

Rockton School District

1050 East Union Street
Rockton, Illinois 61072
(815)624-7143



Employee Handbook
2024–2025

www.rockton140.org

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This handbook is intended to provide a summary of information employees may find beneficial and should not be construed as a contract with the Board of Education. Information described herein does not apply to all Rockton School District employees due to a separate collection bargaining agreement. This document may change from time to time to reflect changes in employment practices, benefits or policies of the Board of Education. Contact the District Office for further information.

EXCELLENCE IN EDUCATION

ROCKTON SCHOOL DISTRICT NO. 140

MISSION STATEMENT

To work together with families and the community to inspire each child and to provide an outstanding educational foundation.

VISION STATEMENT

The Rockton School District develops productive, compassionate, responsible, innovative, and well-prepared global citizens.

BOARD OF EDUCATION

Kelsey Lueshen, President
Carson Breed, Vice President
Scott Robinson, Secretary
Trish Burgan
Derek Erwin
Brendan Caver
David Lombardo

BOARD MEETINGS

Regular meetings are usually held the fourth Wednesday of each month, starting at 6:00 p.m., in the Rockton Grade School Music Room.

ADMINISTRATIVE STAFF

Glenn Terry, Superintendent
Kevin Finnegan, Assistant Superintendent
Kindyl Etnyre, Principal, Rockton Grade School
Erin Hauser, Assistant Principal, Rockton Grade School
Megan Forsythe, Principal, Whitman Post Elementary School
Nicole Nelson, Assistant Principal, Whitman Post Elementary School
Justin Bonne, Principal, Stephen Mack Middle School
Jodie Freeman, Assistant Principal/Technology Administrator, Stephen Mack Middle School

DISTRICT SUPPORT STAFF

Lindy Daniels, Curriculum Coordinator
Kim Garst, Business Manager
Jessica Peight, Human Resources Specialist
Tara Kochheiser, Administrative Assistant
Emly Sandall, Administrative Assistant
Konnor Mogenis, Technology Specialist
Tyler Spranger, Technology Support
Jamie Lunsman, Maintenance Director
Lori Lee, Food Service Supervisor

BUILDING SAFETY

BUILDING ACCESS

1. Teachers will be issued security access cards or pods for building entry during school and non-school hours.
2. All staff entering a building in the evening or on non-school days must sign in and out on the form located by the security alarm system of the building.
3. The school offices will remain locked during all non-school times. Access to the office is allowed only when an administrator or secretary is present.
4. Student teachers needing access during non-school times, must get permission from building administration.
5. Please be sure all lights and other mechanical or electrical devices such as heat are off.

BUILDING SECURITY AND VISITORS

In order to maintain security in our buildings, the following guidelines are required for all visitors to our schools:

1. All visitors must register in the school office and receive a visitor's pass to wear while in the building.
2. Any person seen in the building without a pass will be required to report to the office immediately and register.
3. Staff members will notify the office immediately when they send a visitor to the office to register.
4. Visitors are not allowed in any classroom without a visitor's pass.
5. Prior to leaving the building, visitors must return their passes to the office and sign out.
6. All persons refusing to comply with these procedures will be reported to the office immediately and the police department will be contacted if appropriate.

BUILDING AND GROUNDS SAFETY

All District Staff:

1. Report any concerns you have regarding safety, to the building principal immediately.
2. Report any potentially unsafe surface problems on the sidewalks, hallways, classrooms, bathrooms, or other areas (i.e. ice, broken glass, liquids, debris, uneven surfaces, etc.).
3. Monitor student behavior as appropriate.

Physical Education Staff:

1. Rules of safety for each activity presented or cautions for the use of physical education equipment need to be discussed and reviewed with students in detail. Signs or posters with safety rules or tips are suggested.
2. Before using outdoor areas for class, please survey these areas for anything that may create a safety problem (i.e. broken glass, ice debris, holes in surface or unusual uneven areas, etc.).
3. The gym and locker room areas should be frequently surveyed for anything that may create a safety program (i.e. articles students could trip over or slip on food or liquids on the floors, etc.).
4. Physical education equipment should be frequently checked to be sure it is in proper and safe working condition.
5. Students should be instructed on proper warm-up and stretching exercises before participating in activities.

Recess/Lunch Supervision

1. Before school and recess times, check the area you supervise (playground, field, playground equipment area, etc.) for things that could create a safety problem: broken glass, debris, ice, holes in the surface or unusual uneven areas. Recess supervisors should feel free to place more salt if the maintenance or administrative staff cannot be located.
2. The hallways should be kept clear of articles that could be tripped over or slipped on. Wet or slippery areas should be dried, either by yourself or by notifying the office immediately.
3. At lunch times, the floor should be inspected and kept clean of food and liquids.

EMERGENCY CRISIS PLANS

Each classroom is equipped with an "Emergency Planning Guide" that contains specific information for school-wide emergencies. Staff members are responsible for following the procedures outlined on the laminated cards. In addition, the school office has a complete copy of the school building's emergency plan procedures. You are welcome to review the planning guide with the building principal.

RESTRICTED PROPERTY

School district buildings and grounds are restricted property. No loitering, soliciting, skateboards or rollerblades allowed without prior administrative approval.

EMPLOYEE BENEFITS

ADMISSION TO SCHOOL ACTIVITIES

All staff members and their immediate families will be admitted to all home events free of charge.

Insurance Eligibility Timeline

Certified Staff members are eligible for coverage on the first day of the month following full-time employment. Benefit eligible Non-Certified Staff members are eligible for coverage on the first day of the month following sixty (60) calendar days of continuous full-time employment.

If you experience a life changing event, be certain to inform the district office within 30 days from the event date to request changes to your insurance (i.e. moving, divorce, marriage, birth or adoption, death, dependent-child age limit, change in dependent employment, etc.).

You will have the opportunity to make changes to your benefit plans each year during open enrollment. Open enrollment is typically held in November with a January 1st effective date for all changes.

Life Insurance

All full-time personnel are covered by a \$10,000 Basic Term Life Insurance Policy provided through Sun Life. All full-time and part-time personnel working 20 or more hours per week have the opportunity to elect additional Voluntary Life Insurance per the plan.

Medical and Dental Insurance

The Rockton School District No. 140 provides individual medical and dental insurance to benefit eligible full time employees per the Professional Agreement for certified staff and per the Board of Education policy for non-certified staff. Since the school district partially funds these benefits, we have a basic knowledge of the processing of claims and benefits covered. However, the district office personnel are not qualified to give detailed information about types and amounts of coverages. Information obtained in the district office is informational only and is not intended to be an interpretation of coverages. Each plan participant has been given a Benefit Overview explaining the plans and coverages. If you have any questions that are not covered in the Benefit Overview, please direct your questions to our Benefit Consultant, Gallagher Benefit Services, at 815-977-9539, Jeanette Rowan. Please refer to the Contact Information page located at the back of the Benefit Overview for all carrier contact information, including phone number and website.

403(b) PLANS

All district staff are eligible to participate in a voluntary payroll deduction for a 403(b) retirement plan. Please contact Jessica Peight, Human Resource Specialist, for enrollment details.

Please refer to the Benefit Overview for a complete list of benefits and resources available to benefit eligible employees. Contact Human Resources with questions.

PAID LEAVE

Certified Staff

Sick/Personal Leave/Bereavement

Certified employees shall be granted sick leave based on the following:

Full-time Certified Employees with 0-13 years of service to the Rockton School District shall receive a yearly amount of 15 sick days.

Full-time Certified Employees with 14-18 years of service to the Rockton School District shall receive a yearly amount of 17 sick days.

Full-time Certified Employees with 19+ years of service to the Rockton School District shall receive a yearly amount of 20 sick days.

It is mutually agreed between the Rockton School District Board of Education and the Rockton Teachers' Association that the full-time certified employee will be granted 15 sick days during the first year through the fourteenth year of employment. At the beginning of the fifteenth year of employment, 17 sick days would be allocated to the full time certified employee. The full time certified employee would continue to receive 17 sick days per year through the nineteenth year of employment. At the beginning of the twentieth year of employment, 20 sick days will be allocated to the full time certified employee. The full time certified employee would continue to receive 20 sick days per year until the termination of their employment from the district.

Sick days may accumulate to three hundred sixty (360) days. Sick days may not be used in increments of less than one-half (½) day. Teachers who have accumulated 360 sick days will be granted the yearly number of sick days they are entitled to at the beginning of each subsequent school year, which may be used only in that year.

Sick leave includes personal illness, mental or behavioral health complications, or as may be deemed necessary in other cases, 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, as defined in 105 ILCS 5/24. The Superintendent and/or designee shall monitor the use of sick leave. Sick days can only be used in accordance with the Illinois School Code, for the purpose of this section, "immediate family" shall include parents, spouse, domestic partner, sibling, children, grandparents, grandchildren, parents-in-law, brothers-in law, sisters-in law, grandparents-in-law, legal guardians, and step-family members, and allowed for dental purpose only in the case of an emergency. A spouse may take up to five (5) consecutive sick days from the date of birth or adoption of their child. Weekends will not count toward the 5 days, but all other Not-In-Attendance days and holidays will count. (105 ILCS 5/24-6)

(Text of Section from P.A. 102-697): Up to 30 paid sick days can be taken within 12 months of the birth or adoption of a child, not relating to the recovery from childbirth, but no more than a total of 30 days in conjunction with the recovery from childbirth. Only scheduled work days will count toward the 30 days

If all personal days have been applied for, an employee can use a sick day for emergency and bereavement. In this case, an explanation must be provided in the "Notes to Administrator" box of the Frontline absence. All emergency and bereavement days will be deducted from the employee's sick bank.

A physician's certification may be required after an absence of three consecutive days for personal illness - physical or mental. The Board may require a physician's certification from a physician licensed to practice medicine and surgery in all its branches, a licensed mental health professional licensed who is providing ongoing care or treatment to staff member, 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 to perform health examinations by their supervising physician, or if the 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 three days' absence for personal illness, the Board shall pay the expenses incurred by the employee in obtaining such certification.

Certified employees shall be granted two (2) personal days per year. Personal days may accumulate to a maximum of four (4) days that can be used in one year. An employee must apply for a personal day using the Frontline system with reasons stated, three (3) school days in advance of the requested date. An explanation of your absence is required to be submitted in the “Notes to Administrator” box of the substitute notification system. The use of a personal day is subject to the following conditions:

- Personal leave may not be used in increments of less than ½ day.
- Personal leave may not be used by more than 20% of the teaching staff in each building at the same time. This percent will not include days used for emergency or bereavement.
- Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.

At the beginning of each school year, each teacher shall be provided a written statement setting forth their accumulated sick leave credit.

Non-Certified Staff

Probation

New employees shall be placed on a probationary status for 90 days, at an hourly rate determined by the Board of Education. Upon satisfactory completion of the probationary periods, the Superintendent will recommend to the Board conditions for a contractual arrangement.

The 90 days probationary period for full time educational support personnel shall be interpreted to mean 90 calendar days from the first day of attendance during initial full time employment. The use of paid sick or personal or vacation days is not available during the probationary period.

Important: New Paraprofessionals MUST complete all steps to obtain their licensure within their 90-day probationary period or employment may be terminated. All Paraprofessionals are required to maintain their licensure on a go forward basis.

Vacations - Maintenance

Full-time maintenance staff shall be eligible for paid vacation days according to the following schedule:

- First Year – you will earn prorated vacation days from the first day of employment through the end of your 90-day probation and these days will be issued to you upon successful completion of your probationary period, unless your probation extends beyond the end of the current fiscal year (June 30th). If your 90-day probation carries into the new fiscal year (July 1st), you will only earn 5 vacation days which will be issued upon successful completion of your probationary period.
- Second Year through Fifth Year – 5 vacation days between July 1 and June 30.
- Sixth Year through Fifteenth Year – 10 vacation days between July 1 and June 30.
- Sixteenth Year and beyond – 15 vacation days between July 1 and June 30.

Please note that if your employment ends in the middle of a fiscal year we may deduct unearned vacation days that have already been used/paid from your last paycheck. Vacation days are issued at the beginning of a fiscal year, however, they are earned on a prorated basis based on a full fiscal year. Vacation periods shall not be cumulative from year to year. The vacation period shall be scheduled by mutual agreement between the employee and the superintendent.

Holidays

Full-time non-certified staff working year-round will be paid for the following holidays:

Labor Day	Indigenous Peoples' Day
Election Day (Every other Year)	Veteran's Day
Wednesday Before Thanksgiving	Thanksgiving Day and Friday
Christmas Eve Day	Christmas Day
New Year's Eve Day	New Year's Day
Martin Luther King Jr.'s Birthday	Lincoln's Birthday
Good Friday	Memorial Day
Juneteenth (Only if it falls during the week)	Independence Day

If any of these holidays fall on a Saturday, the preceding workday will be a paid day off. If any of these holidays fall on a Sunday, the following workday will be a paid day off. In either case, the administration has authorization to assign work over paid holidays when appropriate and necessary. In that case, the full time non-certified staff will receive pay for each holiday required to work. Administration reserves the right to substitute a different date when the holiday will be observed based on the school calendar.

Sick and Personal Days

Non-certified employees shall be granted sick leave as follows:

Full time employees will be granted fifteen (15) sick days and two (2) personal days at the start of each full school year. For new non-certified employees, sick and personal days will be granted only after the 90-day probationary period has been successfully completed, but would be given in accordance with the employee's start date.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal day must be applied for using the Frontline system three (3) days before the requested date.
2. Personal days may not be used in increments of less than one-half (.50) day.
3. Personal days may not be used when the employee's absence would create an undue hardship.
4. If all personal days have been applied for and approved by the administration, one (1) sick day may be used for emergency and bereavement each school year.
5. Personal days may accumulate to a maximum of four (4) days that can be used in one year. If you have a maximum of 4 personal days at the end of the school year, no additional personal days will be granted for the new school year.
6. Sick days may accumulate to two hundred forty (240) days for school support staff that are not scheduled to work year-round. Non-certified employees scheduled to work year-round may accumulate to two hundred sixty (260) days.

Part-time employees who work at least 600 hours per year will be granted twelve (12) sick days and one (1) personal day at the start of each full school year. For new non-certified employees, sick days will be granted only after the 90-day probationary period is successfully completed but would be given in accordance with the employee's start date.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal day must be applied for using the Frontline system three (3) days before the requested date.
2. Personal days may not be used in increments of less than one-half day.
3. Personal days may not be used when the employee's absence would create an undue hardship.
4. If all personal days have been applied for and approved by the administration, one (1) sick day may be used for emergency and bereavement each school year.
5. Personal days may accumulate to a maximum of four (4) days that can be used in one year. If you have a maximum of 4 personal days at the end of the school year, no additional personal days will be granted for the new school year.
6. Sick days may accumulate up to two hundred forty (240) days.

Sick leave includes personal illness, mental or behavioral health complications, quarantine at home, serious illness, death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care, as defined in 105 ILCS 5/24. Illinois School Code states immediate family shall include parents, spouse, domestic partner, siblings, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and step-family members. Sick days are allowed for dental purposes only in the case of an emergency. The Superintendent and/or designee shall monitor the use of sick leave.

A physician's certification may be required after an absence of three consecutive days for personal illness - physical or mental. The Board may require a physician's certification from a physician licensed to practice medicine and surgery in all its branches, a licensed mental health professional licensed who is providing ongoing care or treatment to staff member, 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 to perform health examinations by their supervising physician, or if the 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 three days' absence for personal illness, the Board shall pay the expenses incurred by the employee in obtaining such certification.

The district shall award the following bonus per semester to non-certified support staff members who have two or less absences per semester. An absence of more than 1/3 of an employee's regular day will count as one absence. Absences consist of sick, emergency, bereavement, personal or without pay personal days. To be eligible for the bonus, an employee must work a minimum of 20 hours per week.

- \$150.00 per semester for employees who work 20-30 hours per week.
- \$300.00 per semester for employees who work more than 30 hours per week, 9-10 months a year.
- \$450.00 per semester for employees who work more than 30 hours per week, 12 months. Semester for 12 month employees will be defined as follows: July 1 through December 31 and January 1 through June 30.

Non-Certified Staff/Educational Support Personnel

Employees requested by the district to attend required training programs will be paid for the number of hours trained up to their maximum day rate, including training programs that occur on weekends or during the summer.

FAMILY MEDICAL LEAVE ACT (FMLA)

- If you have been employed by the Rockton School District for at least twelve (12) months and you worked at least 1000 hours during the prior year, you can request up to twelve (12) weeks of Family/Medical Leave for the following:

To care for a newborn, newly adopted, or foster children; to care for a spouse, child, or parent with serious health conditions; or when a serious health condition leaves you unable to work. You can request up to twelve (12) weeks of Family/Medical Leave each year. (A year is defined as September 1 through August 31).

- A serious health condition is defined as an illness, injury, or impairment of physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. It may also be a period of incapacity requiring absence from work, school, or other regular activity for more than three (3) days and the continuing treatment by a health care provider. The employer can require a physician's excuse after an absence of three (3) or more days.
- All requests for FMLA leave must be in writing with 60 days notice if possible. Contact Jessica Peight in the District Office for assistance and required paperwork.

FAMILY BEREAVEMENT LEAVE ACT (FBLA)

If you have been employed by the Rockton School District for at least twelve (12) months and you worked at least 1,250 hours in the prior year (September 1st-August 31st), you can request up to two (2) weeks (10 workdays) of unpaid FBLA Leave in the event of the following:

- *The death of a "covered family member", a stillbirth, a miscarriage, an unsuccessful reproductive procedure, a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement; or a diagnosis that negatively impacts pregnancy or fertility. You can request up to two (2) weeks of FBLA for each event or a maximum of six (6) weeks if you experience more than one event in a 12-month period.*
- *For this section, a "covered family member" is an employee's child, stepchild, spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent or step-parent.*
- *FBLA Leave may be used to: grieve, attend the funeral or alternative to a funeral of a covered family member or make arrangements necessitated by the death of the covered family member.*
- *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 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.*

FBLA Leave must be completed within 60 days after the employee receives notice of the event. Employees must give Rockton School District at least 48 hours' notice before taking FBLA Leave, unless not reasonable or practicable. Please notify your building administrator and contact the District Office to request FBLA Leave.

FBLA leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act (FMLA), 29 U.S.C. 2601 et seq., and may not exceed unpaid leave time allowed under the FMLA.

WORKMEN'S COMPENSATION INSURANCE

All staff members are covered by workman's compensation insurance which is paid by the Board of Education. This covers accidents incurred while working.

1. All employee incidents/accidents should be reported to the building principal and building nurse immediately. All incidents/accidents are to be reported regardless of how minor the problem appears at the time of the incident.
2. Employees should be given a Rockton School District 140 Incident/Injury Report form as soon as the principal/nurse is notified of an accident/injury.
3. Employees must complete the accident form immediately, unless accident/injury prohibits completion. Upon completion the form must be returned to the district office.
4. If an employee is unable to complete the form at that time, the building principal or nurse should complete it for the employee. The employee must approve the completed accident report at a later time.
5. If the employee needs medical attention, the district office must be notified immediately and the employee should call **Company Nurse at 1-855-720-0241**. Company Nurse will triage injury and if employee wants or needs to seek medical evaluation or care, employee must notify Company Nurse the name and address of the provider. Company Nurse will submit the proper worker's compensation paperwork to the provider facility. Employees should tell the provider at the time of evaluation or treatment this is a work related injury.
6. Employees that receive medical attention due to work related injuries must complete a workers compensation packet. The packet contains the following reports to be completed by the employee: Injured Worker's Report of Injury and Authorization for Medical Records and Reports (these will be emailed/faxed to the employee from Company Nurse). The On the Job Injury Referral must be completed by a physician (this form will be sent directly to the initial medical provider from Company Nurse).
7. The Building Principal or Nurse must complete Illinois Form 45 – Employer's First Report of Injury or Illness. This report must be completed as soon as the building principal is notified that the employee needs medical attention and will be filing a claim. The completed form should be sent to the district office and then the insurance company will be notified of the claim.

Compensation:

1. Employees who must lose time from work in order to recover from the injury or disease are entitled to receive weekly payments until they are able to return to work. Payments represent two-thirds (66%) of the employee's average weekly earnings during the year before the accident or last exposure, subject to certain limits. No compensation is payable for the first three working days (date of injury not included in the three days), unless the lost time continues for 14 or more calendar days from the date of injury.
2. If the employee is not absent for more than 14 calendar days from the date of injury, they may use their available sick days only for the day of injury and the first three days after the date of injury. If the employee is absent for 14 days or more, they will receive compensation at 66% from our workers compensation insurance company for all lost time from work (except for the date of injury in which a sick day can be used).
3. Additional information regarding workers compensation can be found at this website – www.iwcc.il.gov.

PAYROLL INFORMATION

PAYROLL

Payroll periods are every two (2) weeks, with the first pay period of a new school year following the same sequence (2 weeks) as the last school year. Payment shall be made through direct deposit. Contact the District Office for the payroll schedule.

DUPLICATION OF REIMBURSEMENT CHECKS

The following will occur whenever any individual employee reports to the District office that a legally authorized check issued to them has been lost, destroyed, or otherwise misplaced:

1. The District will reissue the check if the destroyed check can be produced.
2. If the check was lost or misplaced by the individual after it was received by them and they sign a statement assuring they will be responsible for any fees charged for stopping payment on the original check, a duplicate check will be issued.

PAYROLL DEDUCTIONS – WITHHOLDING

Payroll deductions for state and federal income taxes are made automatically. Additional withholdings may be made upon request for insurance, credit union, tax sheltered annuities, dues, or similar items. Check with the district office for information concerning any payroll deductions.

W-4 Forms

All employees must complete a W-4 form. This form indicates to the district how many allowances an employee is claiming and the employee's marital status for federal income tax reporting purposes.

An employee may change either the tax status or the number of dependents at any time during the year by completing a new W-4 form. If any of the following occur, an employee may wish to complete a new W-4: marriage, death of family member, birth of a child, child that may no longer be claimed as a dependent, or not enough withholding. Changes will be processed as soon as possible.

If an employee has a name change, a new Social Security card must be obtained from the Social Security office showing the new name. The employee must then complete a new W-4 form and attach a copy of the new Social Security card. Names will not be changed without a copy of the new Social Security card.

PERSONNEL REQUIREMENTS/INFORMATION

PERSONNEL DATA CHANGE INFORMATION

It is the employee's responsibility to notify the district office of any changes in employment information. It is essential that timely information such as the **change of address or phone number, birth of a child, change of dependents, death of a family member, or change in marital status** be reported.

PERSONNEL FILES

Personnel files are the property of Rockton School District. Employees shall have the right to review the contents of their files, with the exception of pre-employment confidential material, and to attach and place written reactions to the contents. The employee may review their file during the regular business hours established by the district office or at a time mutually agreeable with the superintendent and the employee. The employee may not remove any material from the file and must review the content of their file in the presence of the Superintendent or their designee.

CRIMINAL HISTORY BACKGROUND CHECK

Before beginning a position with the Rockton School District, all employees must undergo a criminal history background check which includes fingerprinting. Successful results must be received prior to your starting work.

SEXUAL MISCONDUCT INVESTIGATION

Effective July 1, 2023, before beginning a position with the Rockton School District, all employees that are hired in a position that requires direct involvement with children or students must undergo a sexual misconduct investigation as it relates to Faith's Law trailer bill (PA 102-705, effective July 1, 2023) under Section 5/22-94 of the School Code. Employment will be based on the results of the investigation.

PRE-EMPLOYMENT HEALTH EXAMINATION

All new employees must obtain a completed health examination. Any new employee working in an early childhood classroom must also have a mantoux TB test. The district will reimburse the employee up to \$100.00 for the examination. Reimbursement for employment physicals would not be paid until staff members have completed their 90 day probationary period. Medical forms indicating completion must be submitted to the district office within 30 days of the first day of work. Failure to do so may result in disciplinary action.

GENERAL PROCEDURES AND RESPONSIBILITIES

1. All teachers are to read and be responsible for the content of the student handbook.
2. It shall be the duty of all employees to stay informed concerning the rules, policies and regulations of the Board of Education.
3. All teachers are required to attend their respective faculty meetings in their entirety unless they are excused by the administration. If absent, they should contact their administrator upon their return for information missed.

4. Teachers are to keep their mailbox clean and free from personal objects. The mailbox is for school materials and school information.
5. Teachers need to check their office and email mailbox for memos and notices at least two times per school day. In addition, teachers need to check their voicemail at least once per day.
6. Grade books will be submitted to the office at the end of each school year. Grade books (hard copy or electronic) are not to be accessible to students at any time, for any reason. Students are not to record/enter or average grades in teacher's grade books or on computer. Students should not engage in **anything** that would make them privy to another student's grade, i.e. grading other student's work.
7. Teachers are not to leave the building during their planning period without administration approval.
8. School employees are not allowed to bring family members (children) to school during their contractual time.
9. No student visitors are allowed in the classroom without prior approval from the building principal.
10. For grades K-8, parents may request in writing that their child not receive information on sexual abuse. Sixth through eighth grade health teachers are to notify parents when sex education or information on communicable diseases will be presented in health class. Parents shall have the option of removing their child from that portion of health class.
11. Staff should not have students push audio-visual carts and lunch tables.
12. Teachers should consult with their principals before presenting a curriculum that could be potentially controversial (i.e., books, plays, special activities, films, etc.).
13. In extreme circumstances, it may not be possible to find the required number of substitute teachers. On those days, the following procedures may be used: re-assign specialist staff; cancel specialist classes and/or combine; re-assign students to other classes; cancel staff development activities and re-assign substitutes; re-assign administrators.
14. Teachers shall provide their principal for approval, a copy of notices to be sent home. This excludes notes regarding individual students.
15. Personal cell phones are not to be turned on or used when school employees are responsible for the supervision and/or instruction of students.
16. A teacher who resigns with less than 30 days' notice prior to the first student attendance day of the following school term will be deemed to have resigned during the school term and **could** be subject to their license being suspended.

GRADUATE CREDIT/COURSEWORK – CERTIFIED PERSONNEL

All graduate credits to be used for salary credit must be pre-approved by the Superintendent. All courses, including online or internet, considered must be offered through an accredited institution. Requests for prior course approval must be submitted in writing and contain a description of the course and how it will respond to a need of the school or district, or to the professional growth of the staff person. All internet and/or correspondence course approval requests must include an attachment of the original course description published by the accredited college or university.

Education credits earned must be reported to the Superintendent by October 15th in order to be credited for that current school year's salary. However, in order to begin the current salary year with new credits, allowing for advancement on the salary schedule, teachers should notify the administrative office of such changes prior to issuing the first check of the year. Such credits must be sent directly to the Superintendent's Office in the form of an official transcript, bearing an official seal and registrar's signature of the school form in which the credits were earned. "Masters Plus 10, 20, 30 and 40 or Degree" on the salary schedule means that the additional 10, 20, 30, 40 credits must be from courses taken after the Master's Degree is earned.

Advancement for education and experience credits will be allowed according to annual salary negotiations. Due to the teacher licensure requirements several staff development activities now have college credits available with them. The following is a clarification of how the district will respond to staff development requests that have college credits available.

Teachers who participate in district paid staff development activities that can also lead to college credit, may pay the tuition and complete the coursework necessary to obtain college credit for salary advancement as long as the activity does not require release time from their contractual responsibilities or take place during the contract day.

No salary credit shall be given for activities that require release time or use of personal days.

BLOOD BORNE PATHOGENS AND MANDATED REPORTING

All employees new to the district are required to have initial training on blood borne pathogens and mandated reporting. Proper procedures are reviewed with the staff annually through staff development. The Hepatitis B vaccine is provided by the district if they so desire.

GENERAL STAFF INFORMATION

ABSENCES

Rockton School District utilizes a web and phone based system, Frontline, for recording staff absences and securing substitutes. **All staff** must report their absence by using the on-line program or the phone system. Directions for both systems are listed below. If you have questions regarding the directions or the operation of the system, contact Jessica Peight at the district office (815-624-7143).

Staff members are requested to report absence prior to 6 a.m. on the day of absence. Absences can be entered on Frontline between 6 – 7 a.m. in case of emergency absence. After 7 a.m., employees will need to call the school office to report absence.

CODES FOR TYPE OF ABSENCE

Frontline	Reason Type	How it affects your sick and personal days
	Sick > Employee Sick	Choose this day only if you are ill, a member of your immediate family is ill, you have a medical appointment, immediate family has a medical appointment, you have an emergency dental appointment, or you have a death in the immediate family. Takes from sick days. An explanation of your absence is required in the administrator notes. If no sick days are available or remaining, you must choose “Without Pay/Personal”.
	Sick > Emergency Day	Choose this day if you have no personal days remaining. Emergency days will be taken from the employee’s sick bank. Must be approved by the building principal. An explanation of your absence is required in the administrator notes. Your building principal will have to approve emergency days through Frontline. If no sick days are available you must choose “Without Pay/Personal”.
	Personal Day	You must enter three days prior to the personal day request. An explanation of your absence is required in the administrator notes. Personal days have to have principal approval and you will be able to view the status of your personal day on your Frontline homepage. 3-day advanced notice if possible.
	Sick>Bereavement Day	Bereavement days will be taken from the employee’s sick bank. Must be approved by the building principal. An explanation of your absence is required in the administrator notes. Your building principal will have to approve bereavement days through Frontline. If no sick days are available you must choose “Without Pay/Personal”.
	Without Pay/Personal	An explanation of your absence is required in the administrator notes. You will be charged a day without pay.
	Vacation Day	Only people that get paid vacation days will be able to view this. This must be approved by your supervisor. Please follow the rules of your supervisor on how many days in advance is required for approval. Deducted from your Vacation Day bank.
	Staff Development	Requires prior approval with a staff development request completed. Does not take from sick or personal days.
	Non Contract Day	Only district office employees will be able to use this. This is a day without pay.
	Comp Time Day	This is only available to employees that are eligible to earn and use comp time.

	Curriculum Day	This will only be available to the Curriculum Coordinator. The coordinator will enter all absences for curriculum days for staff.
	Technology Staff Development	This will only be available to the Technology Director and Curriculum Coordinator. They will enter all absences for technology days for staff.
	IEP Day	Use this day if you will be out of your classroom working on IEPs and need to have a substitute. This will need prior approval from your principal.
	Jury Duty	Please send a copy of your check that you receive from the court systems to the district office. Employees keep the check.
	Injury/Workers Comp	Choose this day if you are unable to work due to an injury at work only. For the first three days you can use sick days. After three days you will be covered by our worker's comp insurance.
	1:1 Student Out	Choose this if you are a 1:1 student aide and your student is absent and you go home with nothing to do. This is an unpaid day.
	Association Days	This is for certified teachers per teacher contract. You must get prior approval from the building principal or superintendent. An explanation of your absence is required in the administrator notes.
	Pre-School Screening	This is for when staff will be out of the building for Pre-K screening. Must be pre-approved by the building principal.
	Sub within School	Use this if you sub in another position during the day and a sub is needed for your position. An explanation of your absence is required in the administrator notes.
	Administrative Leave	For Superintendent and Principals

ON-LINE/APP INSTRUCTIONS FOR CREATING AN ABSENCE ON THE FRONTLINE SYSTEM

- In your Internet browser address bar enter: www.frontlineeducation.com and click **Go** button.
Enter your ID and Pin numbers from your personalized Welcome Letter you received from the district.
- Click **Create An Absence**
 - Screen One
 - Enter Start Date
 - Enter End Date
 - Choose Absence Reason Type
 - Choose if a substitute is required
 - Click the **Next** button
 - Screen Two
 - Verify all information
 - Enter notes for subs (if desired) into the **Notes to substitute** box
 - Finalize absence
 1. Save – Frontline will find a substitute
 2. Save and Assign – you will assign a sub with who you have **pre-arranged** the absence.
Please note: If you assign a sub to an absence, it is *your responsibility to contact the sub* because the Frontline system will not!
- Confirmation Number
Frontline will give you a confirmation number when the transaction is complete.

ACADEMICALLY TALENTED PROGRAM

Rockton School District offers several opportunities for students who demonstrate special academic abilities. The district provides enrichment and challenges for academically talented students through several different formats:

- Enrichment in the regular classroom, K-8.
- Advanced math and reading classes in grades 4-8.
- Leveled reading instruction within the regular classroom in grades K through 5.

Teachers at all grade levels have been trained in differentiating instruction to meet the needs of all learners.

Educational materials and supplemental curricula are also available for these students. Parent reference materials are accessible for parents in the middle school library.

Students qualifying for the advanced classes offered usually demonstrate the ability or potential to consistently excel in one or more of the following:

- General intellectual ability
- Creative thinking
- Specific academic aptitude.

The following criteria is considered for student participation:

1. Achievement test scores from a standardized test in math or reading.
2. Math or reading portion of the most recent Illinois state assessment scores.
3. Teacher evaluation and recommendation.

Decisions for placement in advanced math or reading made by the current reading or math teacher, the curriculum coordinator, and the building principal. Parents may seek a review of the decision by contacting the building principal.

ADMINISTERING MEDICINES TO STUDENT

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.

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and/or medication or the storage of any medication by school personnel.

Administration of Medication in School

1. Medication is only to be administered during school hours if absolutely necessary.
2. A physician's written order must be received before medication can be administered. This includes over the counter medication. It is recommended that cough drops and throat lozenges be kept in the nurses' office.
3. The prescription label may be used as a written order.
4. Medication must be brought in the original container with the prescription label attached.
5. A physician may fax an order for any medication.
6. A student is NOT allowed to self administer any medication-prescription or over the counter medication.
7. Delivery of medication to the office must be by parent/guardian or responsible party.
8. Parent/guardian must sign a medication consent form for administration of medication.
9. Any deviation from the above policy must be accompanied by a written order from the physician and parent.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

ARRIVAL OF STUDENTS AND TEACHERS

Students not riding a bus to school should not arrive at school prior to 7:25 a.m. Students are to remain outside until notified by the playground supervisors that they may enter the building.

During winter months, students will be allowed in the building before school when the temperature or wind chill is below 10 degrees. All students will participate in outdoor recess unless excused by a doctor's note. During recess time, students will stay in the building if the temperature or wind chill is below 10 degrees. Students will also be allowed in the buildings when there is precipitation. Other weather conditions will be considered by the administration for allowing students inside. The starting and ending times for our students' day are:

Rockton Grade School	7:45 a.m. – 2:30 p.m.
Whitman Post Elementary School	7:45 a.m. – 2:35 p.m.
Stephen Mack Middle School	7:42 a.m. – 2:35 p.m.

These times are periodically altered to allow for in-service and institute activities. Advance notice to parents and staff will come from the administrative office.

It is our practice for teachers to be in their classroom ready to meet and work with pupils when they arrive. To allow you time to achieve this, it is our policy that teachers be in their classrooms at 7:30 a.m. Therefore your school day will be 7:30 a.m. to 3:10 p.m. Certified teaching staff members who desire to begin working at 7:15 a.m. instead of 7:30 a.m. and leave at 2:55 p.m. instead of 3:10 p.m. may do so by adhering to the procedure specified in sections 7.3 and 7.4 of the collective bargaining agreement.

Whenever teachers come in early for a staffing or parent conference, they may then leave early on the same or following work day. The administration should be notified when this occurs.

AUDIO-VISUAL EQUIPMENT AND MATERIALS

A considerable variety of audio-visual equipment is available to staff and students of District No. 140. Specific information, i.e., availability and instructions for care and use can be obtained from the library personnel or administration. Please cooperate in making the equipment equally available to all staff members. Repair needs should be reported to the library staff promptly.

We are requesting that sound professional judgment be used by each teacher in determining the nature and number of audio-visual presentations for classes.

All films and audio-visual materials must be previewed by the teacher. G rated movies or movie clips may be shown to students. For grades kindergarten through fourth, principal approval and written parental permission is required to show PG rated movies. Movie or movie clips with PG rating may be shown in grades fifth through eighth with principal approval. PG-13 rated movies or movie clips require principal approval and written parental permission for all grades.

CHAIN OF COMMAND

General School Administration Organizational Chart

Board of Education
Superintendent
Building Principals
Certified Teachers
Educational Support Personnel

The district organizational chart indicates the channels of authority and communication for school personnel. All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor.

If the Superintendent, Building Principal, or other administrators are temporarily absent, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the School Board.

CHILD CUSTODY/MARRIAGE DISSOLUTION DISPUTES

In matters involving a marriage dissolution or child custody dispute, no faculty or staff member shall respond to court order, subpoena, inquiries from attorneys, or inquiries from advocates regarding children currently or formerly enrolled in Rockton School District 140 without first notifying the Superintendent or the Superintendent's designee. Unless there is a court order or decree to the contrary, both parents shall be notified of any such inquiries, subpoenas, or court orders.

COLLECTING MONEY

When it becomes necessary for teachers to collect money for field trips, books fines etc. in their classrooms, please adhere to the following general guidelines:

1. Teachers should document (check off sheet) from whom they have collected money.
2. Teachers should send all money to the school secretary for either deposit or safe keeping at the end of each day, even if they have only collected a portion of a payment or partial collection of money. The secretary will need to know the purpose of the money, grade level and teacher's name.

CONFIDENTIALITY

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.

COUNSELING AND SOCIAL WORK SERVICES

1. All requests for services require a referral form to be completed.
2. All referral forms should be filled out by the referral source.
3. All completed referral forms should be submitted to the social worker/counselor or principal.
4. Social worker/counselor will share referral information with building principal.

DRESS CODE

Employees will dress in a manner that enhances their profession and is appropriate for the day's activities. Torn jeans are not acceptable. Shorts and sweatpants are **only** acceptable in physical education classrooms.

EARLY DISMISSAL AND SCHOOL CLOSING PROCEDURES

Due to circumstances we cannot control, there may be days when students must be dismissed early from school (i.e. hazardous weather). As soon as the decision to dismiss is made, we will use our 'rapid alert' system to notify parents and send the information to all area TV and radio stations to announce the early dismissal.

Each student will then be asked if they know for sure whether or not someone will be at home. We will attempt to contact the homes of students who are not sure if someone would be there. If no contact is made, we will have the student identify a friend they could go home with.

Parents should discuss with their children any special procedures they would want them to follow in these kinds of circumstances.

The school district uses a 'rapid alert' system to notify staff and parents of emergency situations such as school closing due to inclement weather. Our 'rapid alert' system uses home and cell phone numbers on employee records to notify our school staff of important information as quickly as possible.

EXPECTATIONS AND GUIDELINES FOR EMPLOYEE-STUDENT BOUNDARIES

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 list is not exhaustive, and an employee may be disciplined for boundary violations that are not specifically listed.

Employee Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the

Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, 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 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard and will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, sexual misconduct. Sexual misconduct is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to: a. A sexual or romantic invitation b. Dating, or soliciting a date c. Engaging in sexualized or romantic dialog d. Making sexually suggestive comments that are directed toward or with a student e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature f. A sexual, indecent, romantic, or erotic contact with the student;
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to: a. Transporting a student b. Taking or possessing a photo or video of a student c. Meeting with a student or contacting a student outside the employee's professional role;
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX ~~Sexual Harassment~~ Grievance Procedure; 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited; and 5:90, Abused and Neglected Child Reporting; and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:260, Uniform Grievance Procedure; 2:265, Title IX ~~Sexual Harassment~~ Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

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, gray 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. The REFLECT ethical decision-making model may help employees evaluate and address conduct that concerns them. See <https://legacy.apsc.gov.au/reflect-aps-values-and-code-conduct-decision-making-model>.

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. 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	Initiating or extending contact with	Limiting communication to what is

	<p>a student beyond the school day in a one-on-one or non-group setting. Inviting students to your home. Adding students on personal social networking sites as contacts when unrelated to a legitimate educational purpose. Privately messaging students by any means. Maintaining intense eye contact. Making comments about a student's physical attributes, including excessively flattering comments. Engaging in sexualized or romantic dialog. Making sexually suggestive comments directed toward or with a student. Disclosing confidential information. Self-disclosure of a sexual, romantic, or erotic nature.</p>	<p>necessary for educational and/or extracurricular activities. Using District-approved methods for communicating with students.</p>
Physical	<p>Full frontal hugs. Invading personal space. Massages, shoulder rubs, neck rubs, etc. Lingering touches or squeezes. Tickling. Having a student on your lap. Physical exposure of a sexual, romantic, or erotic nature. Sexual, indecent, romantic, or erotic contact with a student. 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. 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. Assisting a young student or a student with special needs with a toileting issue when parent/guardian permission has been granted.</p>

Reporting Child Sexual Abuse, Grooming Behaviors, and/or Boundary Violations

Reasonable suspicions of child sexual abuse and grooming behaviors shall be reported to DCFS. Other boundary violations and violations of the code of conduct shall be reported to the building principal.

Support Services

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

FIELD TRIPS

Student trips of educational value shall be encouraged and student trips of recreational value shall be permitted with administration approval. Student safety and proper care of school vehicles shall be primary considerations.

Students may be assessed a fee for each field trip to cover admission fees, meals, or other expenses. These costs must be discussed with the administration during the planning of the field trip.

Staff requesting approval for a field trip must submit the following information in writing to their Principal, at least two weeks prior to the trip: Date, times of departure and return, destination, number of adults supervising, costs, copy of letter to be sent to parents, goals of field trip and brief description of activities. All field trips require superintendent approval and overnight field trips need Board of Education approval.

MEDICAL ACTION PLANS

All students with diabetes, seizures and life-threatening allergies must submit an **Action Plan** to the school nurse. A separate plan for each medical condition must be submitted.

The first step of the action plan is to confirm the physician's treatment protocol for the administration of medication. The second step is to document the student's emergency contact numbers. Parents are requested to notify the school throughout the year if emergency numbers change.

Both the physician and the parent/guardian must sign this form. If needed, the physician may attach specific instructions for the student at school. With parents' permission, this form will be shared with necessary staff at school.

PAINTING AGREEMENT

Any voluntary painting of district property requires pre-approval by district administration. Staff members must complete and have administrator approval of "Paint School Property Agreement" before painting projects. Teachers can choose from a palate of preselected colors.

PERSONAL HYGIENE CARE OF STUDENTS

Employee procedures for changing students with disposable or non-disposable undergarments. Staff should:

1. Escort student to the closest school restroom.
2. Put on protective latex gloves.
3. Remove student's pants and rubber pants (where applicable).
4. Remove the student's diaper.
5. Dispose of formed feces in the toilet.
6. Place a non-disposable diaper in a double plastic bag and tie closed.
7. Place disposable diapers in a double plastic bag and tie closed.
8. Clean the student thoroughly with soapy washcloth, then rinse.
9. Place washcloth and any soiled clothing in double plastic bags and tie.
10. Put clean diaper on student and provide assistance as necessary for students to secure their clothing.
11. Remove protective latex gloves and dispose of in a double bagged trash container.
12. Wash hands thoroughly with antiseptic soap under warm running water for at least 30 seconds and dry.
13. Escort student back to class.

PURCHASING PROCEDURES

All requests to make purchases have to be approved by the building principal, business manager and the superintendent. This request is done by filling out a purchase request in the employee portal of our financial software.

SEARCH – STUDENTS AND THEIR PERSONAL EFFECTS

Certified employees and school administrators may search a student's personal effects (i.e. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds to suspect that the search will produce evidence that the student has violated or is violating either the law or the rules of the District and the school.

Personal effects shall not be taken from the student. The student will be asked to give such effects to staff who then may search their contents. If the student refuses to give up these effects and/or there is reasonable suspicion that the student still has evidence in her personal possession: the student's parents will be contacted, advised of the situation, and asked to speak to their child at that time and request that their child give such evidence to school authorities; or the parents may be requested to come to the school and conduct the personal search themselves; and/or law enforcement officials may be notified and requested to assume responsibility for the situation.

Under no circumstances will school employees search a student, which includes touching the student's body and/or clothing. Under no circumstances will school employees request that a student remove any articles of clothing, except for hats and coats.

TEACHER EVALUATION

The ultimate goal of the evaluation process is improvement of student knowledge and performance through the use of best practices in instruction. The process ensures that teachers promote a learning environment in which students acquire and apply knowledge and skills.

The purpose of appraisal in Rockton School District is to ensure continuous improvement in the quality of instruction. In seeking this goal, the appraisal process is intended to identify the teacher's strengths, weaknesses and to follow through on steps designed to improve performance.

No formal evaluation shall take place until the building principal or evaluator acquaints each teacher under their supervision with the evaluation procedures and instruments. The building principal or evaluator shall advise each teacher who shall observe and evaluate the teacher's performance.

Formal Observations

A formal observation consists of at least one visitation of no less than 45 minutes, a full class period, or a complete lesson. Each formal observation must be documented by a written post-conference report completed by the evaluator. A minimum of one formal observation is required for each tenured certified staff member during a three-year cycle. Evaluators may initiate additional formal observations at their discretion. A minimum of two formal observations is required for non-tenured certified staff members during a one-year cycle. Again, evaluators may initiate additional formal observations at their discretion. Evaluators may also periodically observe and evaluate together to ensure inter-rater reliability.

The teacher shall sign copies of the written evaluation and receive a copy of said evaluation. If the teacher feels that their formal evaluation is incomplete, inaccurate or unjust, they may put their objections in writing. The evaluator shall sign the teacher's objection, a copy of which shall be given to the teacher and one copy attached to the evaluation report to be placed in the teacher's official personnel file.

Nothing contained herein shall limit the right of Administration to utilize informal observations and other first-hand evaluation criteria for considering competency of any teacher. Any informal observations which are to be used to evaluate the employee shall be reduced to writing and discussed with the employee prior to being placed in the teacher's personnel file.

Any grievance filed relative to this Article shall be limited to violations of the specific procedures as outlined in Sections 2.1 through 2.9 of the CBA. All other aspects of evaluation, including but not limited to, criteria, instruments, or personalities, shall not be grievable.

The building principal shall provide the teacher with a written summary of their evaluation noting deficiencies and problems to be addressed by the teacher. Recommendations for professional growth in the area of noted deficiency and problems should be in writing. It is the teacher's responsibility to improve performance.

TEACHER WEBSITES

Certified staff has the option of creating school related websites that are linked from the district website as long as these requirements are followed:

1. Building principal must approve the web page design.
2. All links from the staff site must be thoroughly checked to meet district acceptable use guidelines before the link is added to the site. The staff member is responsible for making periodic checks on the linked site to ensure that it remains acceptable.
3. Web pages need to be kept current. Information must either be applicable for the whole school year or pertain to the quarter when it is posted.
4. All advertisements used on the web page need to be appropriate for a school age audience.

TECHNOLOGY

The Rockton School District staff has access to technology resources to assist with the performance of their job responsibilities. All district staff are required to sign the *Acceptable Use Policy for Technology and Related Devices* agreement on an annual basis. The agreement is located at the end of the employee handbook.

In order for the district technology to operate effectively, staff is requested to follow these procedures:

- Logging out – It is absolutely necessary that you logout from your computer when you are not using the computer. Leaving your computer unsupervised when you are still logged on is an open invitation for someone to start problems that will be linked to your name.
- Shutting Down – It is not necessary to shut down your computer at the end of each day but it is a good safety precaution. However, remember to always log out from your computer when you are not using the

network. Loss of power or a power surge has the potential to cause problems for your hard drive. Computers should be shut down during extended breaks from school.

- Shut down monitors, projectors, document cameras, and other electronic devices to preserve the life of the equipment.

Email – All staff are required to check their email on a regular basis. Important and timely building and district information is usually communicated via email. Parents may send an email rather than leave a phone message.

TEXTBOOK POLICY

At the beginning of school, all books given to students will be valued as follows: New – Good – Fair – Poor. When books are handed in, general evaluations will be made according to the initial evaluation.

Suggested fines will be as follows: Includes library books.

Pocket replacement	\$0.25
Ripped pages	\$1.00 for every 3 pages
Water damage	\$2.00
Markings – ink, marker, crayon	\$1.00
Cover/binding	\$2.00/\$3.00
Damaged barcode	\$0.25
Lost book if cost unknown	\$5.00
Lost book	Cost of replacement
Missing pages	Cost of replacement
Food/beverage damage	Cost of replacement

TRANSPORTING STUDENTS

No school employee may transport students in school or private vehicles unless authorized by the administration and parent or guardian and should be accompanied by another adult.

INSTRUCTION/DISCIPLINE PROCEDURES

At Rockton Grade School and Whitman Post Elementary School:

1. Teachers (not students) are to take and report attendance electronically or use the form provided.
2. All students tardy must first report to the office for tardy slip before entering class.
3. If a student is absent for a doctor's appointment or any other reason other than illness, please notify the office.

At Stephen Mack Middle School:

Teachers (not students) are to take the attendance and enter electronically or use the form provided.

1. Attendance will be taken at the beginning of each class hour.
2. Indicate students tardy to school on computer or form provided. Students tardy to school after 7:50 a.m. should get a pass from the office.
3. In the case of doctor or other appointments, the student has an excused absence (except if they are gone all day). Students returning from a doctor's appointment or from being absent during the class period should report to the office and get a pass before going to class.
4. Record of repeated tardiness to class will be kept by each individual teacher. Excessive tardiness should result in disciplinary action.

If a teacher marks a student absent and the parent/guardian has not contacted the school to report that student's absence, the office staff must attempt to contact the parent/guardian no later than 9:00 a.m.

The office staff will document all efforts to contact the parent/guardian, in the attendance log.

MAKE-UP WORK

Students have one school day to complete make-up work for each day absent or in a reasonable timeframe. Upon completion of this work, the student will be given credit for the make-up work.

This will be a general policy in cases where a class is missed regardless of the reason for absence.

When an assignment or test date is given before an absence and the student is absent on that day, (only) then the assignment is due or the test will be given upon the day of return.

HOMWORK REQUIREMENTS (STUDENTS AND TEACHERS) GRADES 3-8

There are many studies indicating that homework has a positive impact on student learning. While the type of homework assigned is seldom an issue, the amount of work usually stimulates questions from students, parents, and even teachers. Another issue is each student's ability to accurately note assignments due, independently complete assignments, and return assignments on time.

It is our policy to have all assignments clearly written on the board, explained by the teacher, and written in assignment books by students which are then checked by the teacher. We are suggesting that for the first few weeks of the school year, we concentrate on working intensely with students on this process. Emphasis would not be given to the homework itself, but to the student learning the above process. Homework assignments should also be brief and less often during this period of time. This will give students time to adjust to the new demands of their grade level.

SMMS TEST-QUIZ AND PROJECT SCHEDULE

Each teacher shall post on a calendar in a common location, a schedule of tests, quizzes and projects for the following week. These should be coordinated by the grade level teachers to avoid students from having an excessive number of tests, quizzes or projects due on any particular day.

SUBSTITUTE TEACHER FOLDER

All teachers must maintain a folder for substitutes that includes the following information or indicates where the information can be found: Rockton Grade School and Whitman Post Elementary School; classroom schedule; seating chart; directions for completing attendance; lunch and milk count; directions for responding to notes and calls from parents; directions for grading and recording grades; descriptions of your discipline plans; emergency procedures; instructions for access to technology; anything else you believe would be helpful. NOTE: Lesson plans should contain the location of materials a substitute may need (i.e. tests, teacher editions, A-V equipment, etc.).

ORDERLY CONDUCT

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students.

All employees of the district shall share responsibility for supervising the behavior of students and for seeing that those under supervision meet the standards of conduct which have been or may hereafter be established by the Board or its agents.

In each instance in which an employee acts to help a student conduct themselves properly, emphasis shall be placed upon the growth of the student and the ability to discipline themselves.

POLICIES FOR TEACHERS REGARDING DISCIPLINE OF STUDENTS

A positive proactive approach to discipline should be implemented by all staff. Teachers must clearly and constructively explain their expectations for student behavior and performances. The uniform rules of conduct must be posted in each classroom.

Classroom teachers share the right and responsibility to assure that their classroom environment is a safe and positive one for students to learn in. In accordance with The School Code of Illinois, administrators or teachers may use reasonable force or restraint with a student to maintain the safety of other students in the classroom. The administration and teachers also have the right to dismiss a student from the classroom if that student's behavior is disruptive to the learning of other students.

General Guidelines include the following:

1. Teachers will maintain order in their classroom and will be given appropriate support by the Administration. Individual student and parent conferences will be held on discipline problems as warranted. Discipline measures will be taken by the Administration sufficient to maintain order in the classroom and in our schools.
2. Possible discipline alternatives include: warning; conference with student; parent contact; brief isolation in or out of room; before or after school time; restitution; write paragraph about incident; loss of recess time; etc. Students are not to be assigned repetitive writings of rules or sentences.
3. Corporal punishment will not be used as a disciplinary procedure.
4. The Student/Parent Handbook is available on the district website and will be reviewed at the beginning of each school year.

5. If for any reason a teacher suspects a student is under the influence of a drug, they should immediately report this to the administration.
6. Teachers and other staff members shall notify their building principals immediately when they obtain knowledge of a weapon or object that may be used as a weapon on school grounds or in the possession of a student at a school sponsored/associated event.
7. Teachers must supervise the halls from their doorways during times when students are in the halls.
8. The office should be notified immediately via intercom when any student is sent out of the room because of discipline.
9. Any student asked to leave the room and stand in the hallway, must be in clear view through the doorway or door window by the teacher. Students put in the hallway to work on tests, quizzes or assignments should be provided with a desk or chair.
10. The office should be notified when a student has been absent for more than two days. All suspicions concerning student absenteeism or tardiness should be referred to the office.
11. Teachers should be in their buildings by 7:30 a.m. or 7:15 a.m. if utilizing flex time, during inclement weather when students are in the building. All teachers must be in their rooms by the first bell in the morning, at the end of lunch, and at the end of planning periods.
12. Teachers may keep a student after school no longer than 30 minutes. Written permission must be obtained from the parents prior to keeping a student after school. In all cases, parents must be notified whenever a student remains after school.

MIDDLE SCHOOL DISCIPLINE

Philosophy: We believe that middle level students have the responsibility to conduct themselves in an appropriate manner. We believe that by consistently reviewing and following general school rules, the child will come to understand the process of self-discipline and natural consequences for rule infractions. We believe as the child chooses appropriate behavior, they can develop a positive sense of self-discipline and worth.

In order to promote appropriate behavior, a positive reward system will be in effect. In order to limit poor behavior, consequences will be applied.

General school rules are those rules a student should follow when not specifically assigned to or under the direct supervision of a classroom teacher. Example: passing in halls, between classes, bathroom, lunchroom, playground, assemblies, etc.

1. Use appropriate conduct for each activity.
2. Respect school and individual property.
3. Know and follow student handbook rules.
4. Gum chewing is prohibited and all other foods must be eaten in the cafeteria during the lunch period.

Consequences: for violation of general school rules:

1. First to third rule infraction – notice to teacher.
2. Fourth rule infraction – teacher will notify student to report to principal who will issue one of the following consequences – a. notify parents; b. parent conference with student; c. detention; d. suspension.

CLASSROOM RULES

Students who fail to follow the general and classroom rules may be issued a detention. Detentions issued by a classroom teacher will be served with the teacher issuing the detention for 30 minutes after school on the date noted on the detention notice. Teachers are to state the specific rule infraction or act of misconduct on the detention notice. Teachers are to then use the 30 minute detention to explain to the student their unacceptable behavior(s) and develop a behavior management plan as deemed appropriate. After the student has served their detention, the teacher should send both the white and yellow copies of the detention notice to the office. These notices will be placed in the student's temporary discipline file. Excessive detentions will result in more severe consequences.

Students failing to serve a detention or obtain permission to stay after school will be issued the following consequences.

1st Offense – Failure to obtain parent permission to serve a detention – Parents will be contacted by teacher issuing detention. Failure to serve a detention – Parents will be contacted by teacher issuing detention.

2nd Offense – Either above or two additional detentions.

3rd Offense – Student will be sent to the office. Teacher will call parents for a conference and send notice to office.

Students tardy or late to detentions or violating a detention rule will be issued one additional detention for each violation. Parent conferences will be held to develop individualized discipline plans for students who receive excessive detentions.

Detention Limit and Consequences: Any student who receives in excess of ten detentions during the school year may receive additional consequences. Each additional three detentions may result in additional consequences. Parents will be contacted after the eighth detention and requested to meet with the teachers and administration in order to avoid any further detentions which would result in additional consequences.

Handbook Rules: Handbook rules are those rules written into the parent-student handbook and reviewed throughout the school year.

Teachers should submit their discipline plan to the building administrator by the end of the first week of school.

STUDENT MANAGEMENT SUGGESTIONS

1. Rights and responsibilities of staff members:
 - a. The right and responsibility to establish a structure and routine that provides the environment you feel is necessary to do your job.
 - b. The right and responsibility to determine and request appropriate behavior and responsibilities of students.
2. Rights and responsibilities of students:
 - a. The right to have an authority figure who will help them limit inappropriate behavior.
 - b. The responsibility to know the consequences that will follow and the right to choose how to behave.
3. Consider the following when developing effective rules and consequences:
 - a. To be workable, a good rule must be: definable, reasonable, enforceable.
 - b. When enforcing rules: restate the rule, ignore irrelevant behavior, follow through with the consequences of the rule as soon as possible.
 - c. Authority figures do not have to get involved in reacting to the student's behavior. The rules and consequences can be focused on instead.
 - d. Suggestions for dealing with a student who is trying to engage you in a power struggle:
 1. Don't struggle or argue with a student. It takes two to struggle. Without the authority figure struggling there is no longer a struggle – only a student temporarily disobeying the rules.
 2. Let the rules and consequences do the training. Don't become too emotionally involved or ego-involved in changing the student's behavior. No one can forcibly change another person's values.
 3. Don't worry about winning individual battles. It is not a war, but hopefully a learning experience in which the rules and consequences will ultimately teach a student to feel and behave differently.

DRESS CODE

Students are expected to wear appropriate clothing to school. Student dress is expected to be in accordance with the principles of good taste, discretion, proper etiquette, and appropriate decorum.

Corrective action regarding dress will be taken whenever student attire or grooming presents a threat to school and/or classroom, decorum creates a distraction to other students or teachers, interferes with the learning atmosphere, or jeopardizes the health and/or safety of other students or staff. The Principal of the primary level may use their discretion in enforcing the following rules:

1. Hats, caps, and other head coverings are not to be worn in school.
2. Coats and jackets (outerwear) are not to be worn during school.
3. Clothing with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, gangs, weapons/violence of explicit nature or sex will not be allowed.
4. Shoes must be worn at all times except as authorized by a staff member.
5. Students must wear clothing that covers midriffs, undergarments and private areas.
6. Students whose appearance or dress is disruptive to the school or educational activities, may be sent home. Additional consequences may be issued at the administrator's discretion.

USE OF CELL PHONES/ELECTRONIC DEVICES

State law allows local Boards of Education to authorize and regulate the use of cellphones in school. A cell phone is defined as any device that can receive or send a phone call or text message. The Rockton Board of Education cell phone policy allows the possession of cell phones in school with parent's permission and if the following guidelines are met:

- Phones are to be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker. Students may not carry the phone with them during the regular school day.
- Phones are to be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during a bona fide emergency.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- School district is not responsible for any personal electronic devices brought to school that are lost, damaged or stolen.
- Any personal electronic devices used in a manner that causes disruption to the educational environment will be confiscated by school personnel and returned to the student's parent/legal guardian.

GRADING AND PROMOTION

GRADING SYSTEM

Student academic achievement is assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria.

Grades are information that must be shared privately between the teacher and student. Grades should never be read aloud in the classroom. Students are not to enter grades into the grade book or into the computer. Papers corrected by students shall not be recorded or counted as a part of any quarter's grade unless rechecked by the teacher.

PROCEDURE FOR AVERAGING GRADES

Grading Scale Percentages:

Grades will be averaged out in percentiles and placed on the following scale:

NUMERICAL VALUE

A: 93 – 100	C: 77 – 84
B: 85 – 92	D: 70 – 76

A minimum of one (1) grade per week is required for justification of each grading period.

HONOR ROLL – MIDDLE SCHOOL

Each nine weeks grading period, recognition will be given to the 6th, 7th and 8th grade students who earn the following:

- A. Students with a 3.50 average will be given high honors recognition and students with a 3.00 average to a 3.49 average will be given honor roll recognition. Students with grades of D or F will not be eligible for honor roll recognition.
- B. All subjects will be averaged, including physical education.

All honor roll awards and year-end awards will be averaged by the method described above.

Stephen Mack Middle School will give academic honors and special awards to those students who exhibit excellence in their respective areas. For the purpose of calculating the academic grade point averages, the first, second and third quarter grades will be used. Other special awards and honors will be determined by classroom teachers.

PROCEDURE FOR ADJUSTING GRADES/CURRICULUM

Any student who is one year or more below grade level in a subject area should be considered for some type of intervention. Guidelines for utilizing adjusted grades and curriculum:

- A. Check all student records for achievement and performance information.
- B. Check with previous teacher(s) to see if adjusted techniques, grades, workloads, curriculum, etc. were used.
- C. Monitor student progress very closely until a determination can be made as to whether or not to make adjustments.
- D. Check with special education personnel and administration for assistance and guidance when you have any questions or need assistance.
- E. After all data and information has been gathered and analyzed, contact parents and explain your accommodation plan. Remember you are the professional with the training, knowledge and experience to assist and help these children in need. However, informing parents and requesting their input, support and approval is essential.

When it has been determined that an adjustment in grade or curriculum is appropriate, recorded grades on interim progress reports and report cards should be circled. Only those grades adjusted should be noted.

INCOMPLETE GRADES

As soon as the incomplete work has been made up or the date due has passed, teachers are to file in the office, a revised grade as well as record it on the report card to replace the incomplete record on the report card or progress report.

Teachers have discretionary power in determining grades and may give the student the benefit of raising a low grade if deemed appropriate. Criteria to be considered for grade adjustment include: the student's ability, attitude in class, and conduct.

Teachers may use their judgment in consultation with the administration to adjust a year-end grade average for the purpose of promotion or retention.

GRADING AND PROMOTION

The administration and professional staff shall establish a system of grading and reporting academic achievement to parent(s)/guardian(s) and students, as well as determine when promotion and graduation requirements are met. The final grade assigned by the teacher cannot be changed by an administrator without notifying the teacher.

Reasons for changing a student's final grade include:

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

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

REPORTING TO PARENTS

Grades are available for parent(s)/guardian(s) access on-line throughout the entire school year. Upon request, divorced or separated parents will both be informed unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention.

Various methods for communicating with parent(s)/guardians(s) will be used, including the following:

1. Parent-teacher conferences, conducted on a regular basis, are an effective means of reporting student progress to parent(s)/ guardian(s). Parent-teacher conferences may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers. For the district wide parent conference nights, teachers are expected to be available for conferences from 4:30 p.m. to 8:00 p.m.
2. Additional methods for reporting, such as open house, parent education meetings, and newsletters, shall be the responsibility of each school.
3. Written student progress reports that teachers submit to parent(s)/guardian(s) according to a regular schedule and teachers shall make every effort to be available to meet with parent(s)/ guardian(s) at a mutually agreed upon time.
4. Student progress reports which teachers shall submit to parent(s)/guardian(s) according to a regular schedule.

Approximately half-way through the school year, parents will be reminded to access their student grades through Teacher Ease. On the days these are issued, teachers should schedule time to meet with individual students to reinforce their efforts and/or discuss ways they could improve their performance. If a student or teacher is absent on this day, the teacher should meet with the student when both are back at school.

Parent conference days will be scheduled in the fall and spring to review their child's performance. Their conferences should be scheduled by the teacher whenever there are concerns, especially when a student receives a D or an F on their report card.

In those cases where it is deemed advisable to retain a pupil, the following steps shall be taken:

- A. The teacher shall discuss the individual case with an administrator and the determination made concerning the need for further testing.
- B. Parents shall be notified of considered retention Twelve (12) weeks prior to the close of the school year or at spring parent conference time and a consultation arrangement attempted.
- C. Consideration should be given before retaining a pupil in any instance where the parents are opposed to the retention. However, the school administration will make the final decision of retention.

Promotion, Retention and Remediation

The Rockton School District does not view retention as the only effective solution to a child's school concerns. It is possible that retention is one consideration to develop the best possible individual program for a specific child. Retention should be considered: 1. As a remedial measure for poor achievement; 2. For students between kindergarten and second grade, but not limited to these grade levels; and 3. Not solely on the basis of poor academic achievement.

The purpose of retention is to provide an opportunity of time which might significantly increase the potential for student progress and to create a Remediation Plan outlining the instructional program for any student retained. Prior to a retention decision the teacher(s) will work with the principal and special services team to develop and implement instructional interventions. Twelve (12) weeks prior to the close of the school year or at spring parent conference time, the student's teacher or team of teachers will meet with the building principal to assess the nature of the problem and review the attempts to assist the student. The classroom teacher will notify the parents/guardians of the consideration of retention by the third week of the 2nd semester or spring parent conference time and begin completing a retention packet. The final recommendation will be reviewed and confirmed with the parents/guardians. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. Students shall not be promoted for purely social reasons.

Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade. Unless otherwise outlined in their remediation plan, students who must attend summer school in order to earn promotion, must have a minimum grade of a C in order to receive credit for the summer school course.

SPECIAL EDUCATION

SPECIAL EDUCATION SERVICE

The Rockton School District No. 140 offers several programs for students with special needs. A child with special needs is one who has a difficulty that might interfere with their learning and progressing at the regular pace through the school system. To help meet these needs, our district and other school districts throughout the county work cooperatively to provide special services.

Special services range from consulting services to providing tuition for students with disabilities who must attend private facilities. Pupils in our school district who need special help may spend part of the day in regular classes and part of the day receiving help from the special service programs. Also available are speech, language, vision, hearing, and services from the school psychologist or school social worker. Also, a child with a temporary physical or health problem may receive instruction in their home or hospital.

All special education services and programs are supervised and coordinated through the Winnebago County Special Education Cooperative. This office's address is 11971 Wagon Wheel Road, Rockton, Illinois 61072 (Phone 624-2615). Referrals are made to this office through the building principal.

Parents who may not agree with the school's recommendations regarding special education services have the legal right to request a Due Process Hearing. This procedure is outlined in the Rules and Regulations to Govern the Operation of Special Education, which is available in the school office.

SPECIAL EDUCATION REFERRALS AND REQUEST FOR TESTING PROTOCOL

1. All requests for evaluations (special education testing) will be forwarded to the building principal or school psychologist. The building principal or psychologist will contact the parent to discuss the special education qualification process or to schedule a domain meeting. The psychologist becomes case manager at this point and will assure the referral is screened for appropriateness (this may be done at the consultation team). The parents will be sent a copy of the referral, parent rights, consent for case study evaluation form, and a description of case study evaluation components description sheet. Once the consent is attained, the original referral form, consent for evaluation, and copy of consultation notes are sent to the cooperative for tracking, and all necessary evaluators are given a copy. (Note: the date of the parents' written request is the date which should be written on the referral, regardless of any other decision, action or discussion).
2. No referrals for special education testing may be denied without knowledge of and approval by the building principal.
3. All decisions not to test must be given to parents in writing (ISBE Form 34-57) with a copy of their parental rights after these rights have been reviewed with them and explained to them.

4. Please review with your faculty and staff the above information and the appropriate procedures for referring students for services and special education case studies.

WORKLOAD PLANS – SPECIAL EDUCATION STAFF

- 1) District will work to ensure that there is sufficient staff available so that all services required under students’ IEPs can be provided at a requisite level of intensity
- 2) Districts will adhere to class sizes limitations established by ISBE. During the course of the year, if class sizes exceed recommended numbers, the districts will rectify the situation the following year if the condition is projected to continue. (See chart)
- 3) Districts will review staffing patterns annually, and consider adding or removing staff based on the criteria.
- 4) Each semester, the case manager will review their students’ IEPs to be sure all regular education staff receive a copy of the student’s IEPs modifications and adaptations, all related services are scheduled, and all technology and/or equipment is available.
- 5) Each special educator and related service provider shall submit a schedule (including an updated class list) to their administrator within 10 days of the start of the school and the beginning of each semester. These schedules shall include (but are not limited to) the following:

Special Educator

Small group specialized instruction
 Consultation collaboration
 Planning time
 Duty free lunch
 Paperwork, reports
 Other duties assigned

Related Service Provider

Direct or small group therapy
 Consultation/Collaboration
 Planning Time
 Duty free lunch
 Paperwork, reports
 Travel
 Other duties assigned

- 6) If a special educator has concerns regarding their schedule and ability to meet their student IEPs the following will occur:
 - a. The special educator will schedule a meeting with their special education supervisor and principal to discuss the concerns.
 - b. The special educator will bring to this meeting at least three weeks of schedule samples, including service minutes, consultation time and other requirements that give the special educator concern regarding their work load.
 - c. Through a discussion with the supervisor and principal, a written plan will be developed with options and strategies to address the concern.
- 7) Paper day: All case managers will be provided at least one paper day to prepare the necessary forms in preparation for Annual Review Meetings. A substitute will be provided for if necessary.
- 8) Annual Review days: All case managers will be provided days to conduct their annual reviews based on the size of their case load. Substitutes will be hired if warranted. Districts will make arrangements to allow regular education teachers to attend meetings as required.

1-5 students	0.5 day	11-15-students	1.5 days
6-10 students	1.0 day	16-20 students	2.0 days

Class Size Calculations/Formula

Category of Classroom	Class Size Limit w/teacher only	+ 2 increase after start of year	Class size limits w/teacher and paraprofessional	Age range
Early Childhood Special Education	5	7	10	4 years
Blended Early Childhood	10 regular students; 5 special education eligible; total students = 15			
Students 20% or less Spec. Ed. (Elem/JH)	12	14	17	4 years
Students 20% or less Spec. Ed (HS)	15	17	20	4-6 years

Students with 21-60% Spec. Ed. (Elem)	9	11	14	4 years
Students with 21-60% Spec. Ed. (HS)	10	12	15	4-6 years
Students with 61 % or more Spec. Ed.	8	10	13	(4, K-8, 6-HS)
Students with 61% or more (Severe)	6	8	11	(4, K-8, 6-HS)

Other Special Education Service Categories

<u>Position</u>	<u>Minimum Commitment</u>	<u>Suggested Target**</u>	<u>Professional Organization Recommendation</u>
Speech Language Therapist*	1:60(Maximum)	1:60(Maximum)	1:60(Maximum)
School Social Worker	1/1200	1/1000	1:400-1:900
School Psychologist	1/1300 (Elem. & JH) 1/1500 (HS Only)	1/1000	1:1000
Occupational/Physical Therapist	Determined annually based on location and program needs.		
Vocational Teachers	Determined annually based on location and program needs		
Itinerant Teachers	Determined annually based on location and program needs, but generally not to exceed 20 direct-service students.		

*Case Loads may be reduced if RTI needs warrant. District administration must concur.

**Once suggested target met, no additional recommendations for time will be made unless districts choose/request a higher level of service.

STUDENT RECORDS

No student records may be kept out of the office file overnight. All student records may be signed out and in, on OUT CARDS provided by the office. Your cooperation is essential to the security of these records.

Student Records Defined

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

Maintenance of School Student Records

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

The *temporary record* may include:

- Family background
- Intelligence and aptitude scores

- Psychological reports
- Achievement test results, including scores on the Illinois state achievement test.
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The building principal is responsible for the maintenance, retention, or destruction of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the building principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Student records shall be reviewed at least every four years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District uses students' Social Security numbers for intra-school identification purposes, if at all. However, school officials may not require students or their parent(s)/guardian(s) to provide them. Absent a court order or subpoena, school officials do not provide educational records to the Immigration and Naturalization Service.

Access to Student Records

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 10 days of the District's receipt of such a request. Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:
 - a. Academic progress reports or record
 - b. Health reports
 - c. Notices of parent-teacher conferences
 - d. School calendars distributed to parent(s)/guardian(s)
 - e. Notices about open houses, graduations, and other major school events including pupil-parent(s)/guardian(s) interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.

Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived their right of access after being advised of their right to obtain the names of all persons making such confidential letters and statements.

3. The District may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.

4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. The District shall grant access to, or release information from, any student record as specifically required by federal or State statute.
7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the district requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the records custodian of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon a written request from such official. Once an official request has been received by the district, an unofficial record will be sent within 10 days to the school the student is transferring.
9. Prior to the release of any records, or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.
10. The District may release student records, or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The district shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a judge of the circuit court and members of the staff of the court designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having custody of the child pursuant to court order; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.
12. The District shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:
 - a. The committee member is a State or local official or authority.
 - b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s).
 - c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987.

- d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.
13. The District charges \$ 0.35 per page for copying information in a student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.
14. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, records custodian, or other person. The record of release shall include:
 - a. Information released or made accessible.
 - b. The name and signature of the records custodian.
 - c. The name and position of the person obtaining the release or access.
 - d. The date of the release or grant of access.
 - e. A copy of any consent to such release.

Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

Directory Information

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

The notification to parent(s)/guardian(s) and students concerning school records will inform them of their right to object to the release of directory information.

Student Record Challenges

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records. However when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. They have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses.
2. Cross-examine witnesses.
3. Counsel.
4. A written statement of any decision and the reasons therefore.
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

"No teacher shall have the right or access to any student records other than those under their direct supervision without written consent by the student's parent, designating the person to whom such permission is given." Ill. Record Act. Chp. 122, Art. 50.

Due to strict regulations on privacy of student records, teachers have access to their records only. Not those of relatives, friends, etc. NO EXCEPTIONS.

All records will be requested through the office staff. Do not go into the files yourself.

SCHOOL BOARD POLICIES/PROCEDURES

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT POLICY

The Rockton School District is an equal opportunity employer providing opportunities for employment and advancement without regard to 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, work authorization status, use of lawful products while not at work, being a victim of domestic violence, sexual violence, gender violence, or any other crime of 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; conviction record, unless authorized by law, or other legally protected categories. No one will be penalized solely for their 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/. The Rockton School District recognizes the right of an individual to work and to advance on the basis of merit, ability, and potential.

AMERICANS WITH DISABILITIES ACT

The District acknowledges and affirms its commitment to provide a workplace with equal access for all employees. Federal law obligates us to provide reasonable accommodations to known disabilities of employees, unless to do so would pose an undue hardship. It is your responsibility to let your supervisor know if you need an accommodation to complete the tasks of your position.

CHILD ABUSE AND NEGLECT

District policy and State Law requires all Rockton School District No. 140 employees to report suspected child abuse or neglect. The staff person must personally and immediately contact the Illinois Department of Children and Family Services by calling 1-800-252-2873 or filing a report online. The staff person should then notify the Principal of the situation and complete a written report.

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, 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. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in their 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.

If staff members seek advice and assistance from an administrator, questioning possible child abuse, the administrator will direct the staff member to immediately call D.C.F.S. If it's important enough to ask an administrator, it's important enough to call D.C.F.S. All reports are to be followed up in writing. All information concerning suspected child abuse must be submitted in writing to the Building Principal.

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.

The Board will enforce all other provisions of the Illinois Abused and Neglected Child Reporting Act. IF YOU SUSPECT CHILD ABUSE....CALL 1-800-252-2873.

The Illinois Abused and Neglected Child Act has designated those of us in education as partners in the fight against child abuse and neglect. In this role, we are responsible for reporting any suspected incident of child abuse or neglect to the State Department of Children and Family Services.

WHO MUST REPORT?

School personnel in both public and private schools are specifically listed as legally mandated reporters of suspected child abuse or neglect. This includes: Administrators, teachers, counselors, social workers, school psychologists, truant or attendance officers, etc.

WHAT DOES THIS MEAN?

It means that we do not have a choice of whether or not to report to the Department of Children and Family Services at any time we have reasonable cause to believe that a child known to us in our professional or official capacities may be either abused or neglected. Pupil personnel services staff may be of assistance to school personnel in the process.

WHAT IF WE DON'T REPORT?

A child's health and safety – or even a child's life may be endangered and no one will intervene.

To guard against this, the law provides that an individual who is required to report suspected child abuse and who willfully fails to do so is subject to appropriate sanctions. In the case of school personnel, the Regional Superintendent and the State Superintendent have the authority to suspend certificates for up to one year, and the State Superintendent has the authority to revoke a certificate.

HOW DO WE REPORT?

A mandated reporter must make a report of suspected child abuse or neglect personally and immediately. It is not sufficient to simply inform a superior or supervisor. We must personally and immediately call: DCFS Hot-Line 800-252-2873 24 hour, toll-free. This oral report must be confirmed in writing within 48 hours. Forms for this purpose are available in the school office.

WHAT HAPPENS NEXT?

DCFS is required to initiate an investigation on all reports within 24 hours. If the child is in immediate danger, DCFS workers may take custody and provide protective services. Prior parent consent is not legally necessary for the DCFS child protective workers to interview a child and/or conduct a physical examination: However, an appropriate school official (nurse, counselor, social worker) should be present.

In any emergency involving the child's safety, the DCFS staff may have access to the child's records without violating the School Records Act. All information collected by DCFS in the course of an investigation is considered confidential. DCFS staff will report back to the person making the report whether evidence of actual abuse or neglect was found.

WHAT IF WE'RE WRONG?

School personnel making a good faith report of suspected child abuse or neglect are immune from any liability, civil or criminal, as a result of such a report. This responsibility is not an easy one and there will be many reasons to hesitate. However, it should be on the side of the child and the protection of their welfare. It is an error of choice most parents would want us to make. Our reporting of suspected child abuse or neglect is a legal responsibility. It is also a professional and moral obligation.

DRUG AND ALCOHOL FREE WORKPLACE

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

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on district premises or while performing work for the District 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 specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

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

1. Not legally obtainable.
2. Being used in a manner different than prescribed.
3. Legally obtainable, but has not been legally obtained.
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 District policy respecting a drug- and alcohol-free workplace; and
2. Notify their supervisor of their conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 days after such a conviction.

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

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

1. Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy.
2. Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies to provide district employees with alcohol and drug information and rehabilitation programs.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

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.

Tobacco shall have the meaning provided in 105 ILCS 5/ 10-20.5b.

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

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, any any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

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

The School Board shall take disciplinary action with respect to an employee 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.

EQUITY POLICY NOTIFICATION

The Rockton School District assures that it does not discriminate on the basis of race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record, conviction record, unless authorized by law; 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 violence, sexual violence, or gender violence; genetic information; physical or mental handicap or disability in the provision of programs, activities, services, or benefits and that it guarantees all individuals equal access to educational and extracurricular programs and activities.

Any individual may file a grievance or complaint of discrimination to: Glenn Terry, Superintendent, 1050 East Union Street, Rockton, Illinois 61072, Phone 815-624-7143. The grievance or complaint shall be submitted in writing. Within sixty calendar days of receiving a grievance or complaint, the Superintendent shall render a written decision. The written decision may be appealed to the Rockton School District Board of Education by submitting a written request for a hearing before the Board, addressed to the district superintendent.

The decision of the Board of Education may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of the School Code and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of the School Code.

SEX EQUITY POLICY

It is the policy of the Rockton School District No. 140 that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage or opportunity.

The Rockton School District does not discriminate on the basis of actual or potential marital or parental status, and no student in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students, or by the effect of any school policy or practice.

The district will comply with federal and state equal employment opportunity requirements.

SEXUAL HARASSMENT

We believe staff has the right to attend school free from fear of sexual harassment. Violation of this policy shall be considered grounds for disciplinary action.

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

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

Sexual harassment consists of any sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not necessarily limited to:

1. Sexually oriented verbal kidding or innuendos.
2. Unwarranted touching.
3. Suggesting sexual involvement whether or not accompanied by implied or explicit threats.
4. A staff member subjected to sexual comments or innuendos by other staff who regard the comments as "joking" or part of the environment.
5. Teasing related to sexual characteristics.
6. Spreading rumors related to a person's alleged sexual activities.
7. Rape, sexual battery, sexual abuse and sexual coercion.

WHOM TO CONTACT WITH A REPORT OR COMPLAINT

The District Nondiscrimination Coordinator is the Superintendent. In the event the Superintendent is unavailable he may designate another administrator as the Nondiscriminatory Coordinator. In the event that the complaint involves the Nondiscrimination Coordinator, the aggrieved person may take their complaint to the Board of Education.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Nondiscrimination Coordinator:

Glenn Terry, Superintendent
1050 East Union St.
Rockton, IL 61072
(815)624-7143

Complaint Managers:

Mrs. Kindyl Etnyre	Megan Forsythe	Jessica Peight
1050 E. Union St.	1060 E. Union St.	1050 E. Union St.
Rockton, IL 61072	Rockton, IL 61072	Rockton, IL 61072
(815)624-8585	(815)624-4006	815/624-7143

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

The above statement is a summary of the Board of Education’s policies on Student Sex Equity, Sex Discrimination and Sexual Harassment/Intimidation policies. For more information or a copy of the complete policies, please contact the building administrator or superintendent.

TITLE IX POLICY NOTIFICATION

It is the policy of Rockton School District No. 140, Rockton, Illinois not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by compliance with Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Glenn Terry, Superintendent, Rockton School District No. 140, 1050 East Union Street, Rockton, Illinois 61072, or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

PESTICIDE

Integrated Pest Management

It is the policy of Rockton School District to utilize integrated pest management principles to manage pest populations. To accomplish this goal, this School District will adopt a Least Toxic Integrated Pest Management approach to pest prevention and control in all school buildings and on school grounds. The District will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls. Least-toxic chemical controls are used as a last resort. Pests will be controlled to maintain the integrity of school buildings and grounds, to protect the health and safety of children and staff, and to maintain a productive learning environment.

“Pesticide” means any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest or any substance or mixture of substances intended for use as a plant regulator, defoliant or desiccant. All pesticide applications are subject to the Federal Insecticide, Fungicide and Rodenticide Act, District policies and procedures, EPA regulations, State and Local regulations. Pesticides will not be used to control pests for aesthetic reasons alone.

Contractors working in district buildings and grounds are required to adhere to all provisions of this policy.

Pests are populations of living organisms including arthropods (insects, spiders, mites, ticks, and related pests), wood infesting organisms, rats, mice nuisance birds and any other obnoxious or undesirable, animals in, on, outside or under structures, weeds, bacterium, fungus but does not include bacteria or other microorganisms on or in living man or other living animals that interfere with the human purposes for the school site. Strategies for managing pest populations will be influenced by the pest species and any threat they pose to people, property or the environment.

Integrated Pest Management Coordinator

The Board of Rockton School District has designated the Buildings and Grounds Supervisor as the IPM Coordinator. The IPM Coordinator will oversee custodial, building and grounds, and maintenance staff to ensure implementation of pest prevention measures; manage pest control contractors and staff engaged in monitoring and

control of pest problems; communicate with principals and district administration to carry out posting and notification and record keeping.

The use of pesticides will be based on a review by the IPM Coordinator of all other available options and a determination that these options alone are not adequate to control the pest population. Selected non-chemical pest management methods will be implemented whenever possible. The full range of alternatives, including no action, will be considered in all incidents.

Pesticide Applications

The IPM Coordinator must approve all pesticide applications in advance. Only a certified technician licensed with the State of Illinois may only apply pesticides to lawns, trees, shrubs, parking lots, etc. The technician must comply with the District's IPM policy and management plan.

Pesticides may only be applied when children are not present in the building or on the grounds. The application of such pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et seq.), US EPA regulations, Occupational Safety and Health Administration, State and Local regulations and laws.

Posting

Signs will be posted on facility doors and near the site of planned applications at least two business days in advance of pesticide use, and at the time of application. These signs will include the name of pesticide used; date and time of application; warning or cautionary statements from product label including restrictions on entering the treated areas or special cautions for certain individuals; information about availability of product labels, MSDS and inert ingredients lists at facility office; and contact phone number for those seeking additional information.

Outdoor applications will be cordoned off and flagged. Signs shall remain in place for one week after pesticide application, or a longer period of time if specified by the pesticide label.

Parental and Staff Notification

The School District will notify all parents and staff at least two business days prior to any pesticide applications in the school buildings or on the school grounds. The District will create a notification registry by providing parents an opportunity to register for notification annually as part of the schools registration process.

Neighbors immediately adjacent to the school property will be notified at least two business days in advance of any outdoor pesticide applications.

Antimicrobial agents are exempt from notification requirements.

SCHOOL VISITATION RIGHTS ACT

In accordance with the School Visitation Act under certain conditions an employer must grant an employee leave to attend school conferences or classroom activities related to the employee's child. Anyone interested in the specifics of this act should contact their employer or school administration office

Rockton School District Acceptable Use Policy for Technology and Related Devices Staff Agreement

The **Rockton School District** has access to and use of the internet and E-mail as part of the instructional or job related process.

The Rockton School District strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and to allow staff to efficiently provide educational services. The District's goal in providing this service is to promote educational excellence by facilitating research, innovation, communication, and business efficiency.

Employees of the Rockton Schools must understand that we cannot control the content of the information available on the internet. Some information may be controversial and/or offensive. We do not condone the use of such materials and have implemented reasonable precautions to limit access to these materials by using software programs that may block the materials. Within reason, freedom of speech and access to information will be honored.

The use of the Rockton Schools' networks is a privilege, not a right. Inappropriate use will result in disciplinary action.

The Rockton School District extends to staff the opportunity to post web pages in support of District goals and objectives. Such pages must be consistent with Rockton School District's policies and approved by the building administrator.

All students, employees, and volunteers must sign an Acceptable Use Policy agreement before direct access to the internet and/or electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the internet or to teacher directed electronic mail. However, educators may use the internet during class directed group demonstrations with or without parental consent. Students, employees, and volunteers will be held accountable for violations of the Acceptable Use Policy agreement and understand that disciplinary action may be taken.

Disclaimer: The Rockton School District will not be responsible for any damages suffered, whether expressed or implied, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or sent via the network, including the sharing of personal information such as home address, checking account and credit card information.

Sanctions

- Individuals who violate the terms of the *Acceptable Use Policy for Technology and Related Devices for Staff* will be subject to a series of sanctions through Information Systems including the installation of restrictive lock-down security on their classroom workstation and restriction or revocation of District network, internet, and/or e-mail privileges.
- The district may seek reimbursement for repair, replacement, or any cost incurred by the district due to vandalism;
- Additionally, sanctions may be applied by the Rockton School District in accordance with established discipline policies.
- When applicable, law enforcement agencies will be involved, criminal prosecution.

Privacy: Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on district servers and hard drives of individual computers are not private. Confidential files (i.e. Personnel, Exceptional Children) are only accessed by appropriate personnel.

Security: On any computer system, security is a high priority, especially when the system involves many users. Attempts to login to the system as any other user, to share a password, or allow a security breach may result in cancellation of user privileges. If a security problem is identified, notify the system administrator at the school. **Do not** demonstrate the problem to other users. Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not allow a student to use or login to your account.
- Log out of the system every night or if you are going to be away from the computer for an extended amount of time.
- Do not leave your room with your computer logged in and students are present.

Local Technology Resources (Network)

- The use of your account must be in support of education or research and consistent with the educational objectives of the **Rockton School District**.
- Keep your password secure and do not give it to anyone.
- Transmitting obscene, abusive or sexually explicit language is prohibited.
- Do not create or share computer viruses.
- Destruction of another person's data is prohibited.
- Changes to the computer settings require approval of the system operator.
- Using the network for commercial purposes is prohibited.
- You may not monopolize the resources of the **RSD 140's** network during the contractual day by such things as running large programs applications over the network, using the computer as a radio, sending massive amounts of e-mail to other users, or using system resources for games.
- You may not break or attempt to break into other computer networks.
- The use of MUD (multi-user games) via the network during the contractual day is not allowed.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.

Vandalism and Harassment

- Vandalism and harassment when utilizing the internet will result in cancellation of user privileges. This includes, but is not limited to, the uploading or creation of computer viruses and the attempt to destroy, harm or modify data of another user.

- Any form of vandalism is prohibited. Vandalism includes uploading/downloading inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials, or the data of another user.

Internet Regulations

- Internet access through the school is to be used for instruction, research, and school or job related activities. School access is not to be used for a private business.
- Teachers, library media specialists, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the internet.
- Purposefully annoying other internet users is prohibited: examples continuous talk requests and chat rooms.
- Students should not reveal their name and personal information to or establish relationships with “strangers” on the internet, unless a parent or teacher has coordinated the communication.
- The school should never reveal a student’s personal identity or post on the internet a picture of the student or the student’s work with personally identifiable information unless the parent has given written consent.
- A student who does not have a signed **AUP** on file may not share access with another student.
- As a user of this educational system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties.
- Accidental site hit(s) will be documented by a staff member and copied and sent to the building tech leader(s), building principal(s) and the District technology office. (Accidental site hits occur when a user unknowingly goes to a web site that would be considered inappropriate for viewing. The user should immediately notify a staff member.)

Chat Rooms

- The independent, unsupervised, unapproved use of chat rooms by students is strictly prohibited.
- The use of a chat room for a teacher-controlled activity is only permitted with curriculum connection and an application pre-approved by the building principal twenty-four hours before the scheduled activity. Any inappropriate occurrence should be documented and sent to the building principal.

Electronic Mail Regulations: Employees will be assigned individual accounts. Email accounts are to be used only by the owner unless written permission is obtained from the owner of the account. Impersonation and anonymity is not allowed. Electronic mail is not guaranteed to be private; system operators have access to all mail. Upon leaving the school system, the employee account will be terminated.

- Students of the Rockton School District are prohibited from using district resources to establish internet e-mail accounts through third party providers.
- Be polite. Do not write or send abusive messages to others.
- You may not swear, use vulgarities or any other inappropriate languages.
- Sending or attaching documents containing pornographic, obscene, or sexually explicit material is prohibited.
- Do not access, copy or transmit another user’s messages without permission (exception: forwarding of certain internal communications). You may **NOT** forward personal communications without the author’s prior consent.
- Do not reveal your personal address or phone number or those of other students unless a parent or a teacher has coordinated the communication.
- Sending electronic messages using another person’s name or account is prohibited.
- Do not use the network, e-mail system or internet connection for personal financial gain including commercial advertising or for political or religious advocacy or on behalf of charitable organizations.
- You may not send electronic messages anonymously.
- The electronic mail is **not guaranteed to be private**. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through Rockton School District computers, networks, e-mail system, and internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.

Computer and Software

- Rockton School District computers will be installed and maintained **ONLY** by authorized staff. Only the administrator at each site designated by the building manager or principal in conjunction with District electronics staff will be allowed to authorize installation or maintenance of either hardware or software.

- Microsoft does allow staff to sign a waiver that allows teacher/administration to use their products at home, if you would like to take the District's Microsoft Office Products please contact your Technology Specialist.
- The District has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed does not create difficulties on the individual computer or on the District network. Staff members who wish to be authorized to install a particular piece of software on their computers or who wish to have such software installed must certify that they are using the software according to license and must register the license information with the designated administrator at each site.
- Multiple installations of the same license number will be assumed to violate copyright unless a multiple license provision can be demonstrated.
- No installation of personal student/employee owned software.
- Software not related to the mission of the RSD140 will not be installed on the District equipment.
- 'Migrating' to an upgraded computer does not carry with it the right to 'migrate' software to that computer unless that software is wiped clean from the original computer.
- District technical staff have the capacity to survey individual computers on the network, will remove programs not authorized for installation, and will report the incident to the administration.
- Any password protection whether at the system level or the program level must be registered with the appropriate administrator on site. The District needs the ability to access its own equipment. Care must be taken to ensure that students or other unauthorized individuals cannot change passwords.
- Screensavers, sound events, wallpaper and other system additions represent the Rockton School District as well as the individual, when found on Rockton School District systems. These should avoid sexually suggestive material as well as that which might reasonably be construed as being demeaning to individuals or groups. If law, custom, or common sense would indicate that material should not be displayed in the classroom or in an office, it should not be displayed on computers in the classroom or in that office.
- No images, sounds, or media of any sort may be added to the Rockton School District equipment or to materials produced through the Rockton School District equipment that violate copyright laws.

Procedures for Use

- Everyone must log out of the system at the end of the day, students must log out hourly. If problems occur, please call for assistance.
- Student users must always get permission from their teachers or facilitators before using the network or accessing any specific files or application. Student users must also follow written and oral classroom instructions.
- All users have the same right to use the equipment. Therefore, **users shall not play games or use the computer resources for non-academic activities.**
- Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the internet, and for assuring that students understand that if they misuse the network they will lose their privilege to access the internet from the classroom environment.

PHONE NUMBERS AND FAX NUMBERS

Rockton School District No. 140

District Office

(815) 624-7143

(815) 624-4640 Fax

Rockton Grade School

(815) 624-8585

(815) 624-1002 Fax

Whitman Post Elementary School

(815) 624-4006

(815) 624-2125 Fax

Stephen Mack Middle School

(815) 624-2611

(815) 624-5900 Fax

ACKNOWLEDGEMENT

2024-2025 ROCKTON SCHOOL DISTRICT EMPLOYEE HANDBOOK
www.rockton140.org

I have read the 2024-2025 Employee Handbook and understand it shall remain in effect for the 2024-2025 school year.

Should there remain any doubt about the interpretation of a specific practice or procedure, however, or if any questions should arise at any time during the course of employment as to the meaning of any item contained in the employee handbook, or should any questions of a general nature arise, please contact the district office.

Procedures and practices can and will be adjusted through the process of Bulletins and Notices, if necessary for the improvement of the district or for safety reasons.

Date

Print Name

Signature

AUTHORIZATION FOR ELECTRONIC NETWORK USE

As a user of the Rockton School District’s Electronic Network and Internet Access, I hereby agree to comply with the terms and conditions of the *Acceptable Use Policy for Technology and Related Devices*. I have read and understand the conditions and terms of this policy and understand that a violation may result in loss of access as well as other disciplinary or legal action.

Date

Print Name

Signature

This handbook may be updated at any time and employees will be notified in writing of changes.

*This signed document is placed in the employee personnel file.