conflict the District’s policy or law, and is approved by the building principal.
- Information sent and stored on facsimile machines is the property of RCS. By using the District’s technical resources, all individuals knowingly and voluntarily consent to their usage being monitored and acknowledge the District’s right to conduct such monitoring. Individuals should not expect that facsimile transmissions are confidential or private and should be aware that all types of business records

are subject to inspection, review, or disclosure without prior notice for any business purpose or as required by law. In general, these communications are treated no differently than any other business record or correspondence, and may be used in administrative, judicial, or other proceedings.

Web Publishing Guidelines – Board Policy Administrative Procedure 6:235-AP2

The District webmaster shall provide regular feedback and suggestions to the Superintendent regarding these Guidelines. All content published on the District's website must:

1. Comply with all State and federal law concerning copyright, intellectual property rights, and legal uses of network computers.
2. Comply with Board policies, administrative procedures, these Guidelines, and other District guidelines provided for specific levels of publishing. This specifically includes the Board's Access to Electronic Networks policy and the District's procedures on Acceptable Use of Electronic Networks.
3. Due to limited storage space and varying network speeds, file sizes must be kept under 500 kilobytes unless the district webmaster approves otherwise.
4. Comply with the publishing expectations listed below.

Material that fails to meet these Guidelines or is in violation of Board policy and/or procedures shall not be published on the District's website. The District reserves the right to remove any material in violation of its policy or procedures. Failure to follow these Guidelines or Board policy and/or procedures may result in loss of privileges, disciplinary action, and/or appropriate legal action.

Publishing Expectations

The following are minimum expectations for all District web pages:

1. The style and presentation of web published material should be of high quality and designed for clarity and readability. Material shall not be published in violation of the District's procedures on Acceptable Use of Electronic Networks, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or harassing or material that invades the privacy of any individual. Anonymous messages are prohibited.
2. Correct grammar and spelling are expected. Proofreading is expected before all material is published.
3. All information must be verifiable.
4. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
5. Publications must identify affiliation with the District, school, and/or department.
6. Widespread use of external links to non-District websites is discouraged, but if used, the external sites must contain appropriate educational materials and information as exclusively determined by the District. Every effort should be made to ensure that all links are operational. Every link to an external website must open a new browser window.
7. Relevant dates are required on all publications, including the date on which the publication was placed on the District's website. Each site should contain the date the page was last updated.
8. All publications must include the District email address of the staff member responsible for the page. This provides a contact person for questions or comments. If a student is the publisher, the sponsoring staff member's email must be included as the responsible person. Only District staff members may act as student sponsors.
9. Use of the District's website for personal or financial gain is prohibited. No commercial or private accounts should be listed on any District web pages.
10. All documents should be previewed on different web browsers, especially Google Chrome, Mozilla Firefox, or Microsoft Internet Explorer, before being posted on the District's website.
11. For more information about these expectations or other issues related to web publishing, please contact the System Administrator.

Protecting Student and Staff Privacy

Personal information concerning students or staff members, including home addresses and telephone numbers, shall not be published on District web pages. A student's last name, last name initial, and grade-level shall not be published on District web pages. In addition, student records shall not be disclosed. In special circumstances (e.g., where accolades are warranted), the sponsoring staff member should contact the Principal who may seek permission from the student's parents/guardians. Web pages shall not display student pictures with a student identified by his or her name unless written parental permission via Photo approval form. Student email addresses, whether a personal or District account, shall not be listed on any District web page.

Submitting Material to Be Published

Everyone submitting material for publication on the District/school website shall have signed an Authorization for Electronic Network Access. Before material is published on the website, the author must authorize the District in writing to publish the material, unless the District owns the copyright. All material submitted by a staff member for publication on the website is deemed "work for hire," and the copyright in those works vests in the District. All material submitted for the District's website is subject to treatment as a District-sponsored publication.

Different Levels of Web Publication

The following guidelines provide specific information regarding web publishing at different levels within the District. At each level, a staff member is identified as being responsible for web publishing at that level. This individual's web publishing efforts are supervised by the District webmaster.

District-Level

The District webmaster conducts the District-level web publishing efforts and supervises other levels of web publishing. District-level publishing includes the District's homepage as well as any publishing activities representing the District as a whole, e.g., information about Board meetings, Board policy, and schedules. The District homepage shall have a link to an Online Privacy Statement.

School-Level

The Principal is ultimately responsible for his or her respective school's webpages but may appoint a staff member as the school webmaster to fulfill the maintenance, reviewing, and uploading tasks. The Building Principal shall keep the District webmaster informed of who is the school webmaster. All official material originating from the school will be consistent with the District style and content guidelines. The Building Principal or school webmaster may develop guidelines for the various sections of and contributors to the school's web pages. The webmaster must communicate with the principal before making any posts in order to get approval.

Staff-Level

Any teacher or other staff member wanting to create web pages for use in class activities or to provide a resource for other teachers or staff members shall notify the school webmaster of his or her desired publishing activities.

Student-Level

A student wanting to create web pages on the District's website as part of a class or school-sponsored activity should request a teacher or staff member to sponsor the student's publishing efforts. The sponsoring teacher or staff member shall notify the school webmaster of the desired publishing activities. The student's web page must include an introduction written by the sponsor that describes the intent of the student's web page and

contains the sponsor's District email address. Student web pages will be removed at the end of the school year unless special arrangements are made. Personal web pages are not allowed on the School District's web server. Likewise, student web pages may not contain commercial or advertising links, including links to games and advertisement for games.

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s). The District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

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

Acceptable Use

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

Internet Safety

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

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the District's administrative procedure, Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Board Policy 6:235

Transporting Students by Vehicle

In the event that staff need to transport a student by vehicle, staff need to contact the building administrator to make a determination based upon internal RCS #137 guidelines that the administrator has access to.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

Any employee whose absence from employment is necessitated by reason of service in the uniformed services will be granted an unpaid leave of absence and will have the right to be reemployed if he or she:

- Ensures that the District receives advance written or verbal notice of his or her service;
- Has five years or less of cumulative service in the uniformed services while with the District;
- Returns to work or applies for reemployment in a timely manner after conclusion of service; and
- Has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Upon the expiration of such leave of absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay; unless, circumstances of the District have so changed as to make it impossible or unreasonable to do so.

Vacation

Please refer to the following current agreement between the Board of Education of Rantoul City Schools: RCESPA 7.13

For 12-month employees not covered by a Collective Bargaining Agreement: Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

Vacation Allotment

Length of Employment	Days earned per fiscal year
Beginning of fiscal year 0 to end of fiscal year 5	10 days/fiscal year
Beginning of fiscal year 6 to end of fiscal year 14	15 days/fiscal year
Beginning of fiscal year 15	20 days/fiscal year

Annual vacation time is allocated on a quarterly basis in quarterly increments. All twelve-month full-time employees that are hired prior to the beginning of a new fiscal year will receive a prorated number of days at the rate of 0.83333 days per month during the first partial year. For example: If an employee is hired January 1 st they would receive 5 vacation days (0.83333 x 6 months).

Vacation days earned in one fiscal year must be used by the end of the first month of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the

monetary equivalent of all earned vacation. Vacation time may not be used in increments less than one-half day (unless a custodian). Every effort shall be made to meet the desires of the employee and the needs of the school system in establishing vacation dates. The Superintendent shall keep a record of vacations earned and the dates taken.

Board Policy 5:330

Victims' Economic Security and Safety Act

Leave Description

In accordance with the Victims' Economic Security and Safety Act ("VESSA"), the District will provide employees, up to 12 weeks unpaid leave per rolling year for an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. Unpaid leave from work may be taken to address domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" is defined as a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household. Employees are entitled to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993. An employee may elect to substitute any earned vacation time, sick leave, or other paid or unpaid leave the employee is entitled toward the 12-week period allowed for any approved leave of absence pursuant to this policy.

Requesting Leave

Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit an application for leave of absence to his or her immediate supervisor. The employee shall provide the District with at least 48 hour's notice in advance of the employee's intention to take the leave unless providing such notice is not practicable.

Certification

Every application for Leave of Absence pursuant to this policy must include a sworn certification by the employee that: (1) the employee or the employee's family or household member is a victim of domestic or sexual violence; and (2) the leave is for one of the purposes enumerated in the above paragraph. In addition, the employee must provide the following documents to the District within a reasonable time: (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.

Conditions of Leave

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the District may require an employee taking approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking a leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the District.
3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the District may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.

Continuation of Health Benefits

During VESSA 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 leave. The District may recover the premium that the District paid for maintaining coverage for the employee and the employee's family or household member under the health plan during any period of VESSA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than;
 - a. The continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this policy; or
 - b. Other circumstances beyond the control of the employee.

Any employee who fails to return to work for a reason listed in 2(a) or (b) must provide to the District within a reasonable time a sworn certification by the employee that the employee is unable to return to work because of that reason and (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.

Violence in the Workplace

RCS strives to provide a safe and secure work environment for all employees. Toward this end, intimidation, threats and acts of violence, with or without the presence of a weapon, will not be tolerated. Individuals found to engage in behavior in violation of this policy will be subject to discipline up to and including termination. Employees who are the victims of violence, believe they may be the recipients of violence, or who have knowledge of potential violence against others, are encouraged to promptly notify an appropriate administrator and/or superintendent immediately, and with proper representation

Visitors/Parents, Classroom Observations, Volunteers

Staff: If you are expecting someone to visit you, such as a spouse, you must notify office staff in advance of their arrival PRIOR to arriving.

Our district encourages visits by the parents, citizens and taxpayers. Parents of students attending the school have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day-to-day operation of the school. When visitors (including parents) come to school, they must stop by the Office to sign in to Raptor, our volunteer management system, with a driver's license or state ID (photo ID). Even if we know them well, or are regular visitors, they must sign in through Raptor. This is for safety purposes to know who is in our buildings at all times in case of emergencies. In receiving visitors, District

personnel shall be cognizant of student welfare and safety and continuity of the educational program. The following guidelines shall govern school visits:

- Parents shall pre-arrange visits to the school with the classroom teacher at least 24 hours prior to the visit if the intent is to visit a classroom. Any visitor other than a parent shall pre-arrange a visit with the Principal at least 24 hours prior to the visit.
- Absent unusual circumstances previously discussed with the Principal, school visits shall be limited to 1 hour per day unless given permission from administration.
- Parents/Visitors wanting to observe the educational program/classroom (other than lunchroom) must complete the Request for Access to and Observation of District Education Program Form (Appendix A) and on the District website.
- Visitors/Parents/Volunteers who frequent the building more than three times (except lunchroom) must complete a Background Check at the Police Station. (See Appendix B for more information, Volunteer Application Form).
- All visitors must sign in through Raptor at the main office.
- School visits shall generally be limited to adults. Parents should avoid visiting school accompanied by other children.
- Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside student attendance hours or during the teacher's prep period.
- School visits to individual classrooms should be made only when the regularly assigned teacher is present.
- School and classroom visits shall not be disruptive or in any way interfere with the instructional program. All visits and visitors shall be subject to the authority of the Principal who may restrict or limit visitors, as he/she considers necessary.
- Visits to school by a student's friends and associates are not permitted except by special permission of the building principal or in the case of a special event for which a general invitation has been issued. A student must obtain permission at least one day in advance for such visits except when a special invitation has been issued.
- Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.
- On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions.
- Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.
- All third party organizations (i.e., mentors, counseling services) must have prior approval from the Superintendent before meeting with children.

The RCS 137 Board of Education encourages close links with parents and the community. It believes that pupils benefit when the relationship between home and school is a positive one. The vast majority of parents, guardians, and others visiting our schools are seen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude toward the school is expressed, this can result in aggression, verbal and/or physical abuse toward members of school staff or the wider school community. The governing body expects and requires its members of staff to behave professionally in these difficult situations and attempt to diffuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defense. We expect parents and other visitors to behave in a reasonable way towards members of school staff. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, (e.g. standing very close to him/her), a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language either in person or over the telephone;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon, looks like a weapon, or any dangerous device.
5. Damage or threaten to damage another's property;
6. Damage or deface school property and/or breaching the school's security procedures;
7. Violate any Illinois law, or town or county ordinance;
8. Smoke or otherwise use tobacco products;
9. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/ or where the use occurred.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful & authorized by the Board;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

This is not an exhaustive list but seeks to provide an illustration of such behavior. Unacceptable behavior may result in the local authority and the police being informed of the incident.

Procedures for Banning

In imposing a ban the following steps will be taken:

1. The parent/guardian/visitor will be informed, verbally and in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached (e.g. that police involvement or an injunction application may follow).
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the local authority and the police will be included.
3. The RCS Board of Education will be informed of the ban
4. Where appropriate, arrangements for pupils being delivered to, and collected from the school will be clarified.

As per Board policy 8:30 the following applies: Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

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 policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; and 7:185, Teen Dating Violence 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 Report or Complaint

Employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual'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 individuals, 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.

Investigation Process

Any district employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee 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.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681et seq.), the Title IX Coordinator or designee shall consider whether action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, Uniform Grievance Procedure, and/or 5:120, Employee Ethics; Conduct, and Conflict of Interest, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, Title IX Sexual Harassment Grievance Procedure, or policy 2:260, Uniform Grievance Procedure.

Enforcement

A violation of this policy 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 person 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, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office and including this policy in the appropriate handbooks.

Coordinators and Complaint Managers:

- Nondiscrimination Coordinator: Jaime Roundtree, Director of Curriculum and Instruction, 1 Aviation Center Drive, Rantoul 217-893-5400
- Title IX Coordinator: Allison Didier, Assistant Superintendent, 1 Aviation Center Drive, Rantoul 893-5400, Thomas Magers, Director of Human Resources, 1 Aviation Center Drive, Rantoul

217-893-5400, and Jaime Roundtree, Director of Curriculum and Instruction, 1 Aviation Center Drive, Rantoul 217-893-5400

- Complaint Managers: Thomas Magers, Director of Human Resources, 1 Aviation Center Drive, Rantoul 217-893-5400, and Jaime Roundtree, Director of Curriculum and Instruction, 1 Aviation Center Drive, Rantoul 217-893-5400

Board Policy 5:20

Work Rules (General Rules of Conduct.)

To assure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct, performance, and attendance. This will protect the interests of all employees and the District. For the guidance of all employees, listed below are some rules of conduct, performance and attendance. Violation of any of these rules may result in disciplinary action, including discharge, at the District's discretion. This list is by way of illustration only and should not be deemed to limit the District's right to discipline or discharge for other reasons not specifically listed.

The following acts are prohibited and constitute violations of District Rules of Conduct:

1. Staff members shall report to work at the time assigned, and continue assigned duties throughout the workday, except as is permitted for breaks. Employees are not to take extra breaks or breaks in excess of those authorized.
2. Employees shall promptly attend to work assigned and complete such work in a timely manner.
3. Staff members shall maintain records for that position.
4. When required staff members shall keep accurate time sheets or work time records.
5. Employees shall not engage in, while at school, at its sponsored events or during working hours, personal dress or grooming which causes, or the Administration reasonably anticipates will cause interference with the educational process or the work of other employees. Examples include wearing of apparel which is sexually revealing clothing, or apparel which promotes use of drugs, alcohol, or behavior which is contrary to the curriculum of the district.
6. Staff members shall not engage in activities that interfere with the educational process or the work of other employees.
7. Possession of any dangerous weapon or explosive device while on District property.
8. Reporting to work under the influence of, or introducing, possessing, or using on District property, any intoxicating or controlled substance (including drug paraphernalia) not prescribed by a licensed physician. Employees with prescription drugs, which could impair motor function, must advise their administrator when first reporting for work after receiving such a prescription.
9. Fighting with, threatening, intimidating, coercing, physically abusing or interfering with another employee or persons doing business with the District.
10. Taking or receiving, without authorization, goods, materials, equipment or property belonging to the District, employees, or persons doing business with the District.
11. Practicing or promoting discrimination against or harassment of another employee or group of employees on the basis of race, color, ethnicity, sex, sexual orientation, age, religion, or disability.
12. Willful destruction of property, including but not limited to falsification of report(s); employment application; tallies; data; timecard(s); commission of deliberate error; concealment of such acts committed by employee or others.
13. Insubordination (refusal to carry out administrator's instructions).
14. Using profane or abusive language or displaying abusive conduct toward an employee or person.
15. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
16. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report unlawful conduct to the appropriate administrator immediately.

17. Transaction of personal business, including telephone calls and texts, and posting on social media during working hours (excluding lunch) without consent of an administrator.
18. Use of seatbelt is required while riding in or operating a District vehicle on public roads.
19. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
20. Sleeping during working time.
21. Failure to report an accident or injury to the appropriate administrator.
22. Excessive employee absenteeism or tardiness or failure to notify of absence or tardiness within an hour of the scheduled work time.
23. Leaving District premises during working hours without permission. Unauthorized entrance on District property during non-working hours.
24. Working in an unsafe manner or violating District safety policies and procedures.
25. Falsification of employee applications.
26. Improper use of sick leave or personal leave.
27. Unauthorized use of District equipment.
28. Unauthorized possession or use of District keys, keycards, or access fobs, including master keys.
29. If permission is granted for personal items, the District assumes no liability for lost, damaged, or stolen personal property.
30. Promoting the services, products, ideologies (political, religious, or organizational), or goals of non-school organizations, exclusive of educational goals.
31. Failing to be truthful to the Board of Education or the administration in regard to matters relating to employment or directly related to the employee's work duties.
32. Falsifying documents, or creating documents, which are substantially misleading.
33. Making false claims for insurance or any other benefit.
34. Misrepresenting to any other person the extent of her or his job authority, or purporting to act on behalf of the District when not authorized to do so.
35. Incurring expenses or entering into contracts on behalf of the District without the authority to do so.
36. Failure to conduct oneself in a safe manner at all times. Failure to read, understand and apply all safety instructions related to procedures or equipment, or defeating or attempting to defeat any safety device.
37. Working under the influence of any intoxicating liquor or illegal drug; concealing or maintaining any intoxicating liquor or illegal drug in or on any school property or at any school sponsored event; working while bearing the odor of alcohol or illegal drugs.
38. Engaging in acts that are dangerous to property, health, safety, or welfare of the District, students, other employees, or the general public. This rule shall not be deemed violated by accidental acts that are not intended by the employee, but the employee shall act with prudence and ordinary caution at all times.
39. Engaging in activities during non-school hours that intentionally cause injury or harm or attempt to cause injury or harm to other employees, children, their property, or the District or its property. Any employee who has been convicted of any felony offense or who has committed any criminal acts involving substantial risk of harm to other persons or property may be unsuitable for school employment and is subject to discharge, at the discretion of the Board.
40. Bringing onto school property or to any school activity firearms, ammunition, explosives, fireworks, or other substances or devices likely or capable of causing harm to persons or property.
41. Failure to report to the direct supervisor any damaged or broken equipment or other school property in his or her assigned area of responsibility.
42. The loss of driving rights or privileges for any position requiring a current driver's license shall be cause for dismissal. The employee must advise the District of lost driving privileges.
43. Failure to maintain or the loss of any certificate, license, or other document issued by any governmental entity or office necessary or required for the employee's position shall be cause for dismissal.

44. Failure to promptly deposit, report or account for any funds, gate receipts, or other money or property of the District, students, or others coming into the employee's hands as a result of the employee's work, responsibilities, duties, or employment.
45. Unauthorized use, retaining without authorization, or stealing money or property of students, other employees, or others.
46. Release, disclosure, or granting access to information found in any student record except in the exercise of job responsibilities, or when such disclosure would constitute a violation of the Illinois School Student Records Act or the Family Educational Rights and Privacy Act. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.
47. Staff members may not remove student or employee files from the building where maintained by the district without authorization from the Superintendent or his/her designee.
48. Release, disclosure, or granting access to information found in any employee file or disclosure of confidential information about other employees without advance authorization from a supervisor. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.
49. Educational support employees shall not discipline students except as authorized by job description.
50. Fighting and physical altercations of all kinds. Employees may take reasonable steps to protect themselves from physical violence and may reasonably restrain a student to protect the employee, another employee, other students.
51. Engaging in any behavior while at school, at its sponsored events, or during work hours, which constitutes gross disrespect for the property or rights of others including but not limited to insensitive remarks about another person's race, color, religion, creed, national origin, sex, age, ancestry, or marital status. Such remarks will result in employee discipline.
52. Using profanity when speaking to parents or students, or addressing other employees utilizing profanity.
53. Engaging in any sexual or romantic relationship with any student. Employees shall not make sexually suggestive remarks or engage in sexual conduct or acts on or towards students.
54. Employees shall not illegally discriminate against students on the basis of the student's sex. Employees shall personally report evidence of any such activity to the Superintendent. No employee shall instruct or dissuade another employee from making such a report.
55. Making unwelcome sexual advances toward or requesting sexual favors from other employees. Engaging in verbal or physical conduct or communication of a sexual nature which constitutes sexual harassment or otherwise creates an intimidating, hostile, or offensive work environment.
56. Aid, solicit or engage any student, or any employee in any activity that is illegal or immoral. Employees shall personally report evidence of illegal or immoral activity to the Superintendent.
57. Conviction of any felony offense involving dishonesty or violence, or that would have precluded an employee's initial employment as a matter of law irrespective of the jurisdiction, shall be cause for dismissal.
58. Willfully refusing to obey written or oral instructions of the immediate supervisor, or a member of the administrative staff.
59. Willfully refusing to obey the policies, rules and regulations of the Board of Education or attempting to violate the Board of Education policy, rule or regulation.
60. Willful behavior that interrupts the orderly process of school affairs.
61. Repeated minor incidents of misbehavior may be cause for discharge, if other disciplinary measures have failed to deter misconduct.
62. To knowingly surrender or deliver a child to a person other than the child's parents (or in the case of divorce, the custodial parent) or other guardian, without the approval from the parent, legal guardian, or the building principal. No employee shall intentionally surrender or deliver a child to a person who is prohibited such contact by an Order of Protection, or other Order of Court

63. Failure to personally report evidence of child abuse to the DCFS Hotline. No employee shall instruct or dissuade another employee from making such a report. The employee shall notify the building principal that a report was made.
64. Outside employment that may interfere with the performance of job duties.
65. Accepting unauthorized rebates, gifts, gratuities, premiums or promotional materials from suppliers for personal use or gain.
66. Utilizing District computers, networks or internet access to view, obtain, or download any pornographic or sexually explicit material.
67. Failing to maintain strict confidentiality of passwords or other security techniques or accessing any computer, network, server, or other information thereon that the employee is not authorized to access.
68. Violation of any copyright, including, but not limited to copyright in software, information, music, data or other material obtained over the Internet.
69. Leaving the building/worksite without prior permission and/or without signing out of the building/worksite.

Appendix A: Parent Visitor Observation Request Form

RCS #137 Request for Access to and Observation of District Educational Programs by Parents, Independent Educational Evaluators or Qualified Professionals

Student name: _____ DOB: _____

School attending: _____ Grade: _____

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs. Please complete this form and return it to the Building Principal where the student is enrolled. He or she will contact you to coordinate your visit:

Parent/Guardian *(Complete this section if the person making the request is the parent/guardian.)*

Name: _____ Title: _____ Phone: _____

Address: _____

☐ I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: _____ for the purpose of: _____

☐ I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: _____ for the purpose of: _____

Observations are limited to one hour or one class period per semester.

Parent's Independent Evaluator or Other Qualified Professional *(Complete this section if the person making the request is not the parent/guardian.)*

Name: _____ Agency/Company: _____

Phone: _____ Email address: _____

Address: _____

I have been requested by the above named student's parent/guardian to conduct an observation of the student for the purpose of: _____

As part of this evaluation, I am requesting the following for the length of time noted:

☐ Observation of student in the following classroom(s)/setting(s): _____ Duration: _____

ALL COMPLETE THIS PORTION

Acknowledgement *(To be completed by the person making the access request.)*

I understand that the School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

Individual Requesting Access Signature _____

Date _____

Parent/Guardian Verification *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, _____, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named observer prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

Parent/Guardian Signature _____

Date _____

Appendix B: Volunteer Application Form



RANTOUL CITY SCHOOLS
BROADMEADOW-EASTLAWN-NORTHVIEW-PLEASANT ACRES-JW EATER
400 EAST WABASH AVENUE, RANTOUL, IL 61866
217.893.5400 – WWW.RCS137.ORG

Volunteer Application

Name: _____ Date of Birth: _____
Phone: _____ Email: _____
Address: _____

1. Do you have student(s) enrolled in Rantoul City Schools #137? Yes / No
2. In which school(s) are you interested in volunteering? Broadmeadow / Eastlawn / Northview / Pleasant Acres / PreK / JW Eater
3. Special Interests/Skills/Hobbies:
4. Previous experience working with children:
5. I would like to assist in a classroom in the following ways:
 - _____ Tutor an individual student or small group in (list preferred subject)
 - _____ Assist in the classroom as a general classroom aide
 - _____ Do clerical work during the school day (copying, filing, making games, etc.)
 - _____ Hall monitor, lunch / recess supervision
 - _____ Before and/or after school programs
 - _____ Other (please list)
6. Have you ever been convicted of or pled guilty or no contest to a charge of sexual or physical abuse of a minor? Use back of form if needed. Yes / No (If yes, please explain):

Character References: List two non-family members who would be supportive of your working with children.

1. Name: _____ Phone: _____ Email: _____
2. Name: _____ Phone: _____ Email: _____

Waiver of Liability

The District does not provide insurance coverage to non-District personnel serving as volunteers for the District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the District and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk.

By your signature below: You acknowledge that the District does not provide insurance coverage for the volunteer for any loss, injuries, illness or death resulting from the volunteer's unpaid service to the District. You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the District. You also agree to waive any and all claims against the District, or its officers, Board Members, employees, agents or assigns, of or loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the District.

I certify that all of the information I have provided in the process of submitting this form is true and correct to the best of my knowledge.

I voluntarily and knowingly authorize any person named herein as a reference to give Rantoul City Schools #137 any information they may have regarding my character and fitness for working with children and fully release and discharge all such contacts from liability for information provided.

I authorize Rantoul City Schools #137, Illinois to conduct a fingerprint-based criminal record check, if needed. I also acknowledge and understand the school will do a check of all employees and volunteers against the statewide and/or national sex offender database and that I will not be allowed to volunteer until the above is completed.

Signature: _____ Date: _____

THIS INFORMATION WILL BE KEPT CONFIDENTIAL
RANTOUL CITY SCHOOLS EXISTS TO BUILD A STRONGER COMMUNITY BY EDUCATING OUR STUDENTS.

RANTOUL CITY SCHOOLS – 400 E. WABASH AVE. – RANTOUL, IL 61866

Volunteer Background Check Requirements

	Volunteer Application	Name-Based	RCS Fingerprint w/ RPD	Fingerprint 3rd Party**	Check-in Daily
Tutor / aide not working under direct teacher supervision.	YES		YES		YES
Tutor / aide working under direct teacher supervision or in a role with no one-on-one contact with students.	YES	YES			YES
Occasional Parent/Guardian Volunteer	NO	YES			YES
Occasional Presenter / Guest Speaker with no one-on-one contact with students.	NO	YES			YES
Student Observers*	NO	YES		YES	YES
Student Teachers*	NO		YES	YES	NO
Outside Service Providers*	NO			YES	YES
Contractors*	NO			YES	YES
Volunteer Coaches	YES		YES		NO
Mentors through outside agencies*	NO			YES	YES

*These individuals should have third party documentation from their university, employer, or outside agency that meets the requirements of the Volunteer Application, and the third party must provide that documentation to the District prior to working in schools.

**Third part fingerprint results must be provided to the District prior to the individual working in schools.

Appendix C: 2025-2026 School Calendar



RANTOUL CITY SCHOOLS
BROADMEADOW-EASTLAWN-NORTHVIEW-PLEASANT ACRES
PREK CENTER - RISE ACADEMY - JW EATER
1 AVIATION CENTER DRIVE, RANTOUL, IL 61866
217.893.5400 - WWW.RCS137.ORG

2025-2026 School Year Calendar

Aug 13,14	Teachers' Institute (No Student Attendance)
Aug 15	School Improvement Day – No K - 8 Attendance
Aug 18	PreK Parent/Teacher Conferences (No PreK Student Attendance)
Aug 18	First Day of Student Attendance for Grades 1 – 8 Only Kindergarten for Students Last Names A – L
Aug 19	First Day of Student Attendance for PreK
Aug 19	Regular Attendance for Grades 1 – 8 Only Kindergarten for Students Last Name M - Z
Aug 20	All District Students In Attendance
Sept 1	Holiday Observance – No School
Sept 26	Teachers' Institute (No Student Attendance)
Oct 9	Full Day Regular Student Attendance Parent/Teacher Conferences (Thursday Evening Only) <ul style="list-style-type: none"> • K-5th gr: 3:15pm-8:15pm • Jr. High: 3:30pm-8:30pm • • Pre-K all day 8:00 am – 8:15 pm with No PreK Student Attendance
Oct 10	No School (Due to P/T Conferences Thursday Evening)
Oct 13	Holiday Observance – No School
Nov 26-28	Thanksgiving Break – No School
Dec 19	School Improvement Day - No Student Attendance
Dec 22 – Jan 2, 2026	Winter Break – No School
Jan 5	Teachers' Institute (No Student Attendance)
Jan 6	School Resumes
Jan 19	Holiday Observance – No School
Feb 13	School Improvement Day - No Student Attendance
Feb 16	Holiday Observance – No School
Mar 12	Full Day Regular Student Attendance Parent/Teacher Conferences (Thursday Evening Only) <ul style="list-style-type: none"> • K-5th gr: 3:15pm-8:15pm • Jr. High: 3:30pm-8:30pm • <i>Pre-K all day 8:00 am – 8:15 pm with No PreK Student Attendance</i>
Mar 13	No School (Due to P/T Conferences Thursday Evening)
Mar 16 - 20	Spring Break – No School
Mar 23	School Resumes
Apr 3	Holiday Observance – No School
Apr 6	School Improvement Day – No Student Attendance
May 21	Last Day for PreK Students
May 22	No PreK
May 22	Last Day of Student Attendance ½ Day School Improvement Day
June 1	Last Day K-8 th gr (if all 5 emergency days are used) for staff and students

Appendix D: First Report of Injury



RANTOUL CITY SCHOOLS
BROADMEADOW-EASTLAWN-NORTHVIEW-PLEASANT ACRES-JW EATER
400 EAST WABASH AVENUE, RANTOUL, IL 61866
217.893.5400 - WWW.RCS137.ORG

FIRST REPORT OF INJURY (Revised: 6/5/23)

Employee's Full Name:		Date of Birth:	
Phone:			
Address:			
Date of Injury:			
Job Title:		Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	
Time Employee Began Work: _____ AM / PM		Time of Injury: _____ AM / PM	
Location of Incident: <input type="checkbox"/> BM <input type="checkbox"/> EL <input type="checkbox"/> PA <input type="checkbox"/> NV <input type="checkbox"/> JW <input type="checkbox"/> RI <input type="checkbox"/> PK <input type="checkbox"/> Other: _____			
Describe the Injury:			
Have you ever injured this part of your body before? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe:		Was medical treatment provided at work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:	
What were you doing when you were injured? Describe how the injury occurred.			
Who was present when this injury occurred?		When did you report the injury and to whom?	
What property/equipment was damaged (if any)?		Did a student cause the injury? <input type="checkbox"/> Y <input type="checkbox"/> N	
Property/equipment owned by:		Did the employee receive medical treatment outside of the worksite? <input type="checkbox"/> Y <input type="checkbox"/> N If Yes,	
		<ul style="list-style-type: none"> Where was medical treatment received? Name of physician who provided treatment: Physician's phone: Physician's address: Has the employee returned to work? <input type="checkbox"/> Y <input type="checkbox"/> N Was "return to work" documentation provided to HR before returning to work? <input type="checkbox"/> Y <input type="checkbox"/> N 	
Employee Signature:		Date:	

Administrator will complete the Administrative Investigation Report.

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RANTOUL CITY SCHOOLS - 400 E. WABASH AVE - RANTOUL, IL 61866

<u>Administrative Investigation Report</u>		
The purpose of this form is to gather information that can help us reduce the number of injuries that occur.		
Date of Analysis:	Injured Employee's Name:	Date of Injury:
List additional injury information not described in the "First Report of Injury" section. Include information provided by physician, as appropriate (body part affected; type of injury: sprain, contusion, fracture, etc):		
What was the employee doing when the injury occurred?		
What events resulted in the injury? Please list all objects and substances involved.		
PLEASE INDICATE ALL OF THE FOLLOWING WHICH MAY HAVE CONTRIBUTED TO THE INJURY		
<input type="checkbox"/> Inadequate training	<input type="checkbox"/> Physical limitations	<input type="checkbox"/> Student's behavior management plan was not followed*
<input type="checkbox"/> Staffing pattern	<input type="checkbox"/> Furniture or equipment arrangement	<input type="checkbox"/> Improper physical management / restraint technique*
<input type="checkbox"/> Weather conditions	<input type="checkbox"/> Improper dress	<input type="checkbox"/> Unsafe/Improper position or posture
<input type="checkbox"/> Horseplay	<input type="checkbox"/> Improper protective equipment	<input type="checkbox"/> Improper maintenance of area
<input type="checkbox"/> Prior injury	<input type="checkbox"/> Broken or unsafe equipment	<input type="checkbox"/> Actions of co-workers
<input type="checkbox"/> Unpredictable student behavior	<input type="checkbox"/> Poor housekeeping	<input type="checkbox"/> Other:
Additional information about contributing factors:		
Additional information from witness interview (if necessary):		
Are there additional supports needed to assist the employee now or in the future? Please describe.		
Supervisor's corrective action to prevent this type of accident from recurring:		Date Corrective Action Taken:
Do you question the legitimacy of this injury? If yes, why?		
Supervisor's name:	Supervisor's Signature:	Phone Number:

*If checked, forward a copy to the Assistant Director of Special Education for review.

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Appendix E: Request for Bereavement Leave



RANTOUL CITY SCHOOLS
BROADMEADOW-EASTLAWN-NORTHVIEW-PLEASANT ACRES-JW EATER
400 EAST WABASH AVENUE, RANTOUL, IL 61866
217.893.5400 - WWW.RCS137.ORG

Request for Bereavement Days (Revised: 6/5/23)

This form refers specifically to bereavement days that are allowed per collective bargaining agreements and Board Policy. This bereavement request is not inclusive of FMLA or FBLA or other applicable state and/or federal laws.

Please refer to the following current agreement between the Board of Education of Rantoul City Schools: RCSEA 7.10 and RCESPA 7.11 For employees not covered by this agreement: In the event of a death (see qualifications below), the employee will be granted up to three (3) days off with pay one time per work year: member(s) of the immediate family or households defined as the following: parents, spouse, brothers, sisters, children, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, step-parents, step-children, aunts, uncles, and grandparents of either the Employee or Employee's spouse. Additional bereavement days may be authorized by the Superintendent or his/her designee upon presentation of extenuating circumstances.

Requesting Bereavement Leave for

Name of Family Member: _____

Date of Funeral: _____

Please list any extenuating circumstances which would prevent you from returning to work following the date of the funeral: _____

Location of Funeral (City, State): _____

Number of Days Requested: _____

Dates Requested: _____

Please check which family member you are requesting leave for

What is the person's relation to you?

☐ Mother ☐ Father ☐ Spouse ☐ Brother ☐ Sister ☐ Child ☐ Grandchild ☐ Legal Guardian
☐ Aunt ☐ Uncle ☐ Grandmother ☐ Grandfather ☐ Step-Mother ☐ Step-Father ☐ Miscarriage
☐ Other (Explain) _____

Or, what is the person's relation to your spouse

☐ Mother ☐ Father ☐ Spouse ☐ Brother ☐ Sister ☐ Child ☐ Grandchild ☐ Legal Guardian
☐ Aunt ☐ Uncle ☐ Grandmother ☐ Grandfather ☐ Step-Mother ☐ Step-Father ☐ Miscarriage
☐ Other (Explain) _____

Additionally, you must enter your requested absences in Skyward. You have seven calendar days to provide evidence of the person's death to human resources following the last date of the leave. Acceptable evidence is either a copy of the published obituary or a copy of the death certificate. Generally, RCS will approve only one day of bereavement leave per event for an employee intended for the purpose of attending a funeral unless the death is of a spouse, parent, or child.

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Employee Verification

By signing and submitting this Request for Bereavement Days form, you attest that the information provided above is accurate and truthful and that your relationship to the deceased is accurate and truthful. Providing false information may result in disciplinary action up to and including termination of employment.

Employee Name: _____

Today's Date: _____

Employee Signature: _____

Supervisor Verification

Has the employee entered the time off request in Skyward? ☐ Yes ☐ No

Supervisor Name: _____

Today's Date: _____

Supervisor Signature: _____

Human Resources Verification

Has the employee provided evidence of the person's death within seven days of the last day of the bereavement leave? ☐ Yes (Date Received: _____) ☐ No

☐ Copy of published obituary attached.

☐ Copy of death certificate attached.

Bereavement leave request is ☐ approved ☐ modified ☐ denied.

If modified or denied, provide explanation: _____

Human Resources Name: _____

Today's Date: _____

Human Resources Signature: _____