

Richland County CUSD #1



Coach/Sponsor Handbook

Revised 7/26

General Information Regarding Student Activities

Coach/Sponsor Responsibilities and Expectations

The Coach/Sponsor shall abide by all district policies and procedures with regard to student activities. A copy of the job descriptions for a Coach and a Club Sponsor are included in Appendix A.

The Coach/Sponsor is expected to communicate in an effective manner with all district personnel, student participants and parents. All student participants will be required to turn in any mandatory forms to the district before beginning participation in any activity. The Coach/Sponsor will be responsible for ensuring safe travel of all student participants to and from events.

The Coach/Sponsor will be required to do the following:

- Sign off on a form stating they have received, acknowledged and agreed to the district's Board of Education, Section 5.125 Policy - Personal Technology and Social Media; Usage and Conduct. Copies of this Board Policy and the Acknowledgement Form are included in Appendix B.
- Sign off on a form stating they have received, acknowledged and agreed to the district's Board of Education, Section 5.50 Policy - Drug and Alcohol Free Workplace. Copies of this Board Policy and the Acknowledgement Form are included in Appendix C.
- Sign off on a Mandated Reporter form that acknowledges they are aware of the requirements in place through the State of Illinois' Department of Children & Family Services. A copy of this form is included in Appendix D.
- Complete an inventory of all materials pertaining to their particular activity at the beginning and end of each school year. These inventories are to be reported to the district secretary to be kept on file.
- Follow the district's dress standards. The District's image is reflected in employees' dress and appearance, which must not disrupt the educational/athletic process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, or decency. Good grooming and tasteful attire is essential.
- Follow the district's tobacco policy. In keeping with Richland County CUSD #1's intent to provide a safe and healthful work environment and in compliance with the Illinois School Code and Smoke-Free Illinois Act, smoking is prohibited in all school buildings, vehicles used for school purposes, and school property. Further, the use of tobacco is prohibited on school property by any employee, student, or other person when such property is being used for any school purposes. "School purposes" include but are not limited to all events or activities or other use of school property that the Board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the Board or in which pupils of the District participate. "Tobacco" shall mean cigarette, electronic/vapor cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

Ethics

Coaches/Sponsors are asked to use their best judgment and common sense when performing their job duties or when incurring or approving expenditures.

All Coaches/Sponsors must take their student participants' safety and well-being into consideration. Any issues pertaining to student health or disciplinary action should be communicated immediately to the Richland County CUSD #1 Administration. In the event of a participant's injury during course of the activity, proper medical attention should be taken by the Coach/Sponsor and the participant's parent(s)/guardian(s) should be notified. All Coaches will be required to follow the IHSA's Concussion Protocol in the event of a head injury to a student-athlete.

All Coaches/Sponsors must make sure that any expenditure is reasonable. Also, the activity must be honestly incurred and ethically responsible. The expenditure cannot result in personal benefit to the staff member.

Also, all Coaches/Sponsors should not hold gatherings with students present at private residences without specific prior administrative approval.

Publicizing Student Organizations or Activities

Publicizing an event internally to the students or faculty can be accomplished through several different methods. Events can be included in the daily announcements. Please notify the building principal of announcements. Events may be included on the District website under the applicable school webpage.

Finance and Accounting for Student Activity Accounts

General Finance and Accounting Information

1. No activity should maintain cash on hand without prior permission. **Clubs/organizations should not maintain their own accounts at a local bank.** All funds collected should be deposited with the building secretary.
2. No payment for expenses of the activity should be made directly from the cash or receipts of the activity. Expenses must be paid by check and supported with proper detailed substantiation.
3. All clubs and organizations must be financially self-supporting and will only draw money from their accounts when there is a sufficient balance.
4. All money-making activities must be approved by the building principal through a **Fundraising Request Form.**
5. A financial record of all transactions is maintained for each activity by the building office.

How do I find out if there is money in my activity account?

Contact the building secretary or Athletic Director for the fund balance and the transactions in your activity account.

Does my club or organization get money budgeted from the school?

Only clubs or organizations that engage in interscholastic competition are funded by the district. All other clubs and activities are self-supporting.

Fundraising Activities

1. The building principal (and superintendent) exercises general control over all fundraising activities and must approve all activities that affect the student body.

2. Each organization will submit a **Fundraising Request Form** to the building principal in enough time to be approved at a school board meeting prior to the beginning of the fundraising activity.
3. Any student group that intends to solicit gifts, donations, or subsidies from businesses or foundations outside of the school must have prior authorization from the principal.

Fundraising Cash Handling and Collection

All money is to be turned in to the building secretary for deposit. The secretary will issue a receipt for the monies deposited. A copy of the receipt will be given to the Coach/Sponsor and kept in the organization's files. The Coach/Sponsor should check immediately that information on the receipt agrees with the amount deposited.

Method 1: Coach/Sponsor Collection and Deposit of Funds

1. The Coach/Sponsor is responsible for the collection and safe handling of funds received on behalf of the organization. The Coach/Sponsor is also responsible for the supervision of students having contact with cash or checks.
2. All checks should be made payable to the appropriate school.
3. Funds must be counted by the Coach/Sponsor prior to turning over the receipts to the building secretary. Do not endorse any checks.
4. The secretary will verify the amount of the funds with a second count, fill out the appropriate deposit slip, and submit the funds to the bank for deposit. **DO NOT LEAVE FUNDS UNATTENDED.** Should the secretary not be available, the deposit information and funds should be left with the building principal.
5. Coaches/Sponsors should deposit all cash and checks daily. Money that is collected during evening and weekend activities should be turned over to the building principal or Athletic Director and locked in the safe. **Money should not be taken home, left in drawers or out in the open.**

Method 2: Special Event Fundraising Collection and Deposit of Funds (Ticket Sales)

1. **All events that require an admission fee shall sell tickets.** Tickets for all events shall be sequentially numbered. Office staff can assist with obtaining pre-numbered tickets. Ticket sellers shall account for all tickets received by returning a dollar amount that is equal to the number of tickets sold multiplied by the admission charge per participant.
2. All cash and checks should be returned to the building secretary and locked in a secure location. All funds collected are to be deposited in the safe at the conclusion of each individual event.
3. The building secretary will verify the amount of cash and checks received to the amount of tickets sold. The secretary will then deposit the ticket sales.

Expenditures

The purpose of raising and expending student activity funds is to promote the general welfare, education, and morale of all the students and to finance approved extra-curricular and co-curricular activities of student body organizations.

Expenditures-General Information

1. Each activity must include in the **Fundraising Request Form** an estimate of expenses prior to making commitments for those expenditures. This approved form serves as the guideline for the office to determine the reasonableness and appropriateness of expenditures before payment to the vendor is made.
2. The office discourages Coaches/Sponsors from paying for items themselves and then asking for reimbursement at a later date. We do recognize that these situations arise but they should be the

exception rather than the rule. **Advance checks may be obtained for certain purchases with advance notice and documentation.**

3. All contracts about to be entered into on behalf of Richland County CUSD #1 will be submitted to the office for approval.
4. Any purchases greater than or equal to \$10,000 will be subject to the public bidding requirements of the Illinois School Code. Please contact the superintendent's office with questions regarding bidding.

If an account of a school sponsored activity or club has a cash balance remaining after a two-year period during in which there is no activity in the account or if the activity or club ceases to exist, this balance may be transferred to another student activity account, or expended as the Board of Education determines in accordance with Illinois Administrative Code.

What Can Student Activity Accounts Funds Be Used For?

Student activity money should be expended in such a way as to benefit the students.

Examples of how student activity funds may be spent

Expenditures for student activity accounts must be clearly identified as to the purpose for the expenditure. The following items are examples of **allowable expenditures**:

- Fundraising expenses that are clearly identified (i.e. supplies, fees, materials, advertising, etc).
- Supplies that are clearly identified as the student club or organization's operational expenses. The purpose of the expense must be clearly identified.
- Publications or dues that will be used for the benefit of the student organization involved.
- A gift to the school, either monetary or otherwise, with the approval of the Building principal or superintendent.
- Uniforms or apparel specific to the student organization and used to assist in the identification of Coach/Sponsor if they are reasonable in nature.
- Conference and related meal/hotel costs that are required in attendance of a Coach/Sponsor or student member representative. Itemized receipts must be attached to any requests for reimbursement. At no time will there be reimbursement for alcoholic beverages or tobacco products.
- A gift to a charitable organization if approved by the student members.

Examples of student activity account expenditures that do not qualify as allowable expenditures

- Prepaid expenditures without proper detailed documentation.
- Gifts to Coaches/Sponsors paid from the activity account.
- Payments for expenditures not benefiting the students in the club or organization.

Cash Disbursements

Purchase Orders

A purchase order (PO) is required for purchases of all goods and services. Examples include: T shirts, supplies, equipment or purchase of goods for resale in a fundraiser. Contact the vendor to determine if they would accept a PO. *This is the preferred method of payment for all goods and services.* Consult with the office if you are uncertain **before** making a purchase.

1. In all situations, the secretary completes the purchase order and must be approved by the building principal. Once the building principal approves a requisition the item(s) may be ordered.
2. After the ordered items have been received, please forward the packing slip and any other documentation to the office. Please keep copies for your records.

Reimbursements (Check Requests)

If you are requesting a reimbursement or payment, please forward to the secretary. No payments will be made unless all supporting documentation is attached:

1. Disbursement requests may be submitted at any time.
2. Allow sufficient time for requests for payments to be reviewed and processed. We understand that emergencies may occasionally occur and one may need a check processed immediately. Try to avoid last minute transactions as much as possible.
3. Sales Tax is not reimbursed.

Communications

Parent/Coach Relationship

Both parenting and coaching are extremely difficult roles. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to all of our student-athletes. As parents, when your student-athlete becomes involved in one of our programs, you have a right to understand what expectations are placed on your student-athlete. This begins with clear communication from the coach of your student-athletes program.

Communication plan

1. To start the communication process, all coaches must have a parents' meeting with all parents involved in their program, to explain expectations and answer questions. Distribution of schedules and information about any expectations is essential. Coaches must account for information to **ALL** parents (including those not in attendance) and make sure they receive pertinent information involved with each season including but not limited to:
 - a. Practice times
 - b. Eligibility requirements and grade policies
 - c. Contract – This document must be signed by every athlete and parent involved in your program. The contract states that the athlete and parent have read and agree to abide by the rules and expectations of the Richland County CUSD #1 Athletic program.
2. Make it clear to all involved concerning the exact departure time and location for events. Communicate plans plenty of time prior to the planned event.
3. Make it clear to all involved of the expected time and location returning from events.
4. If sack lunches are needed, communicate this with parents and students plenty of time prior to the event.
5. Purchasing refreshments or meals while on the road should be communicated to parents and students prior to traveling.
6. Plan to stay with students upon your return until all have departed.
7. Check the school bus following your return to see that it is presentable and vandalism has not taken place.
8. Communicate with the Athletic Director and Principal well in advance concerning all athletic events.
9. Communicate with your building Principal, attendance secretary, students, and parents regarding which athletes will be absent in regard to an event during the school day.

- 10.** Send home the following information:
 - a.** Schedule of games and practices
 - b.** Location of games and practices
 - c.** Names and phone numbers of coaching staff

Communication guidelines

1. Coaches are to refrain from developing social networking relationships, beyond the normal and expected lines of professional communications (i.e. practice times and schedule changes, team announcements, excusal from practice or event, and etc.)
2. Coaches are responsible for communication with the media such as post game radio interviews. Positive media communications are essential.
3. While it might be convenient to make frequent use of texting for the purpose of communicating with the team and parents as a whole, coaches are strongly discouraged from giving out their private cell phone numbers or collecting the private cell phone numbers of their athletes. School e-mail or appropriate web based texting software (“Cell-y”, for example) should be used for this purpose.

Communication coaches should expect from parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regards to a coach’s philosophy and/or expectations.

Volunteer Coaches

All volunteer coaches must go through the proper channels to be approved and will be required to complete all IHSA paperwork (Hate Speech 7 Harassment, CPR/AED, Concussion Exam, PES Exam). They must also have all paperwork filled out in the District Office. Volunteers must also have a Criminal Background Check completed, the level of which will be dependent on the length of time they spend and responsibilities they take on as a volunteer. Volunteers shall abide by the same duties and expectations as an assistant coach with the understanding that they may be removed at any time per the head coach. Parents are not allowed to volunteer for a program that their child is a part of unless they have been part of the program for 1 year prior to their child joining the program.

Summer Camps

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by their immediate supervisor. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in District policy and procedures. All personnel serving as camp instructors shall be:

1. Currently employed coaches of the school,
2. Volunteers as described in previous handbook sections, or
3. Student-athlete members of the respective athletic team offering the camps.

All revenues and expenditures for athletic camps shall comply with school and District financial policies as described in this handbook or in the complete District policy and procedure manual.

Interscholastic athletic contests involving more than half of a normal team (i.e. six [6] or more football players, three [3] or more basketball players) may not be held in school-owned facilities outside the determined limitation of seasons.

All athletic camps should be scheduled so they do not conflict with the regular academic calendar of the Richland County CUSD #1 or the District's regular academic programming.

Appendix A

Richland County CUSD #1

JOB DESCRIPTION

Position Title: Coach

Department:

Location:

Reports to: Athletic Director and/or Principal

FLSA Class:

Revised Date:

SUMMARY

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem. These positions are renewed on a yearly basis by the Board of Education.

DUTIES

1. Coach individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice in season.
3. Works closely with the Athletic Director in scheduling intramural and interscholastic contests.
4. Recommends purchase of equipment, supplies, and uniforms, as appropriate.
5. Maintains necessary attendance forms, insurance records, and similar paperwork.
6. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
7. Establishes performance criteria for eligibility in interscholastic competition in his sport.
8. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
9. Maintains inventory of all uniforms and equipment at the beginning and end of each season and promptly reports any missing items to the Athletic Director.
10. Reports statistics and game scores to all media outlets as designated by the respective conference in a timely fashion.
11. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Must have a valid Illinois Professional Educator License (PEL) or must have completed/passed a Coaches Education program that meets IHSA requirements.
3. Must be 19 years of age or older.
4. Knowledge of the sport and of the rules of the sport.
5. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
6. Ability to understand and follow basic oral and written instructions.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner
8. Enforce school regulations and policies in a professional manner.

SCHEDULING

The work hours for this position will vary based on season and scheduling.

Richland County CUSD #1

JOB DESCRIPTION

Position Title: Club Sponsor

Department:

Location:

Reports to: Activities Director and/or Principal

FLSA Class: Non-Exempt

Revised Date:

SUMMARY

This position is responsible for providing scholastic growth, leadership, and to promote school sponsored activities. These positions are renewed on a yearly basis by the Board of Education.

DUTIES

1. Supervise the school-sponsored activities for the associated club.
2. Determine the role of club officers and conduct election of club officers.
3. Establish club goals and plan for social and other activities related to the club.
4. Promote students to participate in school-sponsored activities as well as in the community.
5. Conduct club meetings at least once a month to discuss plans for future meetings and events.
6. Works with the activities director in scheduling, providing transportation and requirements for local and state sponsored events.
7. Help clubs plan fundraisers, school events, and any other activities.
8. Assist the club to develop a budget for their activities and events.
9. May be required to perform other duties as assigned by administration.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Ability to understand and follow basic oral and written instructions.
3. Enforce school regulations and policies in a professional manner.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.
6. Ability to maintain good working relationships with fellow employees and pupils.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

SCHEDULING

The work hours for this position vary by season and scheduling.

General Personnel

Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

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

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

For purposes of this policy a controlled substance 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 Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of the 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-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

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

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. Alternatively, the School 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.
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.
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.
Drug-Free Workplace Act, 30 ILCS 580/.
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

General Personnel

Definitions

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

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as 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, tablets, smartphones and other devices.

Usage and Conduct

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

1. Adhere to the high standards for Professional and Appropriate Conduct required by policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest; 6:235, Access to Electronic Networks; and 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 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, teacherstudent conduct, and school employee-student conduct required by policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

General Personnel

Code of Professional Conduct

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.

5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
- a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. §7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - 1. A sexual or romantic invitation.
 - 2. Dating or soliciting a date.
 - 3. Engaging in sexualized or romantic dialog.
 - 4. Making sexually suggestive comments that are directed toward or with a student.
 - 5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - 6. A sexual, indecent, romantic, or erotic contact with the student.

Richland County CUSD #1

ACKNOWLEDGEMENT, AGREEMENT, AND RECEIPT

OF

DRUG AND ALCOHOL FREE WORKPLACE POLICY; CODE OF PROFESSIONAL CONDUCT; AND PERSONAL TECHNOLOGY AND SOCIAL MEDIA, USAGE AND CONDUCT POLICY

The undersigned hereby acknowledges receipt of a copy of the Drug and Alcohol-Free Workplace policy, and Personal Technology and Social Media; Usage and Conduct policy. The undersigned hereby acknowledges and agrees that nothing contained in the policies including practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. We retain the right to revise, amend the policies or terminate any policies unilaterally without notice at any time and the Employee's continued opportunity to work in Richland County CUSD #1 will be deemed acceptance of such revisions and modifications.

Employee's Signature

Witness Signature

Date

(This acknowledgement will be retained in the Employee's personnel file.)

Richland County CUSD #1

State of Illinois – Dept. of Children & Family Services

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____ understand that when I am working and/or
(Name)
volunteering for Richland County CUSD #1 in my official capacity and/or professional:

I will become a mandated reporter under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me in my professional or official capacity is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature

Date

(This acknowledgement will be retained in the Employee's personnel file.)