



River Bend CUSD #2

Employee Handbook

August 2024
(additional Board of Education Policies included)

FOREWORD

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

Board of Education Policies are available on the District website. Updates to policies are managed electronically.

RIVER BEND BOARD OF EDUCATION PHILOSOPHY

The River Bend Board of Education:

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

ABSENCE FROM SCHOOL/ASSIGNED POSITION

In case of illness or inability to be on duty, the employee should notify their supervisor the day before if possible. To request a substitute on the morning of an absence, an employee should call the administrator of the building between 6:00-6:15am and give the following information: name and reason for absence (sick, personal, bereavement), and possible date of return. Please call before 6:15am if possible. If the principal cannot be reached, please call Megan Huizenga. Do not call prior to 6:00am. Employees will not be granted sick leave time if a supervisor is not contacted prior to the work day starting. In the case of an emergency, please contact the supervisor as soon as possible (no-call no-show will be handled as a discipline issue). Absent requests are to be filled out in the SDS system.

ACCIDENTS

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

ACTIVITY FUND *see cash/purchasing procedures for additional details

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

CAFETERIA GUIDELINES

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

CHAIN OF COMMAND

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

CHEATING POLICY

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

1. Give both the "giver of information" and the "receiver of information" a "0" on the work they are doing.
2. Call both students' parents and warn the parents that a second offense will result in an office referral.

If a student cheats a second time, they should be referred to the principal.

CLASSROOM TEACHERS

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

A classroom teacher will be expected to:

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

COMMUNICATIONS

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

CONFERENCE/PREPARATION PERIOD

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

CONFIDENTIAL INFORMATION

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

CUSTODIAL SERVICES

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

DISCIPLINE

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

DRESS CODE FOR EMPLOYEES

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

EMERGENCY PROCEDURES

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

EMPLOYEE EXPECTATIONS

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

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

EMPLOYEE'S CHILDREN ATTENDING RIVER BEND SCHOOLS

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

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

EVALUATION

At a minimum, all ESPs are evaluated once a year. Non-tenured staff working toward tenure are evaluated two times a year, all non-tenured staff who are part-time are evaluated once a year, and all tenured staff are evaluated once every two years. Effective the 2014-15 school year, teacher evaluations will be conducted using the Danielson Framework. Starting in the 2016-17 school year, evaluations will include student growth. Student growth for evaluation purposes will count for 30% of an overall evaluation.

EXAMINATIONS - FULTON HIGH SCHOOL

All teachers are expected to give a final assessment at the end of each semester to demonstrate a student's learning of material throughout the semester. A final assessment cannot be worth more than 20% of the semester grade. Students are not allowed to exempt from final exams.

EXCUSING STUDENTS DURING INSTRUCTIONAL TIME

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

EXTRA-WORK ASSIGNMENT

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

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

FACULTY MEETINGS

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

FIELD TRIPS

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

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

FUNDRAISERS

A fund-raising activity may be defined as any activity involving participation of a student body or a school recognized student group undertaken for the purpose of deriving funds for a school or a school sponsored group or project. Approvals for all fund-raising activities must be approved by the principal, who is responsible for the funds. The funds go through an Activity Account or through other arrangements under the principal's supervision. The school's Activity Accounts are audited annually. Fund-raisers with annual revenue of \$1,000 require approval by the Board of Education.

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

GRADEBOOK - POWERSCHOOL

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

GRADEBOOK - PROGRESS REPORTS

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

GRADES OF TRANSFERS

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

GUEST SPEAKERS

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

HALL PASSES

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

IN-SCHOOL APPOINTMENT

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

LEAVING THE CLASSROOM

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

LIABILITY OF EMPLOYEES

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

LOCKERS: RIVER BEND MIDDLE SCHOOL AND FULTON HIGH SCHOOL

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

PROCEDURES FOR COPIERS

Each building principal will communicate copying procedures for each school.

PURCHASING SUPPLIES AND EQUIPMENT

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

FRAUD PROTECTION POLICY AND CASH RECEIPTS/PURCHASING PROCEDURES Updated: August 2018

BACK GROUND: The District fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the school District. It is the intent of River Bend CUSD #2 to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

SCOPE: This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with River Bend CUSD #2. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the District.

POLICY: Administration is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. **Fraud is defined as the intentional, false representation or concealment of a material fact for**

the purpose of misleading another person. Each member of the administrative team will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to the superintendent and business manager who coordinates all investigations with the school attorneys.

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

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

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

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

AUTHORIZATION FOR INVESTIGATION: Members of the Investigation Unit will have:

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

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

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the District's attorney or school administrator.

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

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

CASH RECEIPTS

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

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

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

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

Book rentals, etc.: At registration time, when book rental fees are paid, the building secretary receives the money, counts it, has a second person count it as well - records it at the building level - takes the deposit to the bank, with a copy of the deposit coming to the District Office where the deposit is entered into the accounting program by the Business Manager.

Grants: Most of the grant funds come as a direct deposit into the District checking account. If a teacher receives a small mini-grant, then the process may vary. If it is a donation for the LRC, the librarian gives funds to the building secretary to deposit into the activity account for the library. The librarian is then responsible for spending the funds with the building secretary paying the bill and sending documentation to the District.

Office. All other small grants, the funds come to the District Office and the Business Manager deposits the funds into a district revenue account. We do get an annual grant from CF Industries that several teachers are able to use. The Business Manager at the District Office receives the check and deposits it into the district account. The Business Manager is the one that receives the bills and disburses the funds. For all EFT deposits, the Business Manager pulls a list of deposits from the ISBE website and records the entries into the accounting program.

Activity Funds: Each building has its own activity fund. It is the secretary who receives the money, counts the money, has a second person count the money as well - records it at building level - takes the deposit to the bank, with a copy of the deposit coming to the District Office. The deposit information is then entered in the financial accounting software by the building secretary. If a bill is to be paid, the secretary is responsible for issuing the check and mailing it to the vendor and entering the information into the financial accounting software. A sheet listing the amount paid along with a copy of the bill is sent to the District Office. Any funds collected by a staff member for school related supplies and activities, requires documentation of a receipt to be given to the student or parent. To access funds from the activity account to pay a bill or receive reimbursement, employees must follow the purchasing procedures listed at the bottom of page two of this document. There are some expenses in the activity fund that are recurring monthly invoices, like pop/water and food invoices for concessions. These types of invoices will be exempt from requiring a purchase order. All other purchases will require a purchase order to be completed. This serves as a request for approval from the building principal to use the activity funds. Once the purchase order is approved, the activity fund sponsor/coach can move forward with the purchase. After any purchase has been made in the activity fund, and the purchase order is fulfilled and ready to be paid, a receipt or invoice must be provided along with the purchase order number for reference to the building secretary. The building secretary will then process payment. **ALL** requests for payment **MUST HAVE** an invoice or receipt attached. No payment will be made without an invoice or receipt. The only exception to including an invoice or receipt would be payment of officials or payment to a parent as a refund of an item. At month end, the Business Manager will reconcile the activities account to the bank statement.

All District Disbursements Are Sent At The District Office: At the building level, the employee (teacher, cafeteria manager, custodian, etc.) completes the purchase procedures that are outlined below. The following procedures will occur after step six of the purchasing procedures. The Business Manager will enter the bills into the accounting program and prepare the Board Report. After Board approval, the Business Manager prints disbursement checks on the 26th of each month with the superintendent's signature and the treasurer's signature, and payment is mailed from the District Office by the Business Manager to the vendors.

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

PURCHASING PROCEDURES:

1. Complete a purchase order (PO) in the financial accounting system.
2. After the PO information is entered, it will go through the following approval process: Building Principal/Supervisor -> Superintendent -> Business Manager -> Back to Requester. Each individual in the approval process will receive an email letting them know they need to log in and approve or deny the request.
3. After all individuals in the approval process have viewed and approved the PO, a purchase order number will be assigned by the financial software based on information entered by the requester. The requester will then receive an email generated by the financial accounting system giving them approval

to place the order. **Manual PO numbers will not be able to be given any longer as they are assigned by the financial accounting system.**

4. The Business Manager will print a copy of the PO for their records and email a copy of the PO to the requester and the building secretary for their records.
5. The requester is then responsible for placing the order and giving the company the appropriate PO number.
6. After the order has been received, the requester will log back into the financial accounting system and mark that the item(s) on the PO have been received and this will prompt the Business Manager to pay the invoice once the invoice is received.

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

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

RECESS DUTY

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

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

SCHEDULING

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

SCHEDULING SCHOOL ACTIVITIES

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

SCHOOL PROBLEMS

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

SOCIAL MEDIA POLICY

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

The concise summary of the Social Media Policy follows:

Personal Digital Devices -> Colleagues and Parents: Okay

Personal Digital Devices -> Students use district approved communication tools

General Personnel - 5:125

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

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

Usage and Conduct

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

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80. 775 ILCS 5/5A-102, Ill. Human Rights Act. 820 ILCS 55/10, Right to Privacy in the Workplace Act. 23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators. Garcetti v. Ceballos, 547 U.S. 410 (2006). Pickering v. High School Dist. 205, 391 U.S. 563 (1968). Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

Adopted: January 19, 2022

General Personnel - 5:125 - E1

Guidelines For Using Personal Technology And Communicating Electronically With Students, Staff, And Parents/Guardians

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

1. Do not discuss students, parents/guardians, or co-workers on your personal social networking site, even if you do not identify them as such.
2. Do not post any personally identifiable information regarding students, parents/guardians, or co-workers on your personal social networking site(s).
3. When communicating with students, parents/guardians, or staff via email, be conscientious about your email. Emails should be written with the same care and consideration as any other written correspondence. Emails should be proofread, should use complete sentences, and should be respectful, even in adversarial situations.
4. Do not, under any circumstances, use email, text messages, or social networking sites to develop or maintain a relationship with students. Do not send or receive sexually explicit or otherwise inappropriate pictures of any kind. Immediately notify your supervisor if you receive an inappropriate message/visual content from a student, parent/guardian, or staff member.
5. Do not “friend” and/or “follow” students on social networking sites.
6. If you do “friend” and/or follow parents/guardians, or other staff members on social networking sites, be cautious of the personal information you post on your site.
7. Review your social networking site to determine if you have any inappropriate information on your site. If you do have inappropriate information that would be accessible to students, remove it.
8. It is advisable to set your privacy settings in a way that only your “friends” and/or “follow” can see pictures and information about you.
9. It is advisable to set your security settings to limit who can “tag” you in pictures or erase “tags” that would be inappropriate.
10. Be cautious about bringing personal technology devices to the workplace and storing such devices in your workspace in any manner that may allow students to gain access and/or view the electronic content.
11. Coaches and sponsors are to use the “Remind Me” app to communicate with parents and students.
12. Building staff who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.

Adopted: July 15, 2013; Updated: December 19, 2016

SPECIAL PROGRAMS AND PUBLICATIONS

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

STUDENT ABSENCES

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

STUDENT DETENTION

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

STUDENT DISCIPLINE

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

STUDENT ILLNESS

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

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

STUDENT PUBLICATIONS

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

Obscene literature, generally, is literature that is offensive to accepted standards of decency. Generally speaking, inflammatory language usually attacks ethnic, religious, or racial groups or aims at creating hostility and violence. Libelous literature (written, pictorial, or printed) unjustly damages a person's reputation.

Students wanting to post, sell, or distribute printed, written, or pictorial literature must be in compliance with school policy and constitutional law and registered with the principal before such matter is posted, sold or distributed. Prompt approval or disapproval of such literature will be given by the principal in a reasonable length of time. Students who violate regulations regarding student publications will be punished as appropriate to the situation in the judgment of the principal, including possible suspension.

STUDENT RIGHTS AND RECORDS

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

STUDENT SUPERVISION

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

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

SUBSTITUTE INFORMATION

Notify the principal and secretary by 2:30 pm of the day before returning to school. Keep the principal and the secretary informed as to the expected length of an absence, as substitute employees must be released or retained by the principal or secretary. Employees must complete an absence form in the SDS system for sick, personal, and/or bereavement days, or on paper for professional days.

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

1. Location of lesson plans/grade book
2. Class roster
3. Seating chart
4. Classroom or work procedure - lunch count, attendance, etc
5. Daily schedule, copies of bell schedules
6. Employee duties - recess, detention, hall, lunch, etc
7. Plan period
8. Notification of any special students, problems, concerns
9. List of students who may be a help to the substitute
10. Emergency activities - list of tapes, exercises, games, etc for use as an agent for classroom control
11. Office contact person

VISITORS

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

Board Policy additions:

[School Board - Title IX Sexual Harassment Grievance Procedure - 2:265](#)

[Operational Services - Identity Protection - 4:15](#)

[General Personnel - Equal Employment Opportunity and Minority Recruitment - 5:10](#)

[General Personnel - Workplace Harassment Prohibited - 5:20](#)

[General Personnel - Drug and Alcohol Free Workplace; E-cigarette, Tobacco, and Cannabis Prohibition - 5:50](#)

[General Personnel - Exhibit - Code of Ethics for Illinois Educators - 5:120E](#)

[General Personnel - Administrative Procedure - Email Retention - 5:130-AP](#)

[General Personnel - Copyright - 5:170](#)

[General Personnel - Administrative Procedure - Copyright Compliance - 5:170-AP1](#)

[General Personnel - Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works - 5:170-AP2](#)

[General Personnel - Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment - 5:170-AP3](#)

[Instruction - Administrative Procedure - Acceptable Use of the District's Electronic Networks - 6:235-AP1](#)

[Students - Equal Educational Opportunities - 7:10](#)

[Students - Harassment of Students Prohibited - 7:20](#)

[Students - Prevention of and Response to Bullying, Intimidation, and Harassment - 7:180](#)

[Students - Teen Dating Violence Prohibited - 7:185](#)

Employee → Secretary → Principal/Supervisor → Secretary → file

ABSENCE/LEAVE REQUEST FORM

River Bend Community Unit
District #2 1110 3rd Street,
Fulton, Illinois 61252

Name _____ School _____ Date _____

Check Appropriate Line

Mark Dates

_____ Professional Leave

Date/s Requested _____

_____ Jury Duty/job related summons

Date/s Requested _____

_____ Vacation Leave

Date/s Requested _____

_____ Association Leave

Date/s Requested _____

_____ A.M. _____ P.M. _____ Half _____ Full Day/s

_____ Substitute needed _____ No Substitute Time of departure/return _____

Professional Leave Activity Name _____ Purpose: _____

Location _____ Address _____ City _____

PROFESSIONAL LEAVE COST ESTIMATE – EXPENSE REPORT REQUIRED

Registration (attach completed form)

Hotel

Meals (\$50/day limit)

Mileage

Total (receipts required)

Employee Signature

OFFICE USE ONLY

Approved with Pay _____

Denied _____

Approved without Pay _____

Comments: _____

Immediate Supervisor Signature

Date