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General Responsibilities and Reports

Accident Reports

All school related accidents to students, employees, and visitors should be promptly reported. The appropriate accident report form must be filled out and turned in to the Unit Office. The form should be filled out accurately and completely. Workman Compensation reports and claims may need to be initiated on employees who are insured.

Accounts

Activity

Activity account reports are due at the Unit Office by the 10th of each month. The principal is the official custodian of an activity account at the school. Bank deposits should be timely so money is not left overnight at the school. When a deposit cannot be made during banking hours, the money should be placed in a locked bag and placed in the bank night deposit for safe keeping.

Only the Principal, Assistant Principal, or Superintendent can sign checks written on the account. A voucher is to be signed by the faculty person in charge of the group before the check is written. Every check must be documented by a receipt or bill which is to be retained at the school to support the checks.

Monthly reports must be filed at the Unit Office even if no transactions take place. Both the principal and the keeper of the records must sign this monthly report due by the 10th of the month. Copies of all bank statements for the month are to be attached to the Activity Account Report. Bank statements should reconcile with balances reported.

Activity funds are either "student activity funds" or "convenience accounts" as defined below.

Student activity funds are those funds which are owned, operated, and managed by organizations, clubs, or associations (groups) within the student body under the guidance and direction of one or more faculty or staff members for educational, recreational, or cultural purposes.

Examples of student activity funds include:

- Homeroom
- Yearbook
- Class Year
- Choral and Band Group
- Class Projects
- Student Clubs
- Student Council
- Student-Sponsored Bookstores

Convenience accounts are those funds maintained by the local educational agency at the request of and for the convenience of faculty, staff, faculty-parent organizations or similar non-student groups. Each such group shall designate a manager for its convenience account.

Examples of convenience accounts include:

- Flower Fund
- Investment Club
- Scholarships
- Faculty-Parent Organization Accounts
- Faculty Funds
- Employee Coffee Funds

Funds sometimes mistaken as activity funds but which shall be maintained as budgeted district accounts include:

- Lunch Program
- Regular Athletic Programs
- Building Trades Program
- Restricted Grants-in-aid from State or Federal Sources
- Towel, Locker and Book Rentals
- Student Insurance
- Sales of District Supplies-Services

Activity funds shall be audited annually by a licensed certified public accountant. The fiscal year for annual audit reports shall coincide with the school district fiscal year.

All purchases from activity funds shall be made in accordance with The School Code of Illinois, which requires competitive bids for most items in excess of \$10,000 (105 ILCS 5/10-20.21).

Revolving

The school Revolving Account is a checking account which is used to pay district obligations. The principal is the official custodian of the account and is responsible for the moneys and the reporting thereof. Only the principal or assistant principal may sign checks.

By resolution of the Board of Education, a Revolving Fund can be established. The fund is maintained in a bank for the purpose of providing for disbursements for which the district wishes to issue a check, but because of timing or due to emergencies cannot pay through the regular disbursement procedure of the district.

Pre-approved documentation such as signed vouchers, completed and approved travel requests, approved purchase requisitions or orders and/or invoices must be provided to the custodian of the fund in order that a check can be issued. Checks written must include the proper district expense account code, or all necessary descriptive information so that an expense account code number can be assigned.

At regular intervals, the Revolving Fund is reimbursed up to the original amount of the fund. The check to reimburse the Revolving Fund is included on the school district monthly bill list charging the appropriate district expenditure accounts and indicating the name/explanation for each revolving check that was issued.

The custodian of the Revolving Fund must be bonded as provided in Article 8 of The School Code of Illinois, under the same requirements for the bonding of the school district treasurer.

Building Inventory

Each building principal is responsible for a complete building inventory at the end of each school year. One copy of this inventory is filed with the Director of Buildings and Grounds and one copy in the building principal's office.

Band instruments, technology equipment, and all audio-visual equipment must be reported to the Director of Buildings and Grounds for listing on the Inland Marine inventory.

Bus Conduct Notices

Bus drivers are supplied with three part forms to report student misbehavior. The principal, the transportation director, and the bus driver are to have a copy. Drivers are to use these forms for written reports. Verbal reports should not be made except in emergencies.

Bus Lists

The Principal should have a complete bus list of students before school commences.

The Principal should inform the Transportation Director of additions and deletions as they occur. The Transportation Director should inform the Principal if any student is switched to another bus.

When a bus student is suspended from school or the bus, the Transportation Director is to be provided the name, the beginning date of the suspension, and the date the student may resume riding the bus. The information may initially be phoned in, but must be followed by written notice. If the Transportation Director notifies the bus driver by radio, no mention should be made of the student suspension.

Students must bring a written request signed by the parent in order to ride a different bus. Principals are to check with the Transportation Director to assure there is space on a bus before granting the request.

Fall Enrollment and Housing Report

This is a report of male and female students in each grade. The report is a snapshot of enrollment data on a specified date, typically September 30. The report is due in October.

Lunch and Attendance

Lunch and attendance reports are both due in the Unit Office by the 5th of each month. The principal is responsible for the accuracy and timeliness of these reports.

Mail/Materials

Principals are responsible for delivering materials, mail, and other written communications between the Unit Office and their buildings. Trips to the Unit Office are to be made daily. Another staff member shall be delegated this responsibility when the principal is out of the district.

New Employees

Administrators are to submit written recommendations on the hiring of new employees to the Unit Office on the appropriate district form. Principals are responsible for contacting the Unit Office regarding the scheduling of required fingerprinting for all new employees (including coaches and sponsors). They are also to assure that all required paperwork for employment and payroll has been completed.

Purchases, Authorized Small

Principals may authorize expenditures not exceeding \$200.00. The maintenance head and the directors of transportation and buildings and grounds may also authorize small purchases and emergency repairs. The district's Purchase Confirmation Form must be submitted with the bills. If a purchase is not preapproved, the bill is not a district obligation and may be returned to the employee for payment.

Purchases, Personal

Individuals may not order, on the district account, anything from any vendor. It is illegal. The district does not pay sales tax. Purchases on the school account, with the individual repaying the district, constitutes tax evasion. The individual is subject to severe penalties.

There is nothing to prohibit individuals from ordering or purchasing from vendors who also sell to the district, as long as it is done in the name of the individual and proper taxes are paid. Payment must be directly from the individual to the vendor.

Purchases, Purchase Orders

Other than authorized small purchases, no item may be purchased without a preapproved purchase order. Purchase orders must be preapproved and signed by the principal and the Superintendent. The school will receive two (2) copies of the purchase order back after approval by the Superintendent. When the merchandise is received, the school office should mark the items received, and date and initial the yellow sheet and return it to the Unit Office if the order is complete. If only a partial order is received, that portion is checked and a copy made of the yellow sheet which is sent to the Unit Office. The second copy of the purchase order is retained at the school. If no purchase order is pre-approved, the bill is not a district obligation and may be returned to the employee for payment.

Receipts, District

Money paid to the schools for lunches, milk, fees and other items is counted at the school. The money and receipt are sent to the Unit Office, unless arrangements have been made for direct deposit by the school. The money is not to be deposited in any school account. Large sums of money should not be left overnight at the school.

Sales Tax Exemption

In general, items purchased for resale by teacher sponsored organizations are not subject to state sales tax. The organization must have a reseller's certificate. This is commonly called the "Tax Number". This tax number may obtained from the Unit Office. Principals are responsible for the proper use of this number. No organization not qualified as a teacher sponsored student activity may use this number. Items purchased for use or consumption by a student organization are subject to sales tax.

School Events, Administrator Attendance

The building principal is responsible for the supervision of all school sponsored activities which

take place at the school. The principal may designate other certified employees to perform this service when the principal cannot attend or when dual activities are taking place.

In the case of out-of-town events, adult supervision must be provided to students. In the case of large groups of students attending as fans, it is recommended that the principal attend.

State Reports

State reports are required throughout the school year. Many are submitted on-line, through the IWAS system. Administrators are either responsible for compiling data and submitting it to the Unit Office or for entering data into IWAS for approval by the Superintendent. All data must be submitted in a timely manner so deadlines can be met. The administrator is responsible for the accuracy of all data submitted. Administrators are to make sure their IWAS login name and password are on file at the Unit Office.

Student Records

The principal is the official records custodian of the school and is responsible for compliance with all applicable laws and regulations. Student records (both permanent and temporary) are kept in the school office. Only information of relevance to the student's education should be placed in the child's school record. Teachers should review the information in student records to determine if it is still relevant.

Teacher Evaluations

Teachers are evaluated by the principal or other administrator (e.g., special education coordinator). The evaluation includes a formal observation and evaluation as well as day-to-day observation of the teacher's work. *Teacher evaluations are conducted to assist the teacher in improving his/her performance.* Additional information on the evaluation process is included in the district's Teacher Evaluation Materials and in the negotiated agreement.

Uniform Grievance Procedure (Policy 2.260)

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitutions, State or Federal statute, or Board policy or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
6. Equal Employment Opportunities Act (Title VII, Civil Rights Act), 42 U.S.C. § 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;

9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003
12. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meeting in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent shall keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forwarding all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board Shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current

Complaint Managers.

Name Mr. Craig Carr
Address 5251 E. 1800 Ave.
 Montrose, IL 62445
Telephone No. 217/683-2622

Mrs. Virginia Robins
609 S. Lafayette Street
Newton, IL 62448
618/783-3651

Emergency Procedures

Bomb Threat Procedure

Most bomb threats are made by telephone. The person answering the call at the school should not hang up the phone and should write down the time and exact message. Other information which would help law enforcement authorities such as gender, age, voice inflection and background noise should be noted. Law enforcement authorities and the Unit Office should be notified immediately. The decision to evacuate the building will be made at the advice of local law enforcement. All staff should perform a cursory search of their classrooms/ work space to identify anything that looks suspicious or out of place.

Emergency School Dismissal - (Full Day)

Operation "Weather Watch" is the procedure used by Jasper Unit #1 to decide whether to run full bus routes, have school but run limited bus routes, or to call school off entirely during severe weather.

Since weather conditions can vary widely in an area as large as the school district, the Unit sends a few buses to check and report local road conditions early on any morning a "Weather Watch" is in effect.

Area radio stations and a local time and temperature service have agreed to broadcast news of school closings or limited bus runs. This news should be on the air by 6:00 a.m.

Cooperating radio stations typically include WIKK-Newton; WXF and WCRC/WCRA/WCBH-Effingham; and WVLN-WSEI, Olney. Terre Haute television stations WTHI-Channel 10, and WTWO-Channel 2, also cooperate.

Principals will be notified by 6:00 a.m., or as soon as possible thereafter, if school is canceled.

When a full day school dismissal occurs, the principal is responsible for notifying all building employees. A list of employees and telephone numbers should be made up and each employee given a copy. The development and use of a telephone tree is recommended.

Emergency School Dismissal & Unscheduled Dismissal Procedures - (Part Day)

Scheduled: Before the major holidays of Thanksgiving, Christmas, and Good Friday, students and teachers shall be dismissed after five clock hours of instruction.

Unscheduled: Unscheduled early school dismissal because of inclement weather is determined by conditions arising during the day. If the situation in a school's area is deteriorating, the principal should notify the Unit Office. The Superintendent will then decide whether or not to dismiss school early. If a decision is made to dismiss early, the Unit Office will notify all schools and the media.

Early in the school year, a note explaining the procedures for an unscheduled early school dismissal should be sent home to the parents of all K-8 students.

An informational list of all students should be on file at the school and at the Transportation Office. The information should include: the student's name, parent's name, where to leave child,

home telephone, telephone where parents work, and telephone numbers of relatives and friends who can be contacted if the parents cannot be reached.

Safety Drills - Evacuation, Shelter-in-Place, Bus Evacuation

Principals are to see that building staff and students are instructed in procedures to protect them in case of an emergency. Drills are held as required by law. Principals observe drills and make changes as needed to improve safety. Drills are to be recorded in the school, and reports of the drills should be turned in to the district's Safety Program Coordinator (Director of Building and Grounds).

Evacuation Drills - Three drills per year – at least one of which includes the appropriate fire department or district. A building plan showing evacuation routes must be drawn up and posted in all rooms in the school which could be occupied by students. If students with disabilities have a different egress route, a separate posting is necessary.

Shelter-in-Place - One drill per year for severe weather and shelter-in-place. A building plan showing where each class is to go is to be posted by rooms.

Bus Evacuation - One drill per year. To be scheduled jointly with the Transportation Director.

Safety Plan

Each building is to have an emergency plan. Except for the main entrance, doors should be locked during the school day as appropriate. Teachers should take their keys when they leave the building and must not circumvent locking of doors.

Each office must have a sign in/out sheet for visitors, and all visitors to the building must report to the office. Visitors are to wear identification badges. Teachers and other staff must ask unknown persons to identify themselves.

Each school's emergency and crisis response plans, protocols, and procedures are to be reviewed annually at a meeting involving school district staff and community first responder representatives.

General Information

Band Instruments, School Owned

The school district owns, and provides for student use, several expensive band instruments. Students are loaned the instruments and are responsible for them while in their possession. The student is responsible for paying for repairs due to negligence.

School owned band instruments are to be listed on the building equipment inventory. The Director of Buildings and Grounds should be notified of any new purchase in order to add it to the Inland Marine insurance policy.

Insurance, Special Education

The district is to offer student accident insurance coverage to all enrolled students, including

district special education students attending programs in other districts.

Materials, Non-School Organizations

At times, non school organizations may offer materials for student use. Before accepting any such materials, the principal must have the approval of the Superintendent.

Newsletters

Schools are encouraged to communicate with parents and the community by way of regular school or class newsletters. These should provide parents and the community with names of students and interesting school activities. The principal should approve letters before they are distributed. Particular care should be paid to grammar and spelling as errors reflect poorly on the school and the district.

Open Houses

Schools are required to hold open houses during the first month of school. Open houses give the parents and the public the opportunity to visit the school and are not for parent-teacher conferences. Notes to parents and public announcements will help to insure a large turnout. Principals, at their discretion, may have student activities during these times.

Personal Property

Neither the school district nor its insurance carrier is responsible for employees' personal property.

Student Fund Raising

If not handled properly, student fund raising can cause poor school - community relations. All fund raising activities by school groups must be approved by the Superintendent before the activity begins. Consideration must be given to sales competition with local merchants. Where possible, merchandise should be bought locally. Each proposal should be carefully evaluated and only reputable companies should be dealt with. Sales methods should be understood and the percentage of profit clearly stated. Door-to-door selling is to be discouraged.

Unit Office, Hours

The Unit Office is open from 7:30 a.m. until 4:30 p.m. Monday through Thursday, and from 7:30 a.m. until 4:00 p.m. on Friday. The office is closed on school holidays and is open only for limited hours and specific purposes during school vacations. The office operates on an abbreviated schedule during the summer. Except in emergencies, Unit Office employees will not open the building or conduct business at other times.

Administrators are to make their trips to the Unit Office (see page 3) during regular business hours.

Employee Information

Absences, Administration

Administrators are to report sick, personal, bereavement, and professional leave as well as vacation time to the Superintendent's Secretary. The professional leave form is to be submitted and approved in advance. If the required form is not approved in advance, a loss of pay may result, and/or expenses may not be paid.

Administrators are to notify the Superintendent's Secretary whenever they will be out of the district. No professional leave form is required for area meetings which do not require a registration fee, but the secretary must be notified. If a registration fee is required, or if reimbursement for expenses will be requested from the district, professional leave must be requested in a timely manner.

Absences, Certified and Classified

Principals are responsible for seeing that all certified and classified absences are reported in an accurate and timely manner for each pay period. Absences should be reported on the proper form for sick, personal, professional and any unauthorized leave.

The principal in the first building the teacher reports to is responsible for reporting the absence on that building's absence record. The principal is to notify other principals in buildings where the teacher would have taught on the day of the absence.

Administrative Certificate Renewal

Employees in positions requiring administrative certification shall show evidence of continuing professional education, in accordance with 105 ILCS 5/21-7.1. Administrators are to use CeRTS for Administrators on the ISBE website to maintain records.

Classified Professional Leave

Classified employees may be allowed to attend approved professional meetings. A request form must be filled out by the employee and approved by the principal/director and the superintendent. A written report of the meeting may be required.

Co-curricular and Extracurricular Assignments

Athletic coaches shall have the qualifications required by any association in which the School District maintains a membership. All coaches must have completed District-approved coach training or possess appropriate experience.

All staff extracurricular and co-curricular assignments are made by the Superintendent. Non-staff assignments are approved by the Board of Education.

Drug Testing, Bus Drivers

Any employee who drives a school bus must have an Illinois bus drivers permit. In order to receive this permit, the person must pass a drug and alcohol test annually. Each permit holder may be picked at random, any time during the school year, for a drug test, alcohol test, or both.

Equal Employment Opportunities - Policy 5.10

The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Coordinator for Nondiscrimination and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged

violation of this policy or State or federal laws, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

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

Coordinator for Nondiscrimination:

Wayne Savageau
609 S. Lafayette Street
Newton, IL 62448
618/783-8459

Complaint Managers:

Craig Carr
5251 E. 1800 Ave
Montrose, IL 62445
217/683-2622

Virginia Robins
609 S. Lafayette Street
Newton, IL 62448
618/783-3651

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

Minority Recruitment

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

Personal Information

Upon employment and at the time changes occur, all employees (including administrators) are to provide the following information to the Unit Office. It is important that records be kept current.

1. Name and marital status
2. Address
3. Telephone number
4. Number of dependents claimed for withholding tax
5. Person(s) to be notified in case of emergency
6. Family additions

Sanitation Certificates

At least one cook in each kitchen must have attended a sanitation clinic and possess the appropriate certificate. This certificate is good for five years and must be posted in the school kitchen where the cook works. A copy is to be on file at the Unit Office.

Scheduling of Substitutes

Substitute teachers and aides are scheduled through the Unit Office. Teachers and aides should call the sub line (783-8211) as soon as possible if they need a sub. They are not to arrange their own subs. A message can be left on the answering machine. If calls aren't made until after 6:30 a.m., it may not be possible to find a sub. When no sub is found, the principal is responsible for making sure classes are covered.

Sexual Harassment - Employees (Policy 5.20)

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

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; 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 offense include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

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

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

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the *Uniform Grievance Procedure*, Board policy 2.260. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

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

Whom to Contact with a Report or Complaint

Nondiscrimination Coordinator:

Wayne Savageau, Superintendent
609 S. Lafayette Street
Newton, IL 62448
618/783-8459

Complaint Managers:

Craig Carr
5251 E. 1800 Ave.
Montrose, IL 62445
217/683-2622

Virginia Robins
609 S. Lafayette St.
Newton, IL 62448
618/783-3651

Statement of Economic Interest

State law provides that members of the Board of Education as well as the superintendent, principals, and other employees whose positions require administrative certificates must file a Statement of Economic Interest annually. These forms are due by May 1 each year. Forms are provided by the Unit Office and are to be returned to the Superintendent's Secretary when completed.

Summer Vacation Schedules, Classified

All classified employees who are entitled to vacation days must provide a proposed vacation schedule to the principal for approval. The Director of Buildings and Grounds wishes to have the schedule by May 1.

Employee Compensation

Mileage - In and Out of District

In - Teachers

A teacher who is required by the administration to use his/her own transportation in the performance of his/her duties, or a teacher who is assigned to more than 1 school per day, shall be reimbursed for all such required travel at the IRS rate established by August 1 for all driving done between arrival at the first location and release from the last location of his/her workday.

In - Administrators

Mileage is paid for administrators who must return to their buildings for night-time activities or out-of-district related events.

Administrators are to turn in money and pick up mail and/or materials on a daily basis. This trip to the Unit Office is not reimbursed. Other trips to the Unit Office for meetings which are called by the Superintendent or Assistant Superintendent are reimbursed.

Mileage is normally paid for travel between building assignments. Mileage will not be paid for travel from home to the buildings or from the buildings to home.

Out - Teachers and Administrators

Teachers and administrators who attend approved out of district conferences will be paid mileage. Mileage is paid for in-county conferences only if these are part-day conferences and the teacher has already reported to his or her first job assignment. No mileage is paid for Teacher Institutes.

Requests for mileage reimbursement are to be submitted to the Unit Office by the 5th of the next

month.

Paycheck Distribution

Paychecks for certified and classified staff are dated the 10th or 25th of each month unless that date is a holiday or weekend. In that case, the check will be dated the last working date prior to that date. These checks are often available for distribution on the day preceding the pay date. The distribution schedule is published prior to the beginning of the school term.

Unless the principal is told otherwise, he or she may distribute checks when they are received. Checks must be handed out by the date on the check.

Any paycheck or expense check should be hand-delivered by the principal. If this is not possible, he or she must place the check in an envelope and seal it.

Pay Periods, Certified

Teachers may elect to receive pay during the 9 months of the school term, September through May; or in 12 months, September through August. The Unit Office must be notified in writing by September 1 if a teacher wishes to change his/her previous election. Contributions to the Teachers Retirement System are paid in 9 months.

Worker's Compensation

All employees are encouraged to follow rules of safety. Employees who are injured on the job or who contract job related diseases may be eligible for benefits under the Illinois Workers' Compensation Act or the Illinois Occupational Diseases Act.

Employees are required to report job related accidents or diseases to their supervisor as soon as possible. Failure to report injuries within 45 days of the accident may result in a loss of benefits.

More detailed information about employees rights under the above laws may be obtained from the school office or the Unit Office.

Employee Benefits

Group Health Insurance

The district maintains a group major medical insurance policy. All employees who work the required number of hours per week are eligible to participate in this program.

The district pays a portion of the monthly individual premium. Coverage for an employee's dependents is available at the employee's expense.

An employee who elects to become a part of the group during the first 30 days of employment will be accepted without evidence of insurability. An employee who requests to join the group after the first 30 days of employment may be required to wait until the next annual open enrollment period or to submit evidence of insurability.

Group Life Insurance

All employees who work the required number of hours per week receive a \$20,000 term life

insurance policy paid for by the Board.

Jury Duty

Any full time employee called for jury duty shall receive full salary, providing the employee remits to the school district any payment made for the duty. Pay for mileage may be kept by the employee.

Leaves

Bereavement Leave

All employees receive 3 bereavement leave days per occurrence for immediate family members. "Immediate family" includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Family and Medical Leave Act

In some circumstances, employees may be eligible for up to 12 weeks per year (September 1 – August 31) of unpaid leave under the Family and Medical Leave Act.

Personal Leave

Each employee is entitled to 2 personal leave days per year. Personal Leave may accumulate to 4 days. Any days beyond 4 will be added to sick leave the following year. The amount of personal emergency leave pay is based on the number of hours an employee works per day. A form, which requires the Superintendent's signature, must be filled out to request the personal leave 24 hours prior to the leave, unless there is an unforeseen emergency that arises. In cases of emergency, the form should be filled out as soon as possible.

Professional Leave

Administrators and other staff may be granted professional leave days to attend conferences or workshops related to their responsibilities or professional growth. The district will pay registration and fees at the time of registration if the request is received in a timely fashion. Expenses will be reimbursed in accordance with the negotiated agreement which requires that expenses be submitted to the Unit Office, on the correct form, no later than the 15th day of the next month.

Approval of professional leave day requests is not automatic. The topic, cost, prior days, and time out of the classroom will be balanced against the expected benefit of the professional leave to determine if approval will be granted.

Sick Leave

Each 9 month employee with fewer than 10 years service to the district receives 10 sick leave days per year. Those with 10 or more years receive 12 sick days per year. Administrators and 12 month classified employees with fewer than ten years service to the district receive 12 sick leave days per year. Those with ten years or more receive 15 days. The amount of sick days' pay is based on the number of hours an employee works per day. Days not taken may be accumulated up to a total of 210 days. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. (As defined in 24.6 of the School Code, immediate family includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.) Sick leave may also be used in the case of the death of aunts, uncles, nieces, nephews, and grandparents-in-law.

After three days, the district may require a physician's statement, either certifying the illness or fitness to return to the job.

All leaves must be taken in half-day or full-day increments.

Retirement Benefit

The Board pays 9.4% to TRS on behalf of administrators.

Tax Sheltered Annuities

Tax sheltered annuities may be deducted from an employee's salary. These deductions may be changed effective September 1 and January 1. Arrangements may be made at the Unit Office.

Vacation, Administrators

All administrators receive 20 days of vacation annually. Administrators accrue 1½ vacation days per month until the 12th month when they receive 3½ days to total 20. Vacation days not used by August 20 of the following year shall be lost. Administrators are to notify the Superintendent's Secretary prior to taking a vacation day. All vacation days are subject to approval by the Superintendent.

Student Information

Harassment - Students (Policy 7.20)

No person, including a District employee or agent, or student, shall harass or intimidate another student. Complaints of harassment or intimidation are handled according to the provisions on sexual harassment, below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

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

- a) denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- b) has the purpose or effect of:
 1. substantially interfering with a student's educational environment;
 2. creating an intimidating, hostile, or offensive educational environment;
 3. depriving a student of educational aid, benefits, services, or treatment; or
 4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student

who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Nondiscrimination Coordinator:

Wayne Savageau, Superintendent
Jasper County Community Unit #1
609 S. Lafayette St.
Newton, IL 62448
618/783-8459

Complaint Managers:

Craig Carr
5251 E. 1800 Ave.
Montrose, IL 62445
217/683-2622

Virginia Robins
609 S. Lafayette St.
Newton, IL 62448
618/783-3651

Mid-Term Report Notices

Notices will be sent at mid-quarter to parents of students who are not doing passing work. All possible measures should be taken to insure that parents understand the child's situation. Parent conferences may be needed. Especially sensitive is the status of high school seniors. These parents must be made aware that their child may not graduate unless passing grades are achieved. At the discretion of the teacher, mid-term reports may also be sent to parents of students performing satisfactorily.

Optional Education and Safe Schools Programs

Optional Education is usually limited to at-risk high school students. Safe Schools is open to at-risk students in grades 6-12. The program is administrated and supervised by the Regional Office of Education. Referrals are requested from the school. Parents of referred students should be contacted in advance.

Physical Education, Exemption

Students may be excused from P.E. for no more than two days with a written request from their parents and approval by the principal. For a longer excused time, the school must have a written excuse from a physician. The law provides exemptions for P.E. for high school students involved in some activities.

Registration

Student registration is held in late July or early August. An effort is made to get as many students as possible registered at this time to lessen confusion on the first day of school.

Pre-Registration, Kindergarten

Kindergarten students pre-register in February. At the pre-registration, parents provide the school with information such as a copy of the birth certificate, immunization records, and social security number, as well as information about any special needs.

High School

Eighth, ninth, tenth and eleventh grade students begin registering in December and January for the following fall.

Retention

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the Illinois Standards Achievement Test, The Stanford Achievement Test, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. The remedial assistance may include, but shall not be limited to, a summer bridge program of no less than ninety (90) hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

Parents/guardians shall be kept informed of the pupil's progress at various times throughout the school year by such means as regular quarterly report cards, mid-term progress reports, and scheduled parent-teacher conferences.

Procedures for Retention:

1. No later than January 16, the teacher shall give the building principal a list of student(s) who may be retained.
2. The building principal shall send a letter to the parents notifying them of the potential retention prior to February 1.
3. The teacher, principal, and other staff members (e.g., counselor, special teachers, etc.) shall confer and invite the parents to a formal conference, no later than February 14, to discuss the possible retention.
4. The discussion shall include an explanation to the parents/guardians of their child's current academic achievement, attendance, and individual ability.
5. Goals will be set for the remainder for the school year.
6. Another school-parent/guardian meeting will be held to review the goals and the student's progress before the end of the school year. At this time, the decision regarding retention will be made.
7. The decision to retain will be made jointly by the principal, teacher, and parents/guardians.
8. A record of the decision-making process will be kept in the student's temporary file.
9. If a student does not meet criteria for promotion, he/she may go on to the next grade only by successfully completing the mandatory remediation plan developed jointly by the school and the parents/guardians.
10. Remediation plans must be developed for all students who do not qualify for promotion based on district-determined criteria.
11. Only students who have met promotion requirements prior to the promotion/graduation ceremony are allowed the privilege of participating in that ceremony.
12. Students who transfer into the district after school has started shall be considered as soon as possible within this time frame.

School Pictures

Each year, the school district allows an independent photographer to take individual student and group pictures. Student pictures are voluntary and the school district is not responsible for the pictures

taken, the ordering of the pictures, or the handling of the payments.

Student Information Lists

As a general rule, no student information will be released to third parties other than school-affiliated groups. As required by federal law, an exception is made for high school juniors and seniors who do not object in writing to this information being released to colleges and the military.

Student Transfer and Book Rental Charges

Into The District

If a student moves into the district from another school system, a release should be signed to obtain the child's records. Parents should be asked about any special services the child may have received and records regarding those services should be specifically requested.

If a special education student has an Individualized Education Program (IEP), the Special Education Coordinator is to be notified so that program can be implemented immediately. Parent consent is not required. A conference is to be held within 30 days of the student's enrollment in the district.

Book rental fees are prorated. A student transferring into the district during the first quarter of the school year pays the entire yearly fee; during the second quarter, 75%; during the third quarter, 50%; and during the fourth quarter, just 25% of the yearly cost.

Out of The District

In order to release records to another district, parents must sign a release form at the time of withdrawal from our district or upon enrollment in the receiving district. If the parents do not sign this release, a five day notice is to be sent to the last known address and the records should then be sent to the school making the request.

Refunds of book rental fees are also prorated. Students transferring from the district during the first quarter of the year are refunded 75% of the total fee; during the second quarter, 50%; and during the third quarter, 25%. Students transferring during the fourth quarter are refunded none of the fee.

Athletic

For transfers related to athletic eligibility, see the Athletic Handbook.

Building Information

Blowers, Exhaust

Any room below ground level using LP gas appliances must have an exhaust blower and it must be used. A malfunctioning blower must be reported immediately. Cooks and custodians must be made aware of the danger of explosion if the blower is not used or is not operating properly.

Boiler Certificates

Boiler and hot water holding tanks require state certification. This certificate must be displayed under

glass near the pressure vessel. The principal is responsible for checking these certificates and notifying the Director of Buildings and Grounds if any certificate is due to lapse within the year.

Building Security

Principals of buildings are responsible for the distribution and recording of all keys to the building. Keys should be issued to authorized employees on an as needed basis. A list of employees with outside door keys shall be kept in the building. Employees are responsible for the keys issued to them and are not to share that key with others.

Employees who work on weekends, holidays, or after hours in buildings where a custodian is not present must secure doors when leaving.

During the heating season, all buildings should be checked once on the weekends. Additional checks may be scheduled at the discretion of the building principal. The Unit Office is to be notified of such approvals. Building checks during non-heating seasons should be made once each weekend. Checks should not be conducted on holidays unless absolutely necessary, and prior approval by the principal is required. A custodian or maintenance person should do the building check.

The outside of the building and doors should be checked. The inside of the building should be checked for roof leaks, plumbing leaks, motor malfunctions, and electrical failures. Freezers and coolers should be given special attention as should furnaces during the heating season.

The time required for the inspection will depend on the size of the building. Principals, together with the Director of Buildings and Grounds, will determine the normal maximum building check time.

Checking of Refrigeration

All refrigerators and freezers should be checked daily to see that they are functioning properly. Thermometers inside the equipment should be checked to assure proper temperature is being maintained.

School Safes

All school safes are to be kept closed and locked unless being personally used by the principal or designee. A list of persons knowing the combination should be kept. The combination is to be on file at the Unit Office.

APPENDIX

Job Descriptions

Administrative employees received copies of relevant job descriptions with the 2000-2001 handbook.
New administrators receive a copy of their job description at the time of initial employment.
Administrators desiring a copy of job descriptions for their classification should contact the Unit Office.