

RANTOUL TOWNSHIP HIGH SCHOOL DIST.
193 NON-CERTIFIED EMPLOYEE HANDBOOK

COVERS ALL FULL AND PART-TIME EMPLOYEES IN THE FOLLOWING POSITIONS:

**CAFETERIA COOKS
BUS DRIVERS
CUSTODIAL STAFF
SECRETARIAL
STAFF
PARAPROFESSIONALS/AIDES**



We are happy to welcome you as an employee to Rantoul Township High School District 193. This handbook has been prepared to assist you in your work here; and hopefully to answer some of the questions that you may have concerning your job. The handbook will explain in detail what is expected of you as an employee and the fringe benefits available here.

This organization will only be as successful as its employees make it. Everyone here has a job to do and your cooperation will be appreciated. In a sense you are working for the public and you are judged many times each day.

Should you have questions, your supervisor or the Principal, Mr. Wilson, will be happy to discuss any of the material in the booklet with you.

Welcome and good luck in your career with Rantoul Township High School District #193.

GO EAGLES!

BOARD OF EDUCATION

Anne Reale, President
Roger Quinlan, Vice-President
Janet Brotherton, Secretary
Jolene Pacunas
Monica Hall
Greg Suits
Stephanie Burnett

ADMINISTRATIVE STAFF

Scott Amerio, Superintendent
Todd Wilson, Principal
Megan Anderson, Director of Instructional Programs and Eagle Academy Principal
Brooke Billings, Assistant Principal of Attendance and Discipline
Tanya Turner, Director of Special Education and Services
Jenna Flessner, Dean of Students
Chris Dryer, Athletic Director

R.T.H.S. MISSION STATEMENT

RTHS exists to prepare students for future success.

R.T.H.S. VISION STATEMENT

At RTHS there is a climate of high expectations for success. A collaborative culture exists ensuring students' progress is monitored and communicated to students, parents, community, and one another.

BENEFITS:

HEALTH INSURANCE:

Rantoul Township High School District #193 carries medical insurance on all full-time (30 hours per week) employees as part of your benefit package. The school district pays the entire premium, meaning health insurance is at no cost to you, for those who qualify. An employee may add his/her dependents at the premium rate which is currently in force at his/her own expense. The insurance will begin on your first day on the job and will continue until the end of your employment. Premiums for dependent coverage are a payroll deduction from each paycheck. Once you have filled out the proper enrollment form, a copy of the policy in force and all the benefits will be mailed to your home by the insurance company. An insurance ID card is mailed in a separate envelope.

ILLINOIS MUNICIPAL RETIREMENT FUND:

All full-time employees (30 hours or more) must participate in the Illinois Municipal Retirement Fund. Contributions, which are tax sheltered, will be taken from each paycheck for these benefits. 4.5% is paid to IMRF by the employee, and the employer cost is paid by district.

TERM LIFE INSURANCE:

Rantoul Township High School District #193 carries Term Life and Accidental Death Insurance on each full-time (30 hours per week) employee as part of your benefit package. This \$15,000.00 policy is paid for by the school district. The insurance policy is carried on each employee who qualifies for the duration of his/her full time employment with the school district. It will begin the first day on the job and automatically terminate at the end of your employment.

VISION INSURANCE:

Vision insurance is provided by the district for all full time (30 hour employees) as part of their benefit package. An employee may add his/her dependents at the premium rate which is currently in force at his/her own expense. The insurance will begin on your first day on the job and will continue until the end of your employment. Premiums for dependent coverage are a payroll deduction from each paycheck. Once you have filled out the proper enrollment form, a copy of the policy in force and all the benefits will be mailed to your home by the insurance company.

LEAVE

JURY DUTY:

All full time employees will be excused from work during time served on a jury. The employee is expected to work as much of the assigned shift as possible when not actually on jury duty. The school district will pay the employee's full rate of pay while serving. Your supervisor should be notified when your jury duty is scheduled and a copy of your summons given to the district office. **Your jury duty days MUST be entered in Skyward.**

PERSONAL LEAVE:

Full-Time employees (30 hours per week) are granted two (2) personal days each year. Personal leave shall be used ONLY for the purpose of handling emergencies or pressing personal affairs, which cannot reasonably be taken care of on the weekend, after school hours, or be delayed until a non-working weekday. Personal leave may not be used to fulfill the requirements of employment in an organization or agency other than RTHS.

Personal days MUST be entered into Skyward.

You must notify your immediate supervisor in advance, and fill out a personal leave request form for any personal leave. Except in an emergency situation, personal leave may NOT be taken during the to extend Thanksgiving, Winter Break or Spring Break. In order to use days on an emergency basis, the nature of the emergency must accompany a written request.

Personal leave may, at the discretion of the Superintendent, be used in conjunction with single holidays, provided that at least ten (10) school days' advance written notice is given to the Superintendent. No more than two (2) non certified employees may take personal leave on a given day from each department.

SICK LEAVE:

An individual is to notify his/her immediate supervisor as early as possible that he/she will not be reporting for work. If you are unable to contact your immediate supervisor, then call the main office phone line at 892-6000 and leave a message on voicemail. **Sick Leave MUST be entered into Skyward.**

Employees shall earn a number of sick leave days commensurate with their years of service, as outlined in the table below. The maximum number of days said leave can accumulate is unlimited. The District will notify each staff by the end of the first semester of sick leave days accumulated at the end of the preceding year. Sick leave is available for personal illness of the employee (including mental or behavioral health complications), quarantine at home, serious illness, or death in the employee's immediate family or household as prescribed by the Illinois School Code (Public Act 102-0886 105 ILCS 5/24-6)

Number of days of Sick Leave per year		Years of Service			
		0 – 9	10 – 14	15 – 19	20+
Contract Length	9 Months	12	14	16	20
	10 Months	13	15	17	21
	11 Months	15	17	19	23
	12 Months	16	18	20	24

VACATION:

Rantoul Township High School District #193 has established the following vacation time periods for all Full-Time/12 month non-certified employees. **Vacation days MUST be entered into Skyward.**

- A. Less than 1 year of full time employment will be prorated by the number of days worked from time of hire to June 30th.
- B. One year of full time employment and including 12 years of continuous employment will receive two weeks of paid vacation.
- C. From 12 years and including 19 years of continuous full time employment you shall receive three weeks of paid vacation.
- D. From 20 years or more of continuous full time employment, you shall be entitled to four weeks of paid vacation.

All employees shall make known to their immediate supervisors the time they plan to use their vacation days. If two employees choose the same time period, the employee who has seniority

shall be given first choice as to the time period requested. The school district reserves the right to reject vacation time periods for employees if the successful operation of the district would be affected. The final decision on all employee vacations will be made by the supervisors and the superintendent. Vacation days have to be used by June 30th of each year or you lose them.

PAY:

Paydays will be every other Friday. Payment for hourly and any additional work will be paid on the payday one week after the end of the last week of the pay period. Direct Deposit shall be the only method of payment; bank information is collected upon your employment. Any change to your banking information should be given to the district office immediately upon the change to insure your pay will be deposited on time. If you have any questions regarding your paycheck, please see Kendra Good in the district office.

RAISE/INCREASES:

All employees of Rantoul Township High School District #193 are granted a pay increase one time per year. The fiscal year of the school district runs from July 1st to June 30th each year. For all non-certified employees pay increases become effective on July 1st of each year. The superintendent makes a proposal to the Board of Education for a percentage raise or a flat dollar amount for all employees. It is also possible for an employee to be given an added increment for supervisory work or as a reward for performing duties above what is required in his/her particular job function. The Board of Education also reserves the right to “freeze” an employee’s wages for a year as a corrective measure. Any increase in salary for an employee of the school district must be voted and passed by the Board of Education in a public meeting. Part –Time employees are also eligible for a pay increase one time per year. A percentage or flat dollar amount is used to compile the raise. The Board of Education also reserves the right to “freeze” a part-time employee’s wages as a corrective measure.

GENERAL INFORMATION:

SUPERVISORY PERSONNEL

The supervisor of all non-certified personnel is the Principal, Mr. Todd Wilson. He is responsible for the immediate supervision of each group of employees. Mr. Wilson reports directly to the Superintendent, Mr. Scott Amerio, who is responsible for the entire operation of the school district and all employees of said district. The immediate supervisor for each group of employees are as follows:

- A. Bus Drivers - Ms. Molly Steiger 892-6099
- B. Custodians - Mr. Tony Worthington 892-6133
- C. Cooks and Cafeteria Personnel: - Ms. Luanna Donald 892-6125
- D. Secretarial Staff: - Ms. Kendra Good 892-6140
- E. Paraprofessional/Aides: - Ms. Tanya Turner 892-6126

Any employee problems should be taken to your immediate supervisor. If a solution cannot be found, then the problem should be taken to Mr. Wilson. The employee, his/her immediate supervisor, and Mr. Wilson should confer on the problem. If no solution can be found, then it should be taken to Mr. Amerio. He will make a final decision on the issue, after conferring with all parties involved.

DEFINITION OF FULL-TIME AND PART-TIME EMPLOYEES:

Full-Time Employees are ones who work more than 30 hours per week. Part-time Employees are ones who work less than 30 hours per week.

MEALS AND BREAKS:

FLSA (Fair Labor Standards Act) law for meals and lunch breaks. Employees working 7 ½ continuous

hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work. Full-Time employees are entitled to a 30 minute unpaid meal break and Two (2) fifteen (15) minute duty free paid breaks. Part-Time employees working a minimum of four (4) hours per day are entitled to One (1) fifteen (15) minute duty free paid break.

ABSENCE

If you are unable to work due to an illness, call your supervisor by 6:00AM. An email should be sent to the main office secretary, and all staff members you work with. As soon as possible the employee should log into Skyward to input their time off.

SCHOOL-SUSTAINED INJURIES:

RTHS will follow the Illinois Workers' Compensation Act and the rules and regulations of the Illinois Workers' Compensation Commission for those employees injured at school and qualifying for benefits. An Injury/Accident report is required to be completed immediately by the employee, any witnesses and the employee's supervisor within 48 hours following the accident. The forms are available at the district office.

CONFIDENTIALITY

Employees are expected to maintain confidentiality related to issues important to RTHS and its personnel and students.

DRESS CODE

Professional dress is the standard for daily attire. It is important to dress like a professional. Professional dress sends the message to the students and community that you are to be taken seriously. You may not wear clothing that is disruptive to the educational process; that will negatively impair your ability to render assistance to students; and/or that will place you in a position of being injured by a student. Periodically there will also be "theme days." Non-certified employees are encouraged to participate, but also reminded to maintain a level of professionalism.

HOLIDAY PAY

Full-time employees (work 8 hours) must work the day before and the day after a "paid" holiday to receive holiday pay.

KEYS

School keys/fobs assigned to faculty members are never to be given to any other person, including students, parents, or community members. Keys are the sole responsibility of the person to whom they are assigned and they must stay in his/her possession.

PARKING SPACES

Parking spaces are assigned in all district parking lots except the visitors and substitute teachers spaces. Do not park in another faculty member's assigned space unless you have made prior arrangements to that effect.

WORK RULES

Reasonable rules are necessary in any well managed organization. The regulations which must be followed at the Rantoul Township High School are for the good of all and will be enforced for the protection of all.

The following is a list of behaviors that will not be tolerated:

1. Gross insubordination.
2. Being under the influence of or in possession of intoxicants.

3. Being under the influence of or in possession of any legally controlled substance.
4. Immoral or indecent conduct.
5. Knowingly punching the time card of another employee, having one's time card punched by another employee, or unauthorized altering of a time card.
6. Being habitually tardy or absent.
7. Leaving the building during work hours without permission.
8. Wasting time during work hours. (Excessive cell phone use.) (Excessive abuse of length of breaks.)
9. Theft of school property.

BUS DRIVERS

All bus drivers must be licensed by the State of Illinois. A physical examination including TB test, drug & alcohol test, background check & fingerprints must also be on file with the district office before the application will be sent to Springfield for the license. A twelve-hour bus driving course covering safety and rules and regulations of operating a bus on the road & an initial 8 hour bus safety class is required of all drivers being licensed for the first time. An annual two-hour refresher course & school bus physical including a drug & alcohol test is required of all drivers. A bus driver employed by RTHS must present a neat appearance when driving. Discipline must be maintained at all times on the buses. Students should be treated as you would expect to be treated. Safety rules and regulations must be enforced for the riders and each driver should exercise the utmost caution in operating his vehicle. Students that are unable to behave or are a constant discipline problem, should be referred to the Principal for disciplinary action. If the problem with the student involved continues he may lose his bus privileges. The driver cannot remove bus privileges of a student; this must be done by an administrator.

REGULAR BUS ROUTES

Drivers are paid on a bi-weekly basis. Students who are picked up first in the morning will be dropped off first in the evening. It is the aim of the school district that no student will be on the bus to or from school for more than one hour. The bus schedule is set up by the Transportation Director and will be provided to each driver.

In case of illness or any other emergency that may come up where a substitute driver will be needed, notify the Transportation Director as soon as possible. Time is needed in order that substitute drivers can be on time for the route. All bus drivers shall present a neat appearance at all times during working hours. You are an official representative of the Rantoul Township High School and the public demands a neat appearance from all employees.

EXTRA DRIVING

Drivers will be paid on an hourly basis for all extra driving. The rate of pay will be established on July 1 of each year. There will be no variations in pay for the fiscal year regardless of the trip assignment. Time will be turned into the Supervisor of Transportation at the end of each trip on a trip ticket provided for the purpose. Extra driving time will be paid on the regular pay days. Meals will be furnished on the road.

There are many needs for bus trips in education. Some examples at the Rantoul Township High School are: Boys and Girls athletics, class field trips, student buses to athletic contests, extra-curricular club activities, band trips, and local class field trips. Drivers normally have the opportunity to volunteer for the extra trips. Records are kept to ensure that all drivers desiring extra trips are given an opportunity to drive. There are a number of things taken into consideration for extra driving. Among these, no regular route driver will be assigned a trip that will interfere with his schedule unless it is absolutely necessary, departure and return time, and the overall operation of the school district.

A faculty representative will accompany all buses on extra trips. The drivers are responsible to these people in following their instruction. They (the advisors) will be responsible for the discipline of the students on the bus. However, if they need help with any student or groups of students the driver is expected to help.

All drivers shall present a neat appearance at all times on school trips. Clean clothing and being closely shaven will insure this. You are an official representative of the Rantoul Township High School, and your appearance and conduct will reflect what type of an organization you represent. When returning to the school after a trip, make sure the bus is secure (all windows closed, doors locked, and the bus is clean for use the next day.) Deposit the keys in the proper place and complete a trip ticket before leaving the parking lot. If any damage has been done either by accident or vandalism, make sure to report this along with any mechanical problems to the Supervisor of Transportation.

CAFETERIA STAFF

LUNCH PROGRAM PERSONNEL

All personnel employed as cooks/food handlers must have a yearly physical examination and have a current record on file in the district office. The kitchen, food serving area and cafetorium must be kept clean and orderly at all times. This facility is subject to periodic inspections by the State of Illinois Health Department, Illinois Office of Education and the Department of Health, Education and Welfare of the United States Government. Any deficiencies listed must be corrected immediately. There should be no reason or excuse for unclean food facilities or dining areas. This is the responsibility of the foodservice program supervisor. Employees are allowed 1 free meal per shift and 1 free drink. Additional meals, entree, snacks, drinks, etc are full pay. Employees will not be permitted to work through meal periods or breaks for the purpose of reducing their assigned work schedule.

All employees help with serving, setting up and checking out students and staff on the computer. Each work area is to be cleaned and secured before the employee leaves it for the day.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must Possess a valid state food manager's/food handler's license USDA Training upon starting employment.

EMPLOYEE HYGIENE/DRESS CODE

It is absolutely necessary for all food service program employees to present a clean and neat appearance and daily proper hygiene. All food service staff should be clean upon reporting for work. Cleanliness in any food service program must begin with the personnel. Employees will be provided three school shirts and one pair of slip resistant shoes before school starts at no cost per school year. Employees must provide their own pants. Pants must be a solid color of black, tan or blue jean material. The Department of Health requires all food handlers to

- Wear hair restraints while working
- Nails must be kept short, neat and clean. No acrylic nails or fingernail polish.
- Jewelry should be limited to a plain wedding band. Necklaces, bracelets, earrings, and other jewelry should not be worn when preparing or serving food (excluding medical alert jewelry).

FULL TIME EMPLOYEES

A work day is when school is in attendance and breakfast/lunch are served. Employees are paid on a bi-weekly basis.

PART TIME EMPLOYEES

Part time employees work the number of hours that are specified for their job and are paid on an hourly rate basis. The individual hourly rate is determined by the length of service the person has with the school district.

CUSTODIAL STAFF

All personnel employed as custodians by the Rantoul Township High School District #193 must pass a physical examination given by a physician of the employee's choice. A record of the physical examination must be on file in the district office before the employee may begin work. Both full time and part time custodial positions are available. The school district has an established starting salary for all full time employees. Work time schedules and areas to be cleaned are available for all custodial staff workers. All full time schedules are based on an eight hour shift. The part time schedules are based on the time needed to complete the assigned work. In case of illness or any other emergency that may come up where a substitute will be needed, notify the Supervisor of Maintenance, Mr. Tony Worthington and notify the Main Office regarding your absence. Your time off has to be entered into Skyward. All custodians shall present a neat appearance at all times during working hours.

FULL TIME EMPLOYEES

All full time employees are employed on a twelve month basis less the vacation period that they have earned. A work day consists of an eight hour shift and a 1 hour lunch break. You are required to clock in at the start of your shift, during your lunch break and clock out at the end of your shift. The supervisor will assign your scheduled hours of work. You will be held accountable for clocking in and out during your designated time. You need to write on your timecard any sick leave, personal leave, dock leave or vacation time being used on a day you are not present. Vacation leave needs to be approved by your supervisor two weeks before you can schedule it.

Each employee is directly responsible for his assigned area. The school policy also calls for an employee to work in any area that he is needed. The immediate supervisor will assign work to all custodial staff members as needed. Any overtime worked by an employee must be assigned by the supervisor. Hourly rate of pay is determined by the length of service the individual has with the school district. Raises are granted annually at the Superintendent's discretion.

PART TIME EMPLOYEES

Personnel are employed for part time work during the school year and during the summer vacation period. All part time positions during the school year have a time schedule along with a work schedule as do the full time positions. Part time employees during the summer normally will work an eight hour day. All personnel employed as part time employees are paid on an hourly rate basis. The individual hourly rate is determined by the length of service the person has with the school district.

The availability of work will determine the number of part time employees needed and the number of hours of work that will be assigned to each employee.

SECRETARIAL STAFF

Personnel employed as secretaries by the Rantoul Township High School District #193 must pass a physical examination given by a physician of the employee's choice. A record of the physical examination must be on file in the district office before the employee may begin work. The school district has an established starting salary for all full time employees. The starting time and the length of the work day varies depending on duties.

In case of illness or any other emergency that may come up where a substitute will be needed, or some person to cover your work, notify your supervisor and Mr. Todd Wilson, Principal, as soon as possible. Dress Code for all Secretaries is Business Casual. No Jeans except on Friday's when they are permitted as long as you are wearing School Spirit attire. The jeans can not have any rips, tears or holes.

PARAPROFESSIONALS

- Paraprofessionals play a key role in assisting, supporting, and working closely with teachers and other team members in providing educational benefit for each student. Therefore, communication is key! If you are unclear of the expectations in the classroom, ask the teacher.
- Paraprofessional's responsibilities are educating individual students one-on-one or in a small group, preparing classroom materials and the classroom environment for learning, supervising children, alerts certified staff to any problem or special information about individual students, and more.
- A schedule is provided to paraprofessionals and must be followed. Any changes must be approved by his/her supervisor.
- If a paraprofessional knows in advance that he/she will be absent, he/she must notify their supervisor, and their cooperating teachers via email or in person in Skyward. If you are sick, email and text your supervisor as soon as possible.
- Except in emergency situations, personal leave may not be taken during the first or last five (5) school days of a semester, on days when final examinations are scheduled, or to extend Thanksgiving, Winter Break or Spring Break. In order to use days on an emergency basis, the nature of the emergency must accompany the request to use personal leave on a contingency basis. Personal leave may, at the discretion of the Superintendent, be used in conjunction with single holidays, provided that at least ten (10) school days advance written notice is given to the Superintendent, unless emergency circumstances prevent such notice.
- Any paraprofessional who will be arriving late in the morning or leaving work before the end of the duty day is to get permission from his/her supervisor.
- Documentation in Skyward

	Amount	Time off code	Reason
2 hours	0.25	sick, personal, etc.	sick, personal, etc.
4 hours	0.50	sick, personal, etc.	sick, personal, etc.
6 hours	0.75	sick, personal, etc.	sick, personal, etc.
8 hours/1 day	1.0	sick, personal, etc.	sick, personal, etc.

- Lockers are available to store your personal belongings during the day. Ask one of

the secretaries in the main office if you are in need of a locker.

- Chromebooks will be assigned to each paraprofessional. This resource will assist paraprofessionals with the ability to check their email *daily* and assist with paraprofessional’s responsibilities.
- Professional development will be provided to update and improve the skills and knowledge of each paraprofessional in order to achieve and maintain a high level of job performance.

NOTABLE BOARD POLICIES

2:270 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
3:70 Succession Plan.....
4:15 Identity Protection.....
5:10 Equal Employment Opportunity and Minority recruitment.....
5:20 Workplace Harassment Prohibited.....
5:50 Drug and Alcohol Free Workplace; Tobacco Prohibition.....
5:90 Abused and Neglected Child Reporting.....
5:125 Personal Technology and Social Media-Usage and Conduct.....
5:185 Family Medical Leave Act.....
7:20 Harassment of Students Prohibited.....

2:270 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited (adoption: 8/2024)

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student’s ability to learn and an employee’s ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, Uniform Grievance Procedure.

Any District employee who receives a report or complaint of discrimination or harassment must

promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:
<https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which:

- Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
- Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
- Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
- Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
- Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
- Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the District's website. The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site, and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website and including an age-appropriate summary of the policy in the student handbook(s).

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, Student Behavior.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, Uniform Grievance Procedure).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

105 ILCS 5/22-95 (final citation pending).

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

3:70 - Succession of Authority (Adopted: 9/2013 Revised: 07/2018)

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and submitted to the School Board.

4:15 - Identity Protection (Adopted: 11/2013 Revised: 03/2020)

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. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. 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.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

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. Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.: 2 C.F.R. §200.303(e).
5 ILCS 179/, Identity Protection Act.
30 ILCS 708/, Grant Accountability and Transparency Act
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.

5:10 - Equal Employment Opportunity and Minority Recruitment (Adopted: 01/2013 Revised: 8/2024)

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic violence, sexual violence, or gender 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 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 under Board Policy 2:260, Uniform Grievance Procedure or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board Policy 2:260, Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

Nondiscrimination Coordinator:

Todd Wilson

Name

200 S. Sheldon St. Rantoul, IL 61866

Address

scottamerio@rths193.org

217-892-6001

Telephone

Complaint Managers:

Todd Wilson

Name

200 S. Sheldon St. Rantoul, IL 61866

Address

toddwilson@rths193.org

217-892-6000

Telephone

Megan Anderson

Name

200 S. Sheldon St. Rantoul, IL

Address

megananderson@rths193.org

217-892-6000

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.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq., §2000e et seq., and §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a e t seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 e t seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.
Pregnancy Discrimination Act, 42. U.S.C. §2000e(k).
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106.
Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
Genetic Information Protection Act, 410 ILCS 513/25.
Ill. Whistleblower Act, 740 ILCS 174/.
Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102.
Religious Freedom Restoration Act, 775 ILCS 35/5.
Employee Credit Privacy Act, 820 ILCS 70/.
Ill. Equal Pay Act of 2003, 820 ILCS 112/.
Victims' Economic Security and Safety Act, 820 ILCS 180/30.
23 Ill.Admin.Code §1.230.

5.20 - Workplace Harassment Prohibited (Adopted: 2/2013 Revised: 8/2024)

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, Equal Employment Opportunity and Minority Recruitment. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Grievance Procedure; 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; and 7:185, Teen Dating Violence Prohibited.

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

Sexual Harassment Prohibited

The 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. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such

conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available. Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee 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 claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Todd Wilson

Name

200 S. Sheldon St. Rantoul, IL 61866

Address

toddwilson@rths193.org

217-892-6000

Telephone

Complaint Managers:

Todd Wilson

Name

Megan Anderson

Name

200 S. Sheldon St. Rantoul, IL 61866

200 S. Sheldon St. Rantoul, IL 61866

Address
toddwilson@rths193.org

Address
megananderson@rths193.org

217-892-6000

Telephone

217-892-6000

Telephone

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.

For any other alleged workplace harassment that does not require action under Board policies 2:265, Title IX Grievance Procedure or 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, Uniform Grievance Procedure, and/or 5:120, Employee Ethics; Code of Professional Conduct, and Conflict of Interest, should be initiated, regardless of whether a written report or complaint is filed.

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

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, Abused and Neglected Child Reporting. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, Title IX Grievance Procedure, or Board policy 2:260, Uniform Grievance Procedure.

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, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be 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 complaints or providing information about harassment is prohibited (see Board policies 2:260, Uniform

Grievance Procedure, 2:265, Title IX Grievance Procedure, and 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

Title VII of the Civil Rights Act, 42 U.S.C. §2000e et seq., 29 C.F.R. §1604.11.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. §1604.11.
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/5-102, and 5/5-102.2.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 118 S.Ct. 2257 (1998).
Faragher v. City of Boca Raton, 118 S.Ct. 2275 (1998).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Harris v. Forklift Systems, 114 S.Ct. 367 (1993).
Jackson v. Birmingham Board of Education, 125 S.Ct. 1497 (2005).
Meritor Savings Bank v. Vinson, 106 S.Ct. 2399 (1986).
Oncale v. Sundown Offshore Services, 118 S.Ct. 998 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 908 N.E.2d 39 (Ill., 2009).

5:50 - Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition (Adopted: 02/2013 Revised: 01/2022)

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

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

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

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

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5

calendar days after such a conviction.

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

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, Curriculum Content, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, Visitors to and Conduct on School Property. The prohibition on the use of e-cigarette, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco has the meaning provided in 105 ILCS 10-20.5b.

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

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

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

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

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

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.

5:90 - Abused and Neglected Child Reporting (Adopted: 2/2014 Revised: 06/2023)

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at www.reportcybertip.org or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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

Special Superintendent Responsibilities

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

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under Faith's Law, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in Faith's Law. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated. The Superintendent shall execute the recordkeeping requirements of Faith's Law.

Special School Board Member Responsibilities

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

ANCRA's requirements concerning the reporting of child abuse.

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

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board*;

Indemnification.

LEGAL REF.: 105 ILCS 5/10-21.9.
20 ILCS 1305/1-1 et seq.
20 ILCS 2435/.
325 ILCS 5/.
720 ILCS 5/12C-50.1.

5:125 - Personal Technology and Social Media; Usage and Conduct (Adopted: 2/2014

Revised: 06/2023)

Definitions

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

Social media - Media for social interaction, using highly web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities.. This includes *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube.*

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, smartphones, and other devices.

Usage and Conduct

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

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

Responsibilities Concerning Internal Information. For District employees, proper approval may include implied consent under the circumstances.

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

The Superintendent shall:

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

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

5.185 - Family and Medical Leave (Adopted: 09/2011 Revised: 01/2015)

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. *The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.*

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each "rolling" twelve-month period measured backward from the date an employee uses FMLA leave.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended

to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined *in the federal rules*) with a serious injury or illness. The “single 12-month period” is measured forward from the date the employee’s first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee’s accrued compensatory time-off and/or paid leave for unpaid FMLA leave, unless stated otherwise in a collectively bargained labor agreement. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee’s FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee’s leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee’s FMLA leave entitlement.

FMLA 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 son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee’s spouse, child, or parent. The employee’s own serious health condition that makes the employee unable to perform the functions of his or her job.
4. The existence of a qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a military member on *covered* active duty or has been notified of an impending call or order to active duty *as provided by federal rules*.

~~6-~~To care for the employee’s spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness *as provided by federal rules*.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with FMLA regulations.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, the following provision must describe the employee:

The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive.

However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District’s intention to rehire the employee.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee, at his or her own expense, must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a *complete and sufficient* certificate *signed* by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service and (b) a *statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.*

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider, at his or own expense, that he or she is able to resume work and perform the essential functions of his or her position of employment.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) 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 the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

7.20 - Harassment of Students Prohibited (Adopted: 2/2013 Revised: 8/2024)

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational 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. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student’s same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator.

Nondiscrimination Coordinator:

Todd Wilson

Name

200 S. Sheldon Rantoul, IL 61866

Address

toddwilson@rths193.org

217-892-6000

Telephone

Complaint Managers:

Todd Wilson

Name

200 S. Sheldon St. Rantoul, IL 61866

Megan Anderson

Name

200 S. Sheldon St. Rantoul, IL 61866

Address
toddwilson@rths193.org

Address
megananderson@rths193.org

217-892-6000

Telephone

217-892-6000

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply 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 an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments. 34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000)