



***LIBERTY COMMUNITY UNIT #2 SCHOOL***

**EMPLOYEE'S GUIDE**

2021-2022

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## EMPLOYEE'S GUIDE

This Employee Guide may be changed at any time at the sole discretion of the Board of Education and/or the Superintendent, whichever has the appropriate jurisdiction, subject only to mandatory collective bargaining requirements.

### PURPOSE OF GUIDE

The purpose of the Employee's Guide is to make available information that can unify the efforts of the staff. In addition to the policies and procedures included within this document the employee should be aware of the additional policies contained within the board of education policy manual, a copy of which is available in the District Office, Teachers Workrooms, either Administrator's office, and the District's website.

This Guide is not intended to replace or modify board policy, employee contracts, benefit programs, summary plan descriptions, or the like referred to. Should any variance exist, the formal documents will apply. Nothing in this guide will be considered as creating a contract of employment or benefit. This guide may be modified at any time and for any reason by the District.

### BOARD OF EDUCATION POLICIES AND STUDENT HANDBOOKS

Student handbooks are a part of the board of education policy; staff are advised to become knowledgeable with the contents of the Pre K-6<sup>th</sup> grade and JH/HS handbooks and board of education policies.

### INJURY OR SUDDEN ILLNESS EMERGENCY PROCEDURES -- STUDENT AND/OR STAFF

1. The staff person first gaining knowledge of the injury or illness of a student and/or staff member will assess the situation, if circumstances permit, the staff member will inform the Administrator or Superintendent immediately. If not, the staff member will take the following steps and then inform the Administrator or Superintendent.
2. If the injury or illness is not serious or life threatening, the parent or family member of the person ill or injured will be called and asked for direction.
3. If the injury or illness is serious or considered life threatening, an ambulance will be called and then contact the parent or family member to inform them of the problem.

### THE STUDENT SCHOOL DAY

Students may arrive at school starting at 7:30 a.m. when school is in session. Only those students who are under the direct supervision of an adult will be permitted in the building before 7:30 a.m. and after 3:30 p.m. The building is to be clear of all students by 5:30 p.m. on all nights when there is an activity scheduled for the gym.

### THE STAFF SCHOOL DAY

The certified work day hours are 7:45 a.m.-3:15 p.m. Non-certified hours will be determined by their work assignment.

### DRESS CODE

All employees are expected to dress professionally and appropriately for their specific work assignment. The school setting is much like a business setting. The following dress requirements have been established by the Liberty Board of Education:

- A. SHORTS AND YOGA PANTS-Shorts may be worn to school if your job assignment is in the gym, cafeteria, outside, or is conducive to warm conditions. Unless you teach PE, gym shorts should be avoided. PLEASE make sure you look professional. Yoga pants should not be worn. Leggings must be worn underneath other clothing.
- B. SHIRTS AND DRESSES-Length of skirts and dresses must be appropriate for the school's education environment. Appropriate length to reflect professional demeanor.
- C. NO MIDRIFTS, TUBE TOPS, STRAPLESS TOPS, SPAGHETTI STRAP TANK TOPS, EXAGGERATED ARMHOLES OR HALTER TOPS. Bottom of the blouse or shirt must be able to be tucked into pants, shorts, slacks, and skirt. No part of the midriff may be left exposed. Shirts should be high enough in front to cover cleavage. Spaghetti straps are not to be visible, whether they are a bra strap or a tank top strap. Exaggerated armholes include the self cut tee shirts and the indented shirts where shoulder blades show.
- D. NO HATS OR CAPS- Hats and/or caps may be worn in school only on days designated and approved by the Building Administrator.
- E. NO CLOTHING WITH VULGAR OR SUGGESTIVE SAYINGS OR ALCOHOLIC OR DRUG TO TOBACCO ADVERTISING.
- F. NO UNDERGARMENTS SHOWING, PANTS AT WAIST. (SITTING/STANDING)
- G. Holes in jeans/pants in the area in which shorts would be considered too short are not allowed.
- H. Sports bras are considered undergarments and may not be worn as outerwear. Men's white sleeveless tee-shirts also known as "beater" tee shirts are also considered an undergarment and should not be worn as outerwear.
- I. Jewelry that could present a hazard to others, such as heavy chains or spiked jewelry of any kind should not be worn to school.
- J. Body piercings and tattoos—Dress and present yourself appropriately for a school setting as you are a role model for students.

## STAFF PAY POLICY

Federal income tax, state income tax, Illinois Municipal Retirement Fund contributions (if applicable), Social Security (if applicable), and Medicare (for certified staff employed since March 31, 1986) are automatically deducted from your paycheck. Payroll deductions are also possible for 403(b)'s, life insurance, and supplemental insurance, credit union, and hospitalization/major medical insurance, and association dues.

Any semester hours of credits which are to be counted toward the salary schedule steps and earned during the school year or over the summer must be placed on file in the Superintendent's office as indicated in Article VI EMPLOYEE COMPENSATION AND FRINGE BENEFITS 6.6 E Professional Growth Tuition Reimbursement of the COLLECTIVE BARGAINING AGREEMENT on/or before September 1 in order for the additions to be counted toward the salary for that year. An official transcript issued by the college granting the credit is required.

Employees on extended contracts are required to work their additional days starting on the first work day immediately following the last day of the school year. The last day of the school year is included in the regular school term. Working on that day does not count as one of the extra days. In addition, working weekends or a holiday is not acceptable as time worked toward an employee's extra days. A full day is seven hours. Days can be worked in smaller increments than a whole day but any given day can never be considered more than one day. For example, if an employee works 10 ½ hours on June 1<sup>st</sup>, it cannot be counted as 1 ½ days. Switch day forms are available for any day or part of a day that an employee needs to switch for a later day. Time sheets noting the dates and hours worked need to be submitted to the Superintendent's office prior to June 30<sup>th</sup> for days worked at the end of a school term. Time sheets noting the dates and hours worked prior to the beginning of a school term need to be submitted to the Superintendent's office on or before August 31<sup>st</sup>.

Staff members with an Educators License taking courses for which tuition reimbursement is requested, must have written approval of the Superintendent prior to registration. Reimbursement will be made after a transcript, or other acceptable proof of successful completion, and a receipt showing the amount paid to the institution for tuition is submitted to the Superintendent's office.

Paychecks are disbursed on a monthly basis, according to board of education policy 4:52. Compensation for extracurricular activities will also be made according to policy 4:52. Paychecks may be picked up in the Superintendent's office before school starts on the date indicated, otherwise they will be in the employee's mailbox sometime during the morning of that day. During the summer months, paychecks will be mailed to the employee, unless other arrangements are made.

All full-time and part-time staff will be required to enroll in direct deposit as of September 1, 2018. Direct Deposit enrollment forms are available in the Superintendent's Office.

## STAFF INSURANCE

### *Hospitalization and Major Medical Plan*

The District provides an opportunity for staff members that work more than 30 hours each week to participate in a hospitalization and major medical plan through Western Area School Health Benefit Plan. Plan description booklets are available in the District Office or can be accessed at [www.washbp.com](http://www.washbp.com). It is the responsibility of employees to make certain that they and, if applicable, their dependents are properly and timely enrolled in insurance programs. The Board and staff may assist staff members, but employees must still make certain the desired coverage has actually been obtained. The staff member may enroll within 30 days of initial employment (Regular Enrollment) or between August 15 and September 15 for insurance to be effective October 1 (Open Enrollment).

Outside the open enrollment period, *Special Enrollment* is available under certain circumstances as indicated in the Western Area Schools Health Benefit plan description. It is the employee's responsibility to notify the District if *Special Enrollment* circumstances apply.

For those staff members that are eligible and choose to participate in this plan, the Board will pay on a monthly basis a predetermined amount toward health insurance. Any change in the District's share will be effective commencing with the month of September.

Staff members are reminded that hospitalization and major medical insurance coverage ends with termination of employment. Therefore, if employment is terminated effective May 26th, then the coverage terminates May 26th.

### *Section 125 Plan*

A Section 125 Plan is available for staff members that work more than 30 hours each week. This Plan enables employees of the District to pay insurance premiums with pretax dollars.

Prior to the date you initially become eligible to participate in the Plan, and then prior to the beginning of each Plan year thereafter, you must decide whether you will participate in the Plan that year. Once you make an election, you cannot change election, unless the change is required due to a change in family status (i.e., marriage, divorce, birth or adoption of a child, death of a family member or termination of employment). Changes due to a change in family status, as specified in the code and accompanying regulations, can be made at any time. IMRF employees should be aware that it is best NOT to participate in this plan for approximately the last five (5) years of your employment prior to retirement. Anyone planning retirement in the near future should seek advice from a tax professional before enrolling in a Section 125 Plan.

### *Supplemental Insurance*

Staff members have the opportunity to enroll in other supplemental insurance coverage. While the District provides the opportunity to staff members to participate in this coverage, it does not pay a portion of the premium. It is the employee's responsibility to make any contacts with agents to contract for coverage and the joint responsibility of the agent and employee to authorize the payroll deduction.

## STAFF LEAVE OF ABSENCE

### Sick Leave/Bereavement Leave

Each Full/Part-time employee shall receive sick days with accumulation to three hundred forty (340) days. This includes Bereavement Leave. Part-time staff members prorated. Sick leave includes personal illness, quarantine at home, or serious illness, or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 consecutive days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorized the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Three days of consecutive absence due to personal illness will require a physician's note to return to work. The physician's note should be attached to the sick leave form and is required before returning to work. *If absences become excessive (5 consecutive days or more), the board may ask the employee to sign an authorization to release medical information.*

- A. Upon the birth or adoption of a child, the mother, father, or both may use up to five (5) of their accumulated sick days as district family leave days. District Family leave days shall be fully paid provided the employee has available sick days.
- B. District family leave days under 7.1 C of the LUTA contract must be taken within the first 15 work days of the birth, or acquisition of physical custody of a child and shall not be contingent upon sickness or medical considerations.
- C. Personal Bereavement. Should an employee require leave because of the death of a parent, parent-in-law, spouse/domestic partner, or child the district will provide three (3) paid bereavement days. For a sibling, sibling-in-law, grandparent, aunt/uncle, or niece/nephew the district will provide (2) paid bereavement leave



days. This shall not be deducted from the employee's sick leave. For other bereavement, such as those close to the family, the bereavement policy stated in 7.1 stands.

- D. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. "Immediate family" shall include parents, spouse/domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, and legal guardians. Sick leave encompasses medical and dental appointments.
- E. Use of Sick Leave – Leave for medical, maternity or child care is unpaid, except as provided in 7.1A. To the extent a teacher has accrued sick leave credit, however, sick leave benefits will be paid for periods of medical, maternity or child care leave where absence is due to physician-certified disability of the teacher consistent with the applicable requirements for sick leave.
- F. Point of clarification: If the Friday of Parent-teacher Conferences is taken as a Personal Day, it counts as a full day, as the District chooses to let people leave early. Personal or sick days are not dependent on if a substitute is needed.

#### Personal Leave

Each Full Time/Part-Time staff member shall be entitled to three (3) days leave for personal business per year. Part-time staff members prorated. At the end of each year, if one day, or part of a day, was unused, one day, or part of a day, will convert to future personal days to a maximum accumulation of 4 days. The other unused personal days, or partial days, will convert to sick leave.

#### Procedures for Approval and Use:

- A. Personal business leave days must be approved by the Building Administrator and Superintendent.
- B. Written requests for a personal business leave day must be presented at least two (2) full working days prior to the requested day to the Building Administrator; and Superintendent. However, where a staff member is unable to be present at school due to a bona fide emergency beyond the staff member's control and which could not have been anticipated earlier, a request for personal business leave may be made and approved less than two (2) full working days prior to or on the requested day by the Building Administrator, or, if unavailable, the Superintendent, provided the request shall be verified by the staff member in writing promptly upon return to school.
- C. Personal business leave days may not be used in increments of less than one-fourth (1/4) days at a time.

- D. No more than **three (3) staff members** may take personal leave the same day unless subs are available and the superintendent approves. If more than three (3) staff members request personal leave the same day, leave will be granted in the order of requests. The Superintendent may waive this limitation on the number of staff member's permitted leave in the Superintendent's discretion and permit additional staff members to be absent.
- E. Personal leave days will be subject to the availability of substitutes. Requests for personal leave will be considered in the order of their receipt by the Superintendent.

Dock Day:

Where a staff member requests a personal business leave day and the sole reason for denial is that three (3) staff members have already requested and received a personal business leave day, the Superintendent may approve a dock day in lieu of a personal business leave day, provided all the requirements for a personal business leave day are otherwise met and, in the Superintendent's discretion, it is determined that the educational standards for the schools will not be adversely affected by the additional absence or absences of staff members, and there is appropriate substitute coverage.

A staff member who utilizes a dock will not be paid for that day.

The number of personal days will be unaffected by the use of a dock day.

Denial: Abuse or violation of leave is subject to investigation and action by the Board.

Unpaid Leave for Selected Purposes

1. Maternity Leave:  
Maternity leave may be granted up to 8 weeks (56 calendar days) from the date of birth or adoption. A written request shall be sent to the Superintendent requesting the leave. Accumulated sick leave can be used for this period of time. An extension can be requested for a medical reason with a physician's written note. Accumulated sick leave can also be used for the extension. If a staff member does not have accumulated sick days to cover the length of the absence, the days will be unpaid leave. Staff members desiring maternity leave should contact the Superintendent in writing as far in advance of such leave as possible indicating approximate start date and end date of the leave.
2. Medical Leave:  
The Board shall grant an unpaid leave of absence to any staff member on contractual continued service (or Tenure) requesting

such leave where a physician acceptable to the Board certifies in writing that such leave is necessary for specified medical reasons (including but not necessarily limited to pregnancy or maternity) and the teacher is unable to work due to such reasons. Such leave may be for up to the remainder of the year in which the leave commences and up to one (1) full school year afterward as approved in advance by the Board.

A staff member seeking a return from an unpaid medical leave may return to a position for which the staff member is properly qualified and certified provided the staff member submits a physician's statement from a physician acceptable to the Board certifying that the staff member is physically able to resume the duties and responsibilities of the position. Such return from leave, of course, is subject to any considerations or actions by the Board relative to reductions-in-force.

Notice of intention to return from an unpaid leave at the start of any school year must be given by March 1 of the school year preceding the school year in which return is made or other timetable approved by the Board when the leave is granted.

3. Child Care:

Any staff member on contractual continued service (or tenure) shall be entitled to child care leave for the remainder of the year in which the leave commences and up to one full school year afterward as a result of the birth or adoption of a child. An employee requesting child care leave must notify the Superintendent at least ninety (90) days prior to the intended commencement of the leave.

Notice of intention to return from leave at the start of any school year must be given by March 1 of the school year preceding the school year in which return is to be made or other timetable approved by the Board when the leave is granted.

Child care leave is granted on the condition that the employee taking such leave will not utilize the leave period to engage in alternate employment which is in any way substantially equivalent in either income or career potential to the employee's teaching position in the district.

Association Leave

During any school year, representatives of the Association may be absent without loss of salary for an aggregate total not to exceed five (5) school days for the purpose of attending any state or national meeting of the IEA and/or NEA.

A two (2) week advance notice to the Superintendent shall be given of the intended leave. The Association agrees to reimburse the Board for substitute staff member pay incurred to cover Association Leave related absences.

Professional/Job Performance Business Leave

Each staff member may, with the Superintendent’s approval, use two (2) days for professional/job performance business. Additional professional/job performance business leave may be granted to staff members if the Board or Superintendent request that such leave be taken for professional/job performance business purposes. Staff members planning to use such days shall request such leave from the Superintendent at least one (1) week in advance of the anticipated absence.

Professional/Job Performance Business leave shall be used as follows:

- Visitation to view other techniques or programs, new equipment, and other observation visitations that relate to the staff member’s performance of the staff member’s position.
- Attendance at or participation in conferences, workshops or seminars.

A staff member granted leave is expected to share information with other colleagues and administration within one (1) week of the staff member’s attendance at such visitation, conference, workshop, or seminar.

It will be expected that staff persons of the same sex will share a hotel room in order to use the budgeted amounts in a cost effective manner.

Reimbursement expenses for travel related to professional leave shall be as follows:

Lodging	100%- Reasonable and Customary Rates- Must be Pre-approved by the Superintendent
Meals	\$45/day
Mileage	The rate used by the State of Illinois / mile or conveyance fare
Registration	All fees

Family and Medical Leave

Leave Description:

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year.

Other available paid vacation, personal, or family leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, or a family member's serious health condition. Other available paid vacation, personal, or sick leave will be substituted for family and medical leave necessitated by a family member's or employee's own serious health condition. Any substitution required by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks or 60 days school is in session, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

Family and medical leave is available in one or more of the following instances:

1. the birth and first-year care of a son or daughter;
2. the adoption or foster placement of a child;
3. the serious health condition of an employee's spouse/domestic partner, parent, or child; and
4. The employee's own serious health condition.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses or domestic partners are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent.

Eligibility:

To be eligible for family and medical leave, an employee must either:

1. Have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave.
2. Be a full-time employee.

**Notice:**

If possible, employees must provide at least 30 days' notice to the District of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given within 2 business days of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

**Continuation of Health Benefits:**

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

**Return to Work:**

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices.

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

**Implementing Procedures:**

The Superintendent shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act.

**Sick Leave Donation Guidelines:**

In order to maintain that Liberty puts **family first** and wants to function as a "school family," the following guidelines have been established for a Sick Leave Donation.

1. Available for any employee.
2. Sick leave donation is intended to cover leave caused by a catastrophic illness or injury to the employee or family member (such as spouse/domestic partner, child, parent, parent in-law).
3. The employee must have exhausted all leave types available to them (sick, personal, vacation).
4. Once an employee is out of all types of leave, there is a limit of sick leave donated days that can be used per year, which is equivalent to your annual board approved sick day allotment. This can be done once a school year.

5. Any employee may utilize the Family Medical Leave Act if eligible. (Must be an employee at least one year as specified by law)
6. Sick leave donation is not intended to cover typical maternity leave, except in the case of a catastrophic event associated with this.
7. The donated days are intended for the staff member to use as they have experienced a catastrophic illness/injury. Not used for occurrences that can be scheduled outside the school day (i.e. medical/dental routine appointments, etc.)
8. Employees, who wish to donate, will be donating just one sick day for an employee experiencing the catastrophic event.
9. A day is a day, regardless of the duration of time for the employee's work day.
10. Donated days will be used in the order they are donated.
11. As donated days are used, that donor will be contacted about the use of their donated sick day, as indicated on their pay sheet.
12. At the end of the school year, the donated list is obsolete.
13. If there are multiple people, there will be a donation list for each situation.  
Note: In the event that the catastrophic event goes beyond 30 days, the administrative team will need to discuss with the employee what is in the best interest of the employee and students of the class on how to proceed forward.

### Identity Protection

According to Liberty Community Unit #2 School District's policy 4:15, the collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.

5. Notification to an individual whenever his or her personal information was acquired by an unauthorized person; *personal information* is an individual's name in combination with his or her social security number, driver's license number or State identification card number, or financial account information.
6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.
7. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
8. If the District suffers a breach of more than 250 Illinois residents, the Attorney General will be notified in 45 days.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

#### Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such a program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, diabetes, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. Also, yearly training occurs on Teacher Institute and SIP days.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

#### STAFF REIMBURSEMENT FOR WORKSHOPS AND ACTIVITIES

Forms are available in the Superintendent's office for reimbursement of expenses of approved staff development activities. After the form is completed, return to the appropriate Administrator



for approval. The request will then be submitted to the Superintendent for approval. Approval will not be granted for requests submitted after attendance at a staff development activity. The use of the school's vehicle is encouraged for all travel. All sections of the workshop form must be completed including estimated mileage. The district office will send the registration and the school credit card is available for employee use on hotel expenses only.

Receipts must be turned in to the Superintendent's office the day after returning.

**The District is not allowed to reimburse for anything without an itemized receipt.**

### STAFF PURCHASING OF SUPPLIES/EXPENDITURES

The school district will be responsible for payment for services or merchandise received only when a purchase order has the **prior** approval of the appropriate Building Administrator and is signed by the Superintendent. No staff member will incur expenses or enter into contracts on behalf of the District without authority to do so. A purchase order must also have a number assigned by personnel in the Superintendent's office prior to any purchase.

Purchase orders must contain the following information:

- Complete mailing address, fax number, or email address of the vendor.
- Date and name of staff member ordering.
- You and the Building Administrator may complete the budget line; if unsure the District Bookkeeper should be consulted.
- Print order information completely including item numbers from a current catalogue.
- Provide the subtotal
- Estimate shipping costs.
- Enter total cost of purchase

When your order is received:

- Review the contents against the packing slip
- If the order is complete and in good condition, sign the packing slip and take it to the Superintendent's office.

Any intended purchases should be made prior to May 15 of the fiscal year if there is to be assurance of debiting the purchase to that fiscal year.

Staff members will keep an up-to-date inventory of the equipment, supplies, books, uniforms, etc. for which they are responsible.

### STUDENT FIELD TRIPS AND EXCURSIONS

Please refer to the Field Trip Board of Education Policy 6:240, which is limited and must be related to learning standards. Field trips and excursions include school related and sanctioned

class and/or grade field trips, athletic, cheerleader camps, and organization retreats, conventions etc. whether they are made during the school year or summer break.

Requests for field trips must be made in writing on the "field trip request form" to the Building Administrator. All field trips must have the approval of the Building Administrator. Field trips and excursions will be taken only if appropriate transportation is available. Field trips must be of an educational nature and objectives well defined, along with sufficient fundraising funds. Total time spent in transit should not exceed the time spent on the objective of the field trip. The Superintendent reserves the right to approve/deny any field trip. Chaperones must complete the Volunteer Form in advance.

**Important Note:** All student transportation MUST be in approved District provided vehicles, driven by approved school employees and/or board members, unless otherwise approved by the Superintendent. Approved drivers must have proof of insurance and an acceptable driving record. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

#### STUDENT ACTIVITY AND SCHOOL CONVENIENCE ACCOUNTS

All money collected by staff members from students, money collected by students in the name of a school organization or in the name of the school, and money collected on behalf of students in the name of the school will be deposited in an account designated for that purpose and processed by the District Office. All payments from those funds will be made from that account. When checks are to be written, payment orders must be in the appropriate Building Administrator's office by the end of the lunch period on the day the check is to be written. Money to be deposited should be taken to the appropriate office no later than 2:00 p.m. on the day it is to be deposited.

*Student Activity Funds* -- Each club or organization will have a sponsor, president and secretary who are to be responsible for overseeing the collection of funds and for authorizing the expenditure of funds. Payment of bills will be made only when a bill from the provider of the merchandise or service and a payment order signed by the sponsor, secretary and president of the organization are presented to the Activity Fund Treasurer. The student treasurer of the club or organization will keep a record of receipts in an orderly manner and balance his records with the school records on a regular basis. Money collected will be deposited daily with the District Office and at no time will moneys be left in lockers or taken home. If for some reason a deposit is to be retained at the school, this money will be tagged, given to the District Office and kept overnight in the school safe until the time of actual deposit in the bank account. Expenditures by clubs or organizations for office supplies, telephone calls, etc., will be charged to the club either in a running account or payable at the time of purchase depending upon the situation. The District Office will keep the official record of all deposits, expenditures and the current balance. It is the class or organization sponsors' responsibility to see that their organization books are current with the District Offices.

#### *School Activity Fund Management Fund Raising*

Students should not be used to promote fundraising activities by groups that are not sponsored by the school except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds are contributed to a recognized

humanitarian project. Competitive activities between students and groups of students will be avoided.

Fundraising plans approved by the Building Administrator will be submitted to the Superintendent for approval. The funds will be used to the maximum extent possible for student activities. A fundraising calendar will be kept at the High School Office with approval by the High School Principal or the Athletic Director for sports events.

Money collected in activities of the various extracurricular accounts is to be deposited with the regular bonded employee (secretary) appointed to handle such funds. Expenditures will be by check through the established Activity Fund in individual payments for invoiced transactions.

A record of income and expenditures is to be kept by each extracurricular activity, and accounts are to be balanced monthly with the District Secretary. Income will be noted by receipt issued from the District Secretary and expenditures will be by voucher system with signatures of President, Secretary and Sponsor of the extracurricular activity. Extracurricular activity moneys are never to be left in lockers or taken home. If for some reason a deposit is to be retained, this money is to be kept in the school safe until time for actual deposit.

In the event an extracurricular activity has disbanded with unspent funds, the remaining money will be kept and accounted for in the Activity Fund for two years. After this time any unused moneys will be deposited in a memorial fund and applied to a suitable project.

No funds will accrue to the sponsor as a result of fundraising. Coaches may be compensated through payroll from the proceeds they incur when holding camps, as long as it is stated on the flyer or brochure and it doesn't exceed a total of 50% of the registration fee with a cap of \$1,500.00 per sport. Funds raised under the auspices of Liberty Schools will be used for group expenses/purchases. Any additional profits earned by a fund raising activity (after expenses/purchases) will be placed in the organizational account for future expenditures.

All fundraising (camps and promotional money making activities) must be approved by the appropriate Building Administrator and presented to the Superintendent and then entered on the fundraising calendar. In addition to the date in which the fund raising promotion is to begin and end, the following information is also required:

- A. Products to be used or type of event being used to raise money.
- B. Explanation for which purpose the money raised will be used.
- C. Company being used, if any.
- D. Cost of product being sold and percentage of profit.
- E. Completion of post fundraising information sheet.

#### Exempted Fundraising Days

Exempted fundraising days (EFD) means a school day on which foods and/or beverage items not meeting the "general nutrition standards for competitive foods" may be sold to students on the school campus.

Exempted foods and/or beverages may not be sold in competition with school meals in the food service area during meal periods. The following are the limitations:

Grades 8 and below:

Zero/Prohibited

Grades 9-12:

9 days or fewer

The following approval has been given for Exempted Fund raising:

1) Student Council will be allowed to sell treats not included on the healthy guideline list. These will be sold in the concession stand at the end of high school lunch and sometimes after school on special occasions.

2) On the occasion that a random fundraiser takes place during the school day, the sponsor will fill out the fundraiser request form (6:51-E) and get approval in advance from the high school principal. The activity cannot conflict with the school's hot breakfast or lunch program.

*Convenience Accounts* -- Money collected from students by staff members for field trips, newspapers, athletic shoes, camp to be conducted at the school, etc., will be deposited with the Activity Fund Treasurer in a convenience account. Expenditures from that account will be made upon presentation of a bill from the provider of the service or merchandise and a payment order signed by the staff member collecting the money. Athletic shoes, senior announcements and any other items purchased for resale will be kept in the appropriate office and must be paid for by the student before he/she receives the merchandise.

*Book Orders* -- Checks from parents for book orders must be made payable to the book company and not to the School District. Any check made payable to the School District should be returned to the parent and replaced with a check made payable to the book company.

#### DONATIONS TO THE SCHOOL DISTRICT

Any donation accepted by the District shall become the property of the District; may not be returned without the approval of the administration; and is subject to the same controls and regulations as are other properties of the District. The District will make every effort to honor the intent of the donor in its use of the donation, but reserves the right to utilize any donation it accepts in the best interests of the educational program of the District. These donations must be received by the Liberty Education Foundation.

#### OFFICIAL CALENDAR OF SCHOOL ACTIVITIES

The official calendar of school activities is kept in the Superintendent's office. All activities must be submitted on an ACTIVITY REQUEST FORM and approved by the appropriate Building Administrator; the Building Administrator must then notify the Superintendent's office before the activity will be placed on the calendar. If there are conflicts in the time or facilities to

be used the first date placed on the calendar will generally have priority. Wednesday nights are reserved for church activities, so PLEASE avoid scheduling activities if at all possible.

Use of kitchen area must be approved by the Superintendent and Cafeteria Manager. Use of the gym must be set up with the Athletic Director.

### COMPLIMENTARY PASSES

Each full time and part time employee is eligible for a complimentary pass. This pass admits the employee, along with a guest to all regularly scheduled games and tournaments at Liberty Community Unit #2 School District, excluding IHSA and IESA sponsored tournaments.

Sign In Privileges;

The following people will be admitted free; along with a guest to sign in at all regularly scheduled games and tournament at Liberty Community Unit #2 School and excluding IHSA or IESA sponsored tournaments:

- \*Full/part time retired employees
- \*Employees who terminate after 20 years of full/part time consecutive service
- \*Board members serving one full term for the School District

### HAZING PROHIBITED

Soliciting, encouraging, aiding or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

### Bullying

Please join me in stopping and preventing student bullying in our school. The purpose of this letter is to

Introduce you to our three-pronged approach that will help accomplish this goal.

**First** - If a student reports bullying to you, respond immediately and with compassion. Ask for the basic facts (who-what-when-where). Refer the report to my office. Give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*.

**Second** - Provide me your feedback and concerns. Do you know of any bullying *hot spots* that need additional supervision or monitoring? Are there known bullies or targets of bullying?

**Third** - Intervene immediately to stop a bullying incident. When teachers or adults ignore bullying, students interpret it as acceptable behavior. Immediately contact administration and building security or law enforcement if the incident involves a weapon or other illegal activity. Bullying is defined in School Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, as follows:

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property or retaliation for asserting or alleging an act of bullying.

The Board's entire policy may be found on the District's website. Please let me know if you have any questions or concerns.

**Note: Bullying or harassment is wrong if it is offensive to anyone.**

### STUDENT SUSPENSION

The Superintendent or a Building Administrator will have the authority to suspend students from school or a class for a period of not to exceed ten days. The Board of Education has the authority to expel a student for up to two (2) years.

### LESSON PLANS

Current lesson plans are a vital ingredient for the orderly progression of material to be presented by the teacher and must be available when there is a need for a substitute. Reference "Teacher Job Description".

### STUDENT GRADES AND GRADE BOOKS

Teachers will be provided a grade book electronically and/or a hard copy to be used for recording the class roll and the grades students earn. Grade books will be turned into the appropriate Building Administrator at the end of the school year for K-6 Grades.

### STUDENT ATTENDANCE AND ABSENCE REPORTING

Secretaries shall keep an accurate record of the date of enrollment of each student and the date the student is dropped from enrollment. In addition, records of student absences should also be kept by the teacher. Classroom enrollment records are needed to verify funding requests for state programs.

### COURSE SYLLABI

Teachers, who teach students in grades 7-12, will provide students and Building Administrators with a course syllabus for each course that the teacher teaches in grades 7-12. The syllabus will include information for the year, if it is a one year course and for the semester if the course is a semester course. The syllabus will contain:

1. Outcomes for the course and how they will facilitate District Outcomes for the curriculum area will be used from the information in the plan books.
2. Course Outline -- The outline will include a sequential listing of major topics to be covered along with subtopics which further delineate the material to be covered. If outside materials will be used, an example, if the students are required to read Beowulf, lists that material in the proper sequence. If major course projects are required, these should be included. Number of major tests to be given during the quarter should also be included.
3. How individual grades are determined.  
How homework is counted in the final grade.  
Percent of final grade daily grade will count.  
Percent of final grade tests will count.  
Percent of final grade special projects will count.

Each syllabus will be provided to the appropriate Building Administrator for approval prior to being duplicated for distribution to the students in that class. Distribution to students will take place during the first week of the term.

#### AFTER SCHOOL ACTIVITIES

Staff members who are in charge of after school activities will supervise the participants until the participants have left the school grounds. Staff members who are sponsoring an activity away from school which requires that the students be transported by school district vehicles will be responsible for personally chaperoning or will make arrangements for another certified staff member other than him/herself to chaperon both to the event and back to the school and until the students leave the grounds. Chaperones are responsible for maintaining student discipline on any trip.

Students involved in Liberty District #2 athletic/organizational competition/field trips will be transported to events in school district vehicles. These vehicles will be driven by school personnel, unless prior approval is given from the Superintendent. Students who are unable to use school district transportation may be taken to the event by their parent/guardian only if they have received permission by the administration prior to the event. If this permission is granted, the parent/guardian must deliver his/her child directly to the coach/sponsor. If the parent/guardian does not bring his/her child directly to the coach/sponsor, the student will not be allowed to participate in the event. Also, if there is an admission charge to the event, the student will have to pay since he/she is not considered with the team/organization at that particular event.

Only parents/guardians or a person designated by the parent may sign their son/daughter out after the event. If it is a parent designee, the name of the person must be supplied in writing in advance to the coach and administration for approval. This should only be utilized in extreme circumstances. Students without parental permission who do not ride the district provided transportation home from an event may not be allowed to participate in the next scheduled event or contest, per coaches' discretion.

Coaches or sponsors must complete the necessary transportation forms, which are maintained in the office. Transportation forms are to be completed and returned to the school office before final approval can be granted.

Coaches, trainers, and other staff members who are responsible for student athletes should review and abide by the IHSA protocols, policies, and bylaws regarding concussions and head injuries. Available at: [www.ihsa.org/Resourses/SportsMedicine/ConcussionManagement.aspx](http://www.ihsa.org/Resourses/SportsMedicine/ConcussionManagement.aspx).

### MAIL

- Please take your mail from your mailbox daily. Do not use your mailbox for storage.
- All E-mail should be checked daily. Do NOT open any e-mail from an unknown sender. Simply highlight, delete the message and share with the Technology Director.
- All outgoing mail will be delivered to the post office at 2:30 p.m. each day school is in session. Mail received after 2:30 p.m. will be postmarked for the next day.

### ANNOUNCEMENTS

Announcements for organizations will be initiated by one of the sponsors in order for them to be announced over the intercom or included in the daily bulletins. An announcement must be brought to the office at least one period prior to the time it will be announced on the intercom and announcements will be made only at the beginning or the end of the school day, or in an emergency at the beginning or the end of the class period. In order for an announcement to be included in the daily bulletin, it must be submitted to the office the day previous to its inclusion.

### USE OF SCHOOL VEHICLES

The procedure for the use of other school vehicles is as follows:

1. Requests are to be made on forms available from any office. Requests will require approval of the Building Administrator and Superintendent.
2. Vehicles will be driven only by the staff member supervising the activity, unless prior approval is given from the Superintendent.
3. The staff member supervising the activity will complete a trip card available in the vehicle before leaving and upon return from all trips. The card and the keys are to be placed in the bus garage drop box upon return to school.
4. All debris and spills are to be cleaned up by the group using the vehicle.
5. Summer sports and non-educational events are considered non-school sponsored, therefore, school transportation is only available upon permission from the Superintendent.



6. All employees will be asked to submit a copy of a valid driver's license when hired. They must keep a valid license when using school vehicles and proper personal liability insurance.
7. The employee must sign the form for the District to check their driving record.

#### USE OF CREDIT CARDS

The Superintendent and employees designated by the Superintendent are authorized to use District credit cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests. **Note: Students may not have a school credit card to use.**

The Superintendent or designee shall manage the use of District credit cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit cards are governed by the following restrictions:

1. Credit cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Superintendent.
4. The Superintendent or designee must approve the use of a District credit card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholder privileges, and, if made by an employee, discipline up to and including discharge.
6. All employees must sign a statement affirming that they are familiar with this policy.

7. The Superintendent shall implement a process whereby all purchases using a District credit card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit card and shall ensure that it is used for the District's benefit.

### STUDENT BUS RIDER RULES

Staff members should make themselves familiar with the bus rider rules contained in the student handbooks. The rules limit items students may bring on the bus for your class. The rules are in force for all student trips in addition to daily transportation to and from the school.

### CARE AND PROTECTION OF BUILDING AND EQUIPMENT

All staff members will assume responsibility for all school equipment and facilities and demand that others protect and properly use school property. Visuals are to be placed on painted walls using masking tape, never scotch or other types of tape. Nothing is to be adhered to walls nor are persons to put any nails in walls or woodwork unless permission is obtained from the appropriate Building Administrator.

### EMERGENCY PROCEDURES

All rooms should have a book of emergency procedures. If they are not found, please notify the office by the first day of the school year. All Fire and Tornado escape plans are displayed by the door of the classroom.

The District has in place emergency procedures to be taken by all students in case of an emergency. Students are to take a very serious attitude when these drills are being conducted. Staff should use discretion about all procedures used.

Fire-Turn off lights, fans, and air conditioning, along with shut classroom doors, and escort students to designated areas. Lists of these procedures are to be listed in your designated classroom. If they are not found, please notify the office by the first day of school.

Tornado-Turn off lights and open windows if time allows, shut classroom doors, and escort students to designated areas. Lists of these procedures are to be listed in your designated classroom. If they are not found, please notify the office by the first day of school.

Earthquake-Students are to be instructed to drop to the floor and seek cover under furniture.

Lock Down -Staff will secure the classroom and halls by directing students into their classroom. All students and staff are to remain in the classroom until dismissed from the District Office. There should be **NO** hall movement by staff or students, all doors should remain closed. Staff will need to utilize the red card/green card systems. Slide a green card under the classroom or office door to indicate everything is OK & the emergency response team may GO past the room. Slide a red card under the classroom or office door to indicate there is an emergency in the room and the emergency response team needs to STOP to provide assistance.

Lock Down with Response-Need all trained emergency staff for medical attention to report to designated areas.

Active Shooter-Students and staff must decide whether to stay put or flee the building.

### FIRE EXTINGUISHERS

If a staff member is aware that a fire extinguisher has been discharged or upon checking finds that a fire extinguisher is no longer charged adequately, they will report that information to the Building Administrator immediately.

### TELEPHONE/FAX CALLS

All personal calls will be charged to the individual responsible for the call. Staff members and students will be called to the phone during class time for emergency calls only. Staff members will not make phone calls during their scheduled class time.

### LUNCH ACCOUNTS

Staff members are encouraged to purchase five to ten lunches in advance of their use. **Staff members may not run a negative balance in their lunch account.** Electronic notification will occur when it is under \$5.00

### LUNCH COUNTS

Staff members will take a lunch count each morning the first period and communicate by e-mail to the cafeteria.

### EMPLOYEES FLOWER FUND

Employees are encouraged to participate in the Employees Flower Fund. A \$3.00 collection may be taken as often as two or three times each year, the proceeds of which are used to purchase floral tributes for staff members, their spouse/domestic partner and children. To have your name listed as a member of the Flower Fund you must contribute to the fund. Both husband and wife must contribute to have each of their names listed. In order for a regular plan for recognizing illness and death within our group; in order to cause as little disruption of school schedule; and, in order to lessen the inevitable questions and observations made whenever a collection is taken up, the following policy is established.

- I. Members included in the Flower Fund Collection:
  - A. Faculty
    - 1. Teachers
    - 2. Teacher aides or helper
    - 3. Administrators
  - B. Office Personnel
  - C. Custodians
  - D. Cooks
  - E. Board Members
  
- II. Collection and Accounting:
  - A. \$3.00 per person collected from each of the above groups. (Note: All are encouraged to contribute, but participation is voluntary). A collection will be taken at the beginning of each school year and when the fund balance is \$30.00 or less.
  - B. Contributions to be given to the Superintendent's secretary.
    - 1. Name of contributor to be recorded.
    - 2. Names of contributors will be listed.
    - 3. Number of contributors and amount in fund to be available by request.
  
- III. A. Death:
  - 1. Of spouse/domestic partner or child in household or any person in groups names in I.
  - 2. A floral tribute to be sent as ordered by the secretary in the Superintendent's office.
    - a. Cost to be \$50.00
    - b. Potted flower, planter, or gift cards generally preferred depending upon availability and other conditions.
    - c. A gift card in the amount of \$50.00 to the next-of-kin from the School District.
  - 3. An alternate tribute of equal value may be considered if the family has indicated a desire. (Example: A donation to charity or fund).
  - 4. In the event of the death of a spouse/domestic partner or dependent child a cash collection shall be taken and proceeds given as the recipient sees fit in addition to floral tributes.
  - 5. If special interest or a particular group as named in I is felt, a special collection or activity may be carried out within that group.
- B. Illness of members of groups included in I and Board Members.
  - 1. Requiring hospitalization of likely 3 days or more duration, or recuperation extending 5 days.

2. A Floral or other suitably cheering tribute shall be purchased in the amount of \$25.00 (Note: A “close friend” from participating group might aid in selection if volunteer or the willing persons can be located by secretaries.)
- C. Illness of members of household\* of members included in as below:
  - \*1. Spouse/domestic partner or child in household.
  2. Requiring hospitalization of likely 3 days or more duration, or recuperation extending 3 days.
  3. A floral or other suitably cheering tribute shall be purchased in the amount of \$25.00.
- D. Repeated hospitalization of above described donees for same or closely related cause, the tribute shall not be repeated earlier than at six month intervals. Unrelated causes for hospitalization shall be considered without interval restriction.
- E. Death of employee - In the case of death of an employee, a general cash collection will be taken with flowers not in excess of \$50.00 purchased and the remainder given to the next-of-kin for use as desired.

IV. Identification of donor:

- A. All tributes and gifts presented under any provision of the policy shall list those persons who are current participants of the employee flower fund. To have your name listed as a member of the Flower Fund you must contribute to the fund. Both husband and wife must contribute to have each of their names listed. Thank you notes to each person listed are not necessary.

V. Identification of donor:

- A. All personnel included in this policy should notify the main office of any case covered under the foregoing provisions whether school is in session or not. The secretaries shall make reasonable confirmation and direct appropriate tribute at earliest possible time.

VI. Limitations of policy:

- A. This policy is specifically limited to employees of Community Unit #2 as to collection and disbursement. Students, relatives of students, or others, whether for illness or death, will be recognized by the most suitable method with funds derived outside the provisions of this policy.

VII. Amendment of policy:

- A. If conditions of collections or general dissatisfaction with all or part of this policy cause these provisions to be unworkable, a general

meeting (or polling) of individual donors shall be made to correct any faults or render this policy null and void. Individuals having suggestions should make them known to the Superintendent, preferably while a “case” is not pending.

VIII. Availability of policy:

- A. A copy of this policy shall be given to each employee at its inception and to each new employee when hired. A copy shall be available in each office for referral.

CLASSROOM OCCUPANCY

Students are to be in classrooms only when a staff member is present. If a staff member finds it necessary to leave students in a classroom unsupervised, he/she should ask a staff member in a neighboring room to be responsible for the students until the staff member’s return.

STUDENT TEACHERS

The school district is asked from time to time to provide supervising teachers so that student teachers from area colleges can satisfy the requirements of their degree programs. Requests by colleges or universities to place student teachers in the Liberty Schools must be submitted to the appropriate school Building Administrator in writing. Any agreement to accept a student teacher must have the approval of the supervising teacher, the appropriate school Building Administrator and the unit Superintendent. The student teacher may have a secondary responsibility for some aspects of the student's education, grades, etc.; the supervising teacher retains primary responsibility for the education and supervision of the students. All student teachers will have a background check conducted before their student teaching experience begins.

SUBSTITUTE TEACHING REIMBURSEMENT

Teachers may be asked to substitute in a classroom during their conference period. There is compensation for that substituting as determined by the contract.

STAFF LUNCH ROOM

Room 15 in the High School is Air Conditioned for all staff to use.

WORKROOM AND PRINT ROOM

Teacher workrooms are available. A microwave and a refrigerator are there for your use. At the end of any week please remove all items that belong to you from the refrigerator.

BUILDING SECURITY

Building security should be maintained. If you are sponsoring a practice, meeting, etc., be very aware of others who may enter the building, you may need to ask them to leave. Check all doors that could have been used by anyone to make sure they are locked before you leave.

All students who are not involved in a supervised activity are to leave the building soon after school is dismissed. Students are not permitted in the building unsupervised, ask them to leave. If you permit these students to stay in the building, you are responsible for them.

Do not duplicate school keys. If you need a key, it may be obtained in the Superintendent's Office.

All applicable staff members will be issued a keycard for an exterior door. If the staff member loses that card and requests a new card, a \$25.00 non-refundable fee will be charged. Staff members will not have unauthorized use or possession of keys, including master keys. Please be advised that the outside doors to the school will not be opened until 7:30 a.m. Staff members wishing to enter the building before that time will need to use their keycards.

#### VOLUNTEERS

Anyone wishing to volunteer in classrooms must complete the appropriate volunteer form, which is located in the school offices. Each volunteer will have a brief background check completed on them, as stated on the form.

#### SEARCH BY ILLINOIS STATE POLICE CANINE UNIT

Permission was given at the regular January, 1987, meeting of the board of education for school administration to request that the Department of State Police and Adams County Sheriff's Department to search, if sufficient evidence exists to substantiate that a drug problem exists, the school premises, lockers, desks, and/or classrooms for illicit substances. Body cavity searches will not be conducted by the Illinois State Police. If drugs are found, disciplinary action or other appropriate action may be pursued. It should be recognized that all school areas are potentially subject to being searched.

#### SCHOOL DISTRICTS UNDER PUBLIC ACT 84-1430

The Act provides that districts must notify any person enrolling a student in school for the first time that they must provide either (1) a certified copy of the student's birth certificate; or (2) other governmental documentation verifying child's identity and an affidavit explaining the inability to produce a copy of the birth certificate. If the necessary documentation is not received or is inaccurate or suspicious, the district must report the matter to local enforcement authorities.

#### WORKER'S COMPENSATION

All staff members employed by Liberty Community Unit #2 School Districts are covered by a worker's compensation insurance policy. The coverage protects staff members who are injured

while on the job in a job related accident. It should be noted that not all injuries that occur at school are job related. If you are injured on the job, you must report the incident immediately to the secretary located in the Superintendent's office and complete the required paperwork so that applicability for coverage by Worker's Compensation can be determined. Staff members should not pay any bills associated with a worker's compensation claim until they have first checked with the District Secretary to determine the validity of the health provider's claim.

Two cases involving injuries to student teachers have been decided in Illinois (53 IL. 2D 167 [1972] and 79 WC 14326). Both cases affirm the finding that no employer/employee relationship exists. Therefore, no Worker's Compensation benefits can be requested.

### SCHOOL VISITOR POLICY

All visitors must report to the appropriate school office for a visitor's pass upon arrival at school. Visitors are expected to abide by the same rules and regulations as Liberty students. The Liberty student with whom the visitor will be visiting will be held responsible for any misbehavior on the part of the visitor.

Students must notify the office 24 hours in advance of their intention to bring a visitor to school. The following information will be requested: visitor's name, age, number of days visiting, reason for visiting, and school in which the student is presently enrolled.

Also, visitors wanting to see or visit teachers are to wait at the office and the teacher will be asked to come to the office at their first possible opportunity.

According to the Access to Classrooms and Personnel policy 6:120-AP2, approved on December 19, 2011, parents/guardians are allowed access to visit their child's classroom once per quarter for up to one hour or one class period. The appropriate form needs to be completed prior to the visit/observation. Volunteers may help in the classroom if they have been through the volunteer orientation.

All visitors should check in at the appropriate building office to obtain and wear a visitor's pass.

### HEPATITIS VACCINATIONS

All full or part-time employees of Liberty Community Unit #2 Schools are offered a Hepatitis B vaccination at District cost. Information regarding the vaccination may be picked up at the Superintendent's office. This information provides you with facts about Hepatitis B, who should receive the vaccine and side effects of receiving the vaccination. You will need to decide whether or not you want to have the vaccination, after you make this decision you must sign the appropriate acceptance or declination form. If you have additional questions about the vaccine, the side effects or anything else, please contact your personal physician or the Adams County Health Department. It is the employee's responsibility to make and keep appointments with the Adams County Health Department to have the vaccinations administered. The telephone number of the Health Department is 222-8440.



## PEST CONTROL

The district will be spraying pesticides every 28 days; usually on Fridays.

## STAFF MEMBER/STUDENT RELATIONSHIP

No staff member will engage in or attempt to engage in a sexual relationship with a student.

Sexual harassment of students is prohibited. Sexual harassment may include.

1. Sexual contact, including but not limited to intercourse with a student of the School District, whether or not welcomed, whether or not then a student of the employee, and whether or not school is in session.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that 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.
3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.
4. Other conduct contrary to state or federal law pertaining to sexual harassment.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Superintendent, Building Administrator, Counselor or other official. Students may choose to report to a person of the student's same sex.

An allegation that one student was sexually harassed by another student will be referred to the Superintendent or Building Administrator.

The Superintendent will also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Caution: It is highly encouraged that staff members avoid communicating with students through personal e-mail, texting, or on Facebook for social purposes. Staff are encouraged to set up a school social media account for school business. However, e-mail or texting might be appropriate when used to notify students of a change in an athletic event or a general reminder about homework or an academic task/project. Staff members need to be aware that these items can be requested under the Freedom of Information Act. Staff members also need to be

comfortable having their message displayed on a billboard, as one never knows where it may end up. Remember, the internet is accessible world-wide.

The best form of communication with parents, from a legal stand point, is through writing a note, a phone call, or e-mail (if the message can be written in general terms).

### ***Workplace Harassment Prohibited***

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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

#### Making a Complaint

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board

policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

**Nondiscrimination Coordinator:**

Kelle Bunch, Superintendent  
Name  
505 N. Park St., Liberty, IL 62348  
Address  
kelle.bunch@libertyschool.net  
Email  
(217)645-3433  
Telephone

**Complaint Managers:**

Jody Obert, GS Principal  
Name  
505 N. Park St., Liberty, IL 62347  
Address  
jody.obert@libertyschool.net  
Email  
(217)645-3481  
Telephone

Justin Edgar, HS Principal  
Name  
505 N. Park St., Liberty, IL 62347  
Address  
justin.edgar@libertyschool.net  
Email  
(217)645-3389  
Telephone

**Investigation Process**

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District’s duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

**Enforcement**

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

**Retaliation Prohibited**

An employee’s employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see

Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

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

Harassment will not be tolerated and is inappropriate if it is offensive to **anyone**.

#### FIREARMS, AMMUNITION, EXPLOSIVES

No staff member may bring onto school property, or to any school activity firearms, ammunition, explosives, fireworks or any other substance or device likely or capable of causing harm to persons or property.

#### USE OF TOBACCO IN ANY FORM

The use of tobacco in any form by staff members on school grounds at any time and while working with students in curricular or extracurricular activities on or off the school grounds is prohibited.

#### MARIJUANA

Proper documentation needs to be turned into the school nurse for medical marijuana. At no time can a staff member exhibit signs of being “under the influence.” Bus drivers may not be using medical or recreational marijuana while driving a bus.

#### DRUG AND ALCOHOL NOTICE

This notice is required by law:

#### NOTICE OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

#### Introduction

THIS IS AN IMPORTANT NOTICE FOR ALL EMPLOYEES AND STUDENTS

Liberty Community Unit #2 School District places great importance on eradicating drug and alcohol abuse. Our goal is to prevent alcohol abuse and maintain drug-free schools, campuses and workplaces. As part of our efforts to prevent drug and alcohol abuse, this notice is given to employees and students.

Eradication of drug and alcohol abuse is a national priority. Recent legislation, including the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), requires educational agencies that accept federal funds or grants to establish alcohol and drug policies and programs consistent with specific federal guidelines. This legislation impacts on our institutions because we compete for and accept federal funds and grants and receive federal financial aid to distribute to our students. To continue receiving federal funds and grants, we will enforce and implement the policies and programs established.

The Board of Education policy manuals which contain policies outlining the rules, sanctions, and standards of conduct associated with Drug and Alcohol Abuse can be found and are available to employees, students, and parents in the High School Building Administrator's Office, Grade School Building Administrator's Office, Superintendent's Office, Teacher's Lounge, Bus Garage, and the School District's Website.

#### Health Risks Are Associated With Abuse

Use of drugs or controlled substances, except under professional supervision and prescription, and abuse of alcohol is dangerous. Drug and alcohol abuse jeopardizes the well being of the individual and the community. Decreased productivity and learning, serious health problems, a breakdown of family and social relationships and strain on personal and societal resources follow abuse.

To assist employees and students to become better aware of risks associated with drug and alcohol abuse, drug education and awareness programs are held from time to time. These programs provide a variety of information including that pertaining to the effects, attitudes, motivations of drug and alcohol use as well as how to help yourself or others to prevent or deal with abuse. You should attend these programs and are urged to encourage those you know who may need help to attend as well.

#### Drug and Alcohol Use Prohibited

Because of the importance we place on drug and alcohol abuse prevention, standards of conduct have been established. These rules, in general, prohibit the unlawful possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, recreational drugs, illicit drugs or alcohol by employees and students on property owned, leased or used by the institution or at its sponsored or supervised activities. These standards of conduct are mandatory and are a condition of your continued employment or attendance at our institution. No staff member will work bearing the odor of alcohol or drugs such as marijuana.

Employees or students who violate the standards of conduct established are subject to disciplinary action. These sanctions (consistent with local, state, and federal law) include up to and including expulsion from school or termination of employment and referral for prosecution. Sanctions will be imposed.

Employees working in connection with a grant from any federal agency are required to notify the Superintendent of a conviction of any criminal drug statute for a violation occurring in the workplace no later than five days after such conviction. We must report this conviction to the granting agency and will impose a sanction on or before the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted. An employee who fails to timely report a conviction will be subject to termination of employment.

#### Criminal Sanctions Also Exist

Not only does violation of drug and alcohol rules jeopardize your status as an employee or student as stated in Board of Education Policies, but you may be charged criminally under local, state and federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol.

Criminal penalties are significant. Fines, imprisonment or both may be imposed. Although the penalties are periodically revised, required minimum penalties including mandatory imprisonment are common. Loss of driver or professional license also may follow.

#### Drug and Alcohol Abuse Counseling Available

Help may be available for employees and students who are alcohol or drug abusers through their health benefit plan.

#### Your Comments and Suggestions Welcomed

We periodically review our policies and drug and alcohol abuse prevention programs. This review is designed to determine the effectiveness of our program, implement changes to the program and ensure that sanctions imposed are consistently enforced. Your comments and suggestions are welcomed and should be directed to the Superintendent of Schools.

#### Ask Questions

If you have any questions regarding your responsibilities or this notice, contact the Superintendent of Schools, Liberty Community Unit #2 School District.

### ***Equal Employment Opportunity and Minority Recruitment***

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

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

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

**Nondiscrimination Coordinator:**

Kelle Bunch, Superintendent  
Name  
505 N. Park St., Liberty, IL 62347  
Address  
Kelle.bunch@libertyschool.net  
Email  
(217)645-3433  
Telephone

**Complaint Managers:**

Jody Obert, GS Principal  
Name  
505 North Park St., Liberty, IL 62347  
Address  
jody.obert@libertyschool.net  
Email  
(217)645-3481  
Telephone

Justin Edgar, HS Principal  
Name  
505 N. Park St., Liberty, IL 62347  
Address  
justin.edgar@libertyschool.net  
Email  
(217)645-3389  
Telephone

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

**Minority Recruitment**

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

## INTERNET POLICY INSTRUCTION

### Expectation of Privacy

All electronic files are property of the Liberty Community Unit School District #2. As a user of the Liberty School's electronic network and the Internet the user needs to be aware that electronic files, including email, are backed up regularly and are possibly never really deleted. Further, routine monitoring of the network, email and the Internet and the usage thereof, is performed on a regular, random basis by the system administrator and all files including those on removable media that have, or will be, attached to the Liberty Community Unit #2 School District's network are subject to review at any given time. Therefore, there can be no expectation of privacy on behalf of the user.



### Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual School Board members and administrative staff members shall be treated like teachers.

"Internet" includes all information accessed by Internet sites, E-Mail, on-line services and bulletin board systems, etc.

### Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Student and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material and removable media such as floppy disks, thumb drives, compact discs and DVD's, etc., including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person received prior

permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

#### Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## INTERNET POLICY INSTRUCTION

#### Administrative Procedure - Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

#### Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading, installation, or implementation of software, regardless of whether it is copyrighted or virus free;
  - c. Use of streaming video or audio sites for entertainment purposes, e.g., music videos, radio stations, etc;
  - d. Use of removable media such as floppy disks, thumb drives, compact disks, DVD's, etc. without express, per instance, permission from a teacher or system administrator;
  - e. Downloading or sharing copyrighted for other than personal use;
  - f. Use of file sharing software such as Kazaa, LimeWire, Imesh, WinMX, M orpheus, etc;
  - g. Use of web-based email services such as Hotmail, Yahoo Mail, webmail, Linux based email servers, etc;
  - h. Use of instant messaging services such as MSN Messenger, Yahoo Chat, ICQ, Send Mail, Windows messaging, etc;
  - i. Using the network for private financial or commercial gain;
  - j. Wastefully using resources, such as file space; ink or toner, paper or network bandwidth;

- k. Hacking, gaining, or attempting to gain unauthorized access to files, resources or entities;
  - l. Tampering with operating system settings, physical connections, bypassing, or attempting to bypass, security measures, or filtering, or otherwise rendering a computer, printer, or any other technology equipment or the network to a diminished capacity, or unusable;
  - m. Use of telnet or other remote access utilities;
  - n. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - o. Using another user's account or password including, but not limited to, teachers' usernames and passwords;
  - p. Posting material authorized or created by another without his/her consent;
  - q. Sharing information about one's own username and password, or information about someone else's;
  - r. Using a computer without teacher supervision;
  - s. Posting anonymous messages;
  - t. Using the network for commercial or private advertising;
  - u. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - v. Using the network while access privileges are suspended or revoked.
  - w. Attaching, or attempting to attach personal (non-school owned) technology devices such as laptop computers, personal computers, cell phones, or other wired, or wireless devices to the school network without per instance consent and approval by your immediate supervisor AND the system administrator.
4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.

- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by others.

Consider all communications and information accessible via the network to be private property.

- 5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
- 7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system Administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- 8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
  - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail
  - a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. Google Apps provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

- d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

#### Internet Safety

As of the 2010-2011 school year internet safety is mandated by the State to be taught to all students in grades K-12 at least once per school year and as an official, recorded part of the curriculum.

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Parents will receive information in the handbook on web-sites to access as resources on child internet safety.

#### Child Information Protection Act Notice

The district annually reviews its AUP and has the school board adopt it each spring. The AUP contains technology protection measures required by CIPA as listed below.

- θ Access by minors to inappropriate matter on the internet
- θ Use of electronic mail, associated software such as Outlook, Netscape Mail, Eudora, or web based services such as Hotmail, Webmail, etc.
- θ Use of Internet chat rooms, or chat programs such as Instant Messenger, Windows Messenger, ICQ, Yahoo Chat, etc.
- θ Unauthorized access including hacking and other unlawful online activities by minors
- θ unauthorized disclosure, use and dissemination of personal identification information of minors
- θ Measures (filters) designed to block access to visual depictions deemed obscene, child pornography, or harmful to minors.

The district technology coordinator/system administrator periodically monitors and reviews the access logs generated by the filtering system, CIPA Filter. This filtering system blocks visual depiction of:

- a. Obscenity
- b. Child pornography
- c. Materials harmful to minors

Any violations to the district's AUP are reported to district administrators.

Teachers are instructed to continuously monitor and supervise all students, in the classroom and lab setting, when they are participating in an Internet activity to ensure that they are not engaged in inappropriate activities such as trying to bypass district filters in order to access obscene web sites. They should also monitor students to be sure they are not participating in other unlawful activities such as hacking into servers or administrative computers. Teachers should not allow student use of personal e-mails and participation in on-line chat rooms or other Internet sites where personal information may be disclosed.

### **Student Online Privacy Protection Act (SOPPA)**

The Illinois Student Online Privacy Protection Act (SOPPA) protects the privacy and security of student data when collected by companies operating websites, online services, or online/mobile applications primarily used for K-12 school purposes.



- Prohibits the use of student data for targeted advertising, the sale of student information gathered during the students' use of the educational technology, and the use of data collected to amass a profile about a student.
- **Effective July 1, 2021**, school districts will be required (among other things) to post a list of operators with which the district has written agreements, copies of those written agreements, and other information about such operators on the school's website; as well as to notify students and parents of any breach of student data by an operator of the school. *(105 ILCS 85/1 et seq.)*

Pursuant to *Policy 7:345*, teachers must ensure that online resources used by students are covered by an agreement with the operator of the service and are prohibited from using those that are not. The Technology Director will maintain a listing of approved resources and with guidance from the Technology Committee, act to acquire agreements from other operators as requested by staff and act as Privacy Officer, ensuring compliance with the Act.

NOTIFICATION TO PUBLIC CONCERNING  
ASBESTOS WITHIN THE SCHOOL DISTRICT

2021-2022

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District, this notification is intended to notify workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the schools.

Copies of the inspection reports and the management plans are available for inspection during normal office hours in the Superintendent's office.

Periodic surveillance is conducted at least every year as long as asbestos materials remain in the buildings(s).

The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition.

School maintenance and custodial personnel have received the required asbestos awareness training.

FACILITIES INCLUDE:

Liberty School

Liberty CUSD #2  
505 N. Park St.  
Liberty, IL 62347

**Safety Data Sheets**

It is the responsibility of each person who orders a toxic material to request a SDS at the time the order is placed. It is the responsibility of each person ordering a toxic material to turn the SDS (upon receipt of it) into Mrs. Huber in the superintendent's office. **SDS sheets may be viewed at any time at the RIGHT TO KNOW CENTER located in the west side of the grade school basement. SDS sheets are also available in the Superintendent's Office and High School**

**Teachers Lounge.** Please do not remove these SDS from these areas except for emergency purposes. It is the responsibility of each person who orders toxic materials to make sure that these materials are properly labeled when they are received. It is the responsibility of each employee who uses or handles toxic materials to report any unlabeled or unreadable labeling to their supervisor at the earliest opportunity. It shall also be the responsibility of employees who transfer materials to other containers to properly label such containers. A labeling center is located in the chemical storage room. The only unlabeled pipes at our facility which contain toxic substances. The only unlabeled pipes at our facility which contain toxic substances are the closed loop heating system pipes which contain a very dilute solution of CLOSED SYSTEM INHIBITOR from Walter Louis Chemical Company, in Quincy, Illinois. This is a closed loop heating system and is not accessible to the regular custodial employees. In this diluted form a small leak should not be a serious problem

**MEDICAL EMERGENCY PREPAREDNESS**

- A. **GENERALLY:** The Board of Education is subject to the Physical Fitness Facility Medical Emergency Preparedness Act (“Act”). 210 ILCS 74/1 et seq.
- B. **AUTHORIZATION TO IMPLEMENT ACT:** The Superintendent, or the Superintendent’s designee, is authorized to establish and implement such practices and procedures as may be necessary or appropriate in order to implement the Act. This shall include, but not necessarily limited to, a medical emergency plan, procedures for the testing, maintenance and use of automated external defibrillators, and the training of staff or others on the role of cardiopulmonary resuscitation and use of AEDs’.
- C. **IMMUNITY:** Neither the adoption of this Policy not the implementation of the Act shall be construed to the effect that the Board of Education has assumed any duty to any person or limit or waive any immunity provided by the Act or otherwise by law

# **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY**

**Liberty Community Unit School District #2  
505 N. Park  
Liberty, IL 62347  
217-645-3433**

**Medical Director:**

**Dr. Tim Smith, M.D.**

**(217) 222-6550**

<b>Superintendent:</b>	<b>Kelle Bunch</b>	<b>(217) 645-3433</b>
<b>School Nurse:</b>	<b>Denis Lucas</b>	<b>(217) 645-3481</b>
<b>AED Supplier:</b>	<b>Blessing Hospital</b>	<b>(217) 223-8400</b>

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***Liberty Community Unit School District #2***

**AED Program Personnel**

**Program Medical Director**  
 Dr. Tim Smith, M.D.  
 Quincy Medical Group  
 1025 Maine Street  
 Quincy IL 62301  
 Phone: (217) 222-6550

**Adams County EMS  
 Coordinator**  
 Matt Nichlaus, Pre-Hospital  
 Quincy Area EMS

Blessing Hospital  
Broadway @ 14th Street  
Quincy IL 62301  
Phone: (217) 223-8400,  
ext. 6591  
Fax: (217) 223-2087

**Liberty Elementary School**

505 N. Park  
Jody Obert, Principal  
Phone: (217) 645-3481  
Fax: (217) 645-3241

**School Site Coordinators**

**Liberty High School**

505 N. Park  
Justin Edgar, Principal  
Phone:(217) 645-3389  
Fax: (217) 645-3241

**Program Coordinator**

Kelle Bunch  
Liberty CUSD #2  
Phone: (217) 645-3433  
Fax: (217) 645-3241

***School Automated External Defibrillator (AED) Policy***

**Program Overview**

The Liberty Community Unit School District AED program is designed to attempt to reduce the morbidity and mortality associated with sudden cardiac death. The following sections outline the standard operating procedures and provide: information on the management and medical direction of the program, training requirements, and location of the District owned automatic external defibrillator, maintenance and policies for equipment, roles and responsibilities of Liberty Community Unit School District staff trained for AED, audit and review policies, data storage, program records, and documentation guidelines.

**Purpose**

To provide guidance in the management or administration of a school-based AED program. Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF. An AED is used to treat victims who experience SCA. It is only to be applied to victims, who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

**Physical Fitness Facility Medical Emergency Preparedness Act:**

Liberty CUSD #2 requires an automated external defibrillator (AED) in each indoor and outdoor physical fitness facility and to have a trained AED user on staff during staffed business hours. An AED will be available at all outdoor athletic fields. The person responsible for supervising

the outdoor activity will ensure an AED is available during the time of the activity. In general, all physical fitness facility staff that conduct practices or have games outside have been trained to be an AED user and have an AED accessible at every practice and game.

## **Program Medical Director**

The Medical Director of the AED program is Dr. Tim Smith, M.D. The Medical Director is responsible for:

- Providing medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to the use of AEDs and CPR
- Evaluation of post-event calls and documentation

## **Program Coordinator**

The Program Coordinator is Kelle Bunch, Superintendent. The Program Coordinator responsibilities include:

- Selection of employees for AED training and distribution of AED-trained employee lists as required
- Coordination of training for emergency responders
- Coordinating equipment and accessory maintenance
- Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the school
- Revision of this procedure as required
- Monitoring the effectiveness of this system
- Communication with medical director on issues related to medical emergency response program including post-event reviews
- Maintaining documentation list of trained providers, AED Procedure, maintenance records, and post-event forms

## **Emergency Medical Services**

Blessing Hospital Emergency Medical Services (EMS) requires registration of all PAD providers. Each AED will be registered thru:

Blessing Hospital, EMS Department- Matt Nichlaus, ext. 6591  
Broadway @ 14<sup>th</sup> Street  
Quincy IL 62301  
Phone: (217) 223-8400, ext 6591  
Fax: (217) 223-2087

- The EMS will be notified within 24 hours of any event, incident or situation that results in the use or possible use of the AED
- Documentation of the event (on event form) shall be hand delivered, faxed or mailed to EMS within 5 days after the event

## **School Site Coordinator**

The School Site Coordinator, Denise Lucus, RN, or designee, is responsible for:

- Performing daily readiness check and daily documentation on AED readiness check form
- Report any AED operational deficiencies immediately to the Program Coordinator
- Confirm that EMS has been notified within 24 hours of an AED deployment
- Ensure that the first responder has completed an AED Event form
- Returning the AED to a state of readiness at its assigned location.

### **Medical Emergency Response Team (MERT)**

Liberty Community Unit School District #2 employees who have been trained in CPR and AED use.\* Responsibilities include:

- Activating the internal emergency response system and providing prompt basic life support, including AED and first aid according to training and experience
- Understanding and complying with the requirements of the LPS AED policies and procedures.

\*The AED may be used by employees including, but not limited to: Administrators, Nurses, Athletic Directors, Athletic Trainers, Office Staff, Teachers, Coaches, and Custodians

## **Volunteer**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies.

- The extent to which these individuals respond shall be appropriate to their training and experience
- The emergency medical response of these individuals may include CPR, AED or medical first aid

## **School Office/Principal Responsibilities**

The school office staff/principal is responsible for:

- Receiving emergency medical calls from internal locations
- Contacting the external community 9-1-1 response team if required
- Deploying MERT employees to emergency location
- Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency
- Notify parent/legal guardian by telephone or in person
- Notify superintendent of emergency situation

## Equipment

The AEDS purchased and owned by the Liberty Community Unit School District are from Cardiac Science. The AED conforms to the state/county standards.

## Location of AEDs

During school hours, the AEDS will be at designated locations. These locations shall allow the device to be easily seen by staff. The location should allow staff members to retrieve the device outside normal school hours.

After school hours, the AEDS may be moved from its designated location by an AED-trained staff member to support athletic department activities with prior approval from the athletic director. A visible sign must be left in the place of the AED with the phone number of the employee, clearly indicating they have possession of the AED.

Contracted and other community activities are not guaranteed access to the AEDS as part of standard rental contracts.

Location of AEDS (see site map attached)

Hallway by the High School Office, School Nurse's Office, during ball seasons at the concession stand across from the High School Entrance, concession stand near St. Brigid's church and one is available to take outside by coaches and PE teachers, as needed.

## AED Site Inventory

Every AED site will be equipped with the following supplies:

- One AED
- Three sets of electrodes (one set of adult pads connected to device and one spare set) and one set of pediatric pads.
- Two batteries (one installed and one spare)
- One carrying case
- One Fast Response Kit with:
  - One razor
  - One pair scissors (heavy duty bandage scissors)
  - One ventilating mask
  - Disposable antimicrobial wipes
  - Two pairs of gloves
  - Gauze pads
  - AED User Guide
  - CPR Guide
  - AED Policy and Procedures
  - AED Event Report Forms
  - AED Site Inventory List

## Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- The Superintendent's office shall be informed of changes in availability of emergency medical response equipment. If



equipment is withdrawn from service, the main school office shall be informed and then notified when equipment is returned to service.

- The Superintendent's office shall be responsible for informing response teams of changes to availability of emergency medical equipment
- The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions
- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required.

## **Routine Maintenance**

The AED will perform a self-diagnostic test that includes a check of internal circuitry, waveform delivery system, pads and battery capacity.

- The School Site Coordinator will perform a daily AED check following the Daily Readiness Check form
- The check form will be initialed at the completion of the daily check
- At the end of each month, the Daily Readiness Check Form will be submitted to the AED Program Coordinator
- If any component of the Daily Readiness Check Form is deficient, notify the AED Program Coordinator or designee immediately.

## **Initial Training**

Trained employees:

- Must complete training adequate to provide CPR and AED that will be provided on site. AED training must be a course approved by the state. The AED Program Coordinator shall maintain training records for the trained employees.
- All LPS employees are trained in universal precautions against blood-borne pathogens.
- Liberty employees may be trained through the American Heart Association, if needed.

## **Volunteer Responders:**

- These responders will possess various amounts of training in emergency medical response and training may be supplied by sources outside of the company. Volunteer responders can assist in emergencies, and may participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first aid, CPR and use the AEDs deployed throughout the campus.
- The school will not maintain training records for the volunteer responders.

## **Refresher Training:**

- Trained employees will renew AED/CPR training every two years through the American Red Cross or American Heart Association Training Program Video.

- AED-trained employees may wish to refresh their knowledge by watching the American Red Cross, American Heart Association, or GCN Training Program Video.

## **Post-Event Procedures**

### **AED Readiness**

- When the incident is concluded, the School Site Coordinator or designee will restock, clean, and ensure placement of AED unit, including replacing the pads.
- Ensure that the battery is operational

### **Internal Post-Event Documentation**

It is important to document each use of the medical emergency response system. The following forms shall be sent to the AED Program Coordinator or designee within 24 hours of a medical event:

- An incident report/form shall be completed by a responding employee for each incident requiring first aid of any type.
- The AED-trained employee or volunteer responder shall complete an AED Event Form whenever an AED is used.

### **External Post-Event Documentation**

A copy of AED Event Form shall be presented within 48 hours of the emergency to:

- Medical Director of the AED Program
- A copy of AED Event Form shall be presented to Blessing Hospital EMS Coordinator within five business days after the event.

### **Post-Event Review**

- Following each deployment by a trained employee, or if a volunteer responder used an AED, a review shall be conducted to learn from the experience. The AED Program Coordinator, Medical Director, Chief of Security, and EMS Coordinator shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing
- A copy of the post-event/quality improvement review, along with the AED Event Form will be maintained by the AED Program Coordinator.
- The post-event/quality improvement review will be conducted within 2 weeks of use of the AED.

### **Stress Debriefing**

The School Psychologists/Social Workers may conduct stress debriefing with the affected individuals as soon as possible following the event.

- The building administrator will be responsible for initiating the stress debriefing with the school psychologist/social worker

- The school psychologist/social worker will be responsible for community services referrals and follow-up.

**System Verification and Review**

The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required.

**Annual System Assessment**

Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include review of the following elements:

- Training records
- Equipment operation and maintenance records
- Approvals will need to be renewed with signatures yearly.

**Applicable documents**

- List of trained responders
- Training records of trained responders
- AED Procedure
- AED Event Form
- AED Readiness Check Form
- AED Post Event/Quality Improvement Review
- Refusal of Treatment Form

**Approvals:**

Medical Director \_\_\_\_\_  
*Print Name Signature Date*

Program Coordinator \_\_\_\_\_  
*Print Name Signature Date*

# Exposure Control

# Plan

## BLOOD BORNE PATHOGENS

BLOOD BORNE Pathogens

BIOHAZARD

COMMUNITY UNIT # 2 SCHOOL DISTRICT ADAMS COUNTY, ILLINOIS  
LIBERTY, IL 62347

COMMUNITY UNIT #2 SCHOOL DISTRICT ADAMS COUNTY, ILLINOIS  
LIBERTY, ILLINOIS

EXPOSURE CONTROL PLAN

OVERVIEW

To all staff members:

This plan is written to meet the Occupational Safety and Health Administration's (OSHA) compliance standards on Occupational Exposure to BLOOD BORNE Pathogens Final Rule 29CFR PART 1910.1030). The targeted diseases specifically include human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Other BLOOD BORNE diseases include syphilis, malaria, babesiosis, brucellosis, leptospirosis, arboviral infections, relapsing fever, creutzfeldt-jakob, human T-lymphotrope virus Type 1 and viral hemorrhagic fever.

The rule addresses definitions, work practices, procedures, equipment and policies related to staff training, information dissemination, preventative and post - incident medical interventions. The objective is to minimize the exposure risk, or if necessary, to effectively treat employees involved in an incident where there is a possibility of exposure. A copy of the Final Rule is available in the Superintendent's office.

The following includes the contents of the exposure control plan which will be reviewed and revised annually in May by the District's Health Committee. Employees are encouraged, at any time, to submit recommendations regarding the plan.

- A. Classification of jobs or groups of tasks that are at risk of occupational exposure.
- B. Process to provide employee education and training.
- C. Work control methods.
- D. System to provide employee education and training.
- E. Post-exposure evaluation.
- F. Record keeping system for employee training and medical care.

The primary goal of the plan is to prevent staff and students from being exposed to BLOOD BORNE disease-causing pathogens. Elimination or reduction of occupational exposure to BLOOD BORNE pathogens must be based on the four methods of compliance to include: universal precautions; the development and implementation of work practice controls to remove the hazards and improve the manner of performing an exposure prone task; the availability of personal protective equipment; and housekeeping procedures to ensure that employee safeguards are provided.

### **Covered Diseases**

Among the more common BLOOD BORNE diseases that you could be exposed to on the job are non-A hepatitis, non-B hepatitis, hepatitis B and delta hepatitis, as well as syphilis, malaria and hepatitis B (HBV) and human immunodeficiency virus (HIV).

### **HBV**

Hepatitis means "inflammation of the liver." Hepatitis B virus is a major infectious BLOOD BORNE hazard faced by workers on the job. If you become infected with HBV, you may suffer from flu-like symptoms so severe that you may require hospitalization or you may feel no symptoms at all. Your blood, saliva and other body fluids may be infectious and you might spread the virus to sexual partners, family members and even unborn infants. There is a vaccine available to reduce or eliminate risk of infection.

### **HIV**

The human immunodeficiency virus attacks the body's immune system causing the disease known as AIDS, or Acquired Immune Deficiency Syndrome. Currently there is no vaccine to prevent this infection. A person infected with HIV may carry the virus for several years without developing symptoms but will eventually develop AIDS. An infected person may suffer from flu-like symptoms, fever, diarrhea and fatigue; and eventually AIDS related illnesses including neurological problems, cancer other opportunistic infections easily contracted as the

body's ability to fight off illness decreases. Although HIV can be transmitted through contact with blood and some body fluids, it is not transmitted by touching, feeding or working around patients who carry the disease.

## EXPOSURE CONTROL PLAN

### **A. CLASSIFICATION OF JOBS THAT ARE AT RISK OF OCCUPATIONAL (TO BLOOD BORNE PATHOGENS) EXPOSURE**

Principals and superintendent shall be responsible for classifying job categories performed in their areas of responsibility according to the following exposure classifications. Should any employee believe that the employee has not been classified properly; the principal or superintendent should be notified in writing.

#### Classification I

Jobs in which require tasks routinely involve a potential for mucous membranes or skin contact with blood, body fluids, or tissues. Use of appropriate measures is required for every employee in these jobs.

#### Classification II

Jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned category I tasks. In these jobs the normal work routine involves no exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.

#### Personnel Not Covered by the Standard:

Jobs in which exposure to blood, body fluids or tissues is not part of the job description are not covered by the standard. The normal routine involves no exposure to blood, body fluids or tissues and the worker can decline to perform tasks which involve a perceived risk without retribution.

Please see appendix D for a listing of job titles which are assigned to Classification I and a listing of job titles which are assigned to Classification II and Personnel Not Covered by the Standard.

It should be further understood that Board of Education for Community Unit # 2 School District, Adams County, Illinois will require training as identified in the Classification I and II of this document for all employees and that all employees in Classification I and II will be given the opportunity to participate in the HBV immunization program.

### **B. PROCESS TO PROVIDE EMPLOYEE EDUCATION AND TRAINING**

Specific information and training about occupational hazards and required protective measures will be provided to new employees in the fall of each year or as they are employed. Retraining and updating of current employees classified as at risk for occupational exposure (to BLOOD BORNE pathogens) will occur in the fall of each year.

The training will be provided by the Global Compliance Network Training Company at no cost to the employee, during regular working hours, at a location reasonably accessible to employees. Training records will be kept for three years.

The training will include:

1. Overview of OSHA'S BLOOD BORNE Pathogens Standard
2. Pathophysiology of BLOOD BORNE Pathogens
3. Statistical risk of exposure to BLOOD BORNE pathogens
4. Exposure Control Plan
  - a. work control plan
  - b. system to provide HBV vaccination
  - c. post exposure evaluation
  - d. record keeping system
5. Evaluation and testing

### C. UNIVERSAL PRECAUTIONS

The procedures that make up this part of the Exposure Control Plan include:

- Universal Precautions
- The Cleaning up Procedure
- Hazardous Waste Disposal

### WORK CONTROL METHODS

1. Universal Blood and Body Fluid Precautions (Universal Precautions)

Universal Blood and Body Fluid Precautions shall be used to minimize the risks of exposure to blood and body fluids of **ALL** persons (staff and students) regardless of their health status or diagnosis. Universal precautions include, but are not limited to the following:

- a. **HANDS** should always be washed after contact with body fluids. Examples of this in the school environment include, but are not limited to:
  - i. use of the bathroom
  - ii. caring for runny nose
  - iii. cleaning up body secretions (I.E.: urine, feces, or vomit)

If hands come in contact with potentially infectious material, they should be washed immediately with soap and warm water for 2-3 minutes.

- b. Personal Protective Equipment (PPE)

The district provides appropriate barriers referred to as personal protective equipment (PPE). These barriers include gloves, gowns, face shields, masks, protective eye-wear, and ventilation devices. PPE equipment is in locations of highest risk of needing the equipment (eg. Ag room, shop, science room and every classroom

## 2. Personal Protective Equipment

**GLOVES** must be worn when there is contact with blood or other potentially infectious materials. Vinyl gloves are available from the school nurse. It is recommended that each staff member keep a pair close at hand. The following general guidelines apply to glove usage:

- i. Use gloves for assisting with cuts, scratches, or other breaks in the skin.
- ii. Use gloves when cleaning up blood or body fluids containing blood.
- iii. Gloves should be used one time and then thrown away. Replace torn gloves immediately. Hands should be washed after the gloves have been discarded.

**MOUTHPIECES** which minimize the spread of infection should be worn during mouth-to-mouth resuscitation. Mouth pieces are located in the school emergency kit.

**ADDITIONAL PPE** must be used when caring for someone who has had a massive body spill or cleaning up from such an accident. Face shields, masks, protective eye wear, gowns, and shoe covers should be used as needed.

- a. A germicide must be used for prompt cleanup of all blood spills and fluids containing blood.
- b. Staff or students with open lesions or weeping dermatitis must refrain from direct contact and from handling blood or body fluids containing blood.

## 3. The Cleaning Procedure

This procedure has been developed to prevent exposure of the employee to blood or other potentially infectious materials. The employee should use this procedure with the district's plan for universal Precautions.

- a. Cleaning up after a body fluid accident (vomit, urine, stool, blood)
  - i. Assess the amount and type of body fluid.
  - ii. Use personal protective equipment (PPE) as needed. Vinyl gloves are essential for cleaning up all body fluid spills.



- iii. Use a decontaminate agent (i.e. Isolyser) to congeal and disinfect the fluid.
  - iv. Sweep up the body fluid and put into the hazardous waste container located in designated areas in each building.
  - v. Disinfect the contaminated area with approved germicide.
  - vi. Disinfect cleanup equipment (brooms, mops, dust pans, etc.) with or approved germicide.
  - vii. Cloth rags must be machine washed with detergent and machine dried (if contaminated must label for laundry.
  - viii. Dispose of PPE in a hazardous waste container and wash hands with an antibacterial soap.
- b. Routine cleaning of areas daily contaminated with body fluids such as restrooms, nurses' offices and shower facilities.
    - i. Schedule these areas to be cleaned daily. Certain areas listed in 3b above may be closed when school is not in session and only those facilities that are open for use will be cleaned on a daily basis. Areas cleaned and those that were closed will be noted on the cleaning schedule sheet daily. (Make sure all have a schedule.)
    - ii. Gather cleaning and sanitizing equipment.
    - iii. Put vinyl gloves on.
    - iv. Dispose of hazardous waste in designated container. Place other waste in regular waste disposal container.
    - v. clean surface areas, sinks, toilets, and floors in this order using approved germicide.
    - vi. Clean and disinfect equipment.
    - vii. Cloth rags must be machine washed with detergent and machine dried.
    - viii. Dispose of gloves in a hazardous container and wash hands with an antibacterial soap.

#### HAZARDOUS WASTE DISPOSAL

- 3. Specific labeling with the biohazard symbol or the use of red bags or containers is required to warn employees of potential hazards. Contaminated waste must be appropriately labeled.

- a. Identify the biohazard sign as is shown below.

#### **BLOOD BORNE PATHOGENS BIOHAZARD**

- b. Put vinyl gloves on.
- c. Collect hazardous waste (material contaminated with potentially infectious materials) in a biohazard bag or red bag with a biohazard label attached.
- d. Following collection, tie off the bag and place in the designated area (this area also is labeled with the biohazard design) until pickup time.
- e. Dispose of gloves in a hazardous waste container and wash hands with antibacterial soap.

#### **D. SYSTEM TO PROVIDE HBV VACCINATION**

Staff members who fall under the Classification of Jobs I and II that are at risk of occupational exposure will be given the opportunity to receive the Hepatitis B Vaccination (HBV). This will be at no cost to these staff members. Vaccinations will be administered at a district-approved site after the employee has received BLOOD BORNE Standards Training. An employee may decline HBV, but may request to be vaccinated at a later date. An employee who declines HBV will sign a declination statement (see Appendix A). Special arrangements will be made for staff who decides at a later date to be vaccinated or who are hired after the school year begins. Records of staff who have been vaccinated will be kept on file with a list of staff that have been recommended for HBV.

#### **E. POST - EXPOSURE EVALUATION**

A confidential post exposure medical evaluation and follow up will be provided following an exposure incident. The health care professional providing the medical evaluation will be familiar with the OSHA BLOOD BORNE Pathogens Standards.

Following an exposure incident, a District Exposure Incident Report will be made out by the principal or building supervisor (see Appendix B) and forwarded to the superintendent. The source individual's blood will be tested for HIV and HBV if consent is obtained. The staff member(s) exposed will then be referred for medical evaluation and follow up. **The medical evaluation will include:**

- i. Collection and testing of the employee's blood for HBV and HIV.
- ii. Collection and testing of the source individuals blood if consent can be obtained.
- iii. Post-exposure prophylaxis when medically indicated
- iv. Counseling

- v. evaluation of any reported illnesses related to the exposure incident.

The route and circumstances of the exposure incident will be kept on record. Incidents will also be evaluated by Central Office and corrective actions taken if possible.

The health care professional assessing the employee will provide a completed evaluation within 15 days of the assessment. This evaluation will include information that the employee has been informed of the results of the evaluation and told about any conditions resulting from exposure that may require further evaluation and treatment. All other medical findings will be kept confidential and not be included in the written report to the employer.

The employer will also receive a copy of the evaluation health care professional's written opinion within 15 days of the completion of the medical evaluation following the exposure incident. This written opinion must include information that the employee has been informed of the results of the evaluation and told about any medical conditions resulting from exposure that may require further evaluation and treatment. All other medical findings or diagnoses will be kept confidential by the evaluating health professional and will not be included in the written report provided to the employer.

Exposure incidents, including needle stick injuries will be recorded on OSHA 200 log and Summary of Occupational Injuries and Illnesses.

## **F. RECORD KEEPING SYSTEM FOR EMPLOYEE TRAINING AND MEDICAL CARE**

### **EXPOSURE RECORDS**

In the event an occupational exposure to BLOOD BORNE pathogens incident occurs, the following records shall be maintained in a specific location under the control of the authorized agent who maintains employee health records.

This record shall include only:

- a. The name and Social Security number of the employee
- b. A copy of the employee's hepatitis B vaccination status including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
- c. A copy of all results of medical examinations, medical testing and follow-up procedures.
- d. The employer's copy of the required healthcare professional's written opinion as to the need for and status of employee's HBV vaccination, recommendations for post - exposure evaluation and follow-up and evidence that the employee has been informed of the results of the evaluation and has been told about conditions that could result from exposure to infectious material.

Note: All other findings remain confidential and shall not be included in the written report.

- 5. Description of the exposed employee's duties as they relate to the exposure incident, documentation of the route of exposure and circumstances under which exposure occurred, and results of the source individual's blood test, if available.

**Records pertaining to exposure incidents, post exposure follow up and HBV status** will be kept confidential and retained for the duration of employment plus 30 years.

OCCUPATIONAL EXPOSURE TRAINING RECORDS

Global Compliance Network Training records on Blood Borne Pathogens include: Employee name, title of training and date completed. Each employee is given a time frame to complete the training and the Superintendent checks on completion.

These records shall be maintained for 3 years from the date on which training occurred and shall be made available upon request to the Assistant Secretary (OSHA) and the Director of NIOSHA, the employee or the employee's representative for examination and copying in accordance with 26 CFR 1910.20. The employer shall also comply with the requirements involving transfer of records set forth in 29 CFR 1910.20(h).

Appendix A

Hepatitis B Vaccine Declination Form

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be given the opportunity to be vaccinated with hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccine series at no charge to me and I understand I must make a written/dated request to the principal or building supervisor to receive the vaccination. Arrangements will then be set up for me to have the vaccination series.

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_

Print Name

\_\_\_\_\_

Witness Signature and Position

Appendix B

**COMMUNITY UNIT #2 SCHOOL DISTRICT ADAMS COUNTY, ILLINOIS  
LIBERTY, ILLINOIS**

Post Exposure Incident Report

Description of Exposure Incident:

Employee (s) exposed to BLOOD BORNE infectious material during incident:

NAME	POSITION	BUILDING
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_____	_____	_____
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What task was the employee performing when the incident occurred?

What hazardous conditions, methods or lack of protective devices contributed?

What unsafe act by a person caused or contributed to the injury or illness?

Was the employee (s) referred to medical services for post exposure follow up?

G Yes \_\_\_\_\_  
Date

Was the source individual sent for hepatitis and HIV testing? G Yes \_\_\_\_\_

Date

\_\_\_\_\_  
Name of person filling out report

\_\_\_\_\_  
Date

Follow up

Any actions taken to improve safety:

Date Medical reports were returned and filed \_\_\_\_\_

## Appendix C

### Exposure Control Plan Classification I Job Listing

Jobs in which required tasks routinely involve a potential for mucous membranes or skin contact with blood, body fluids, tissues or potential spills or splashes. Uses of appropriate measures are required for every healthcare provider in these jobs.

#### Job Title

School Health Nurse

Athletic Coaches

Pre-School Teachers

Physical Education Instructors

Grade School Instructors Engaged in monitoring the playground

Pre-School Teacher Aides

Grade School Teacher Aides

Custodians  
Maintenance Personnel

**Exposure Control Plan**  
Classification II Job Listing

Jobs in which required tasks normally do not involve exposure to blood, body fluids, or tissues, but may require performing unplanned Classification I Tasks. In these jobs the normal work routine involves no exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.

Job Title

Any job title associated with the school District and not listed in Classification I and II

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**Exposure Control Plan**  
Personnel Not Covered by the Standard

Jobs in which exposure to blood, body fluids or tissues is not part of the job description are not covered by the standard. The normal work routine involves no exposure to blood, body fluids or tissues and the worker can decline to perform tasks which involve a perceived risk with retribution.

Job Title

Temporary employees that are employed for a period of less than 60 consecutive work days.

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