

Substitute Handbook



Jacksonville School District #117

District Procedures:

Jacksonville School District #117 uses Absence Management as our Substitute Placement System. You will be given instructions on how to utilize Absence Management to enhance your substitute experience.

The school district recognizes the importance of substitutes and wants the experience to be successful for both the school and the substitute. In order to ensure the safety of our students and to enhance the substitute experience the following steps are encouraged:

- CHECK-IN with the School Secretary and CHECK-OUT when leaving the school grounds.
- Follow all school rules.

Health and Safety:

Familiarize yourself with the Emergency and Crisis Response Plan.

Know where the first aid kit, automatic electronic defibrillator, telephone, and emergency contact information are kept.

Any injuries must be reported immediately to the school nurse or administrator.

Confidentiality:

Because you are working closely with teachers and staff, confidential information may be shared. Problems, abilities, relationships, information, and confidences of students, their parents, and the staff **MUST NEVER** be discussed with anyone (inside or outside the school) who does not have the professional right or the need to know.

Students and staff need to know they can trust the substitutes. Therefore, substitutes are bound by the guidelines of confidentiality written in Board Policy (5:120-AP2).

It is the teacher's responsibility to discuss each student's progress or concerns with their parents. Substitutes will not have the role of addressing parental concerns unless authorized by the building administrator during a long term subbing situation.

If a student confides in you about a family or personal issue, keep it private. If you have concerns about the issue, talk to the teacher or administrator privately.

As defined by the Family Education Rights and Privacy Act (FERPA), you cannot have access to certain types of information like student permanent records, medical files, teacher grade books. See Board Policy (7:340).

Talk to the teacher or administrator privately if you have concerns about the child's safety.

If the substitute witnesses signs of abuse or neglect of a child they are required to report or cause a report to be made to the child abuse Hotline number. See Mandated Reporter Status for Abused and Neglected Child Reporting Act (325 ILCS 5/4).

Cell Phones:

Please turn your cell phone to silent while working. Ring tones can be very amusing and distracting to the students.

Discipline/School Rules/Classroom Rules:

Jacksonville School District 117 has adopted the District-wide Positive Behavior Intervention System (PBIS) which emphasizes teaching students how to behave in specific settings and situations. Rather than telling students what not to do, the school will focus on the preferred behaviors. For example, instead of saying, "Don't run." Say instead, "Walk." Areas of focus are Respect, Responsibility, and Safety. Students usually behave appropriately with substitutes. However, in those circumstances when a behavior challenge arises, the school has a detailed discipline plan. The responsibilities of classroom control and discipline lie with the substitute. Inform the building administrator of any issues that cannot be rectified in the classroom.

Each school has a handbook that outlines the school rules. Please refer to it as questions arise. Ask the school secretaries to explain the policy for use of school telephones, break areas, emergency drills and procedures. Talk to the secretary or building administrator if specific situations are not stated in the handbook or classroom expectations.

Possession and/or use of tobacco products is not allowed on school grounds. See Drug and Alcohol Free Workplace Policy (5:50).

Problem Solving:

Communication is the key to a positive experience. At the first sign of a problem, Be specific! Be kind! Be positive!

Release of Students:

When a student must leave school early they need to go to the school office to receive permission and sign out. In order to ensure the safety of all involved, substitutes may not release a student from school, take a student off campus, walk or drive them to their home. Schools have emergency procedures they follow to ensure that students arrive home safely.

Code of Conduct:

Substitutes, like all adults, are role models for the children around them. Make sure you are demonstrating good character, decision making, and ethical behavior. Adult initiated physical contact is discouraged. Physical contact that is encouraged includes high-fives, handshakes, fist bumps, etc.

Dress appropriately for the tasks assigned. If you will be sitting on the floor with students, pants would be more comfortable than a skirt. Business Casual clothing is acceptable as long as it is neat and professional. Clothing guidelines include no spaghetti straps, bare midriffs, t-shirts with profanity, alcohol or drugs, and short-shorts.

Commitment and Dependability:

Substitutes are very important to the operation of the school, as well as to the children they work with. Because of this, please carefully consider the commitment as you sign up.

Substitute Quick Tips:

- Arrive early and stay until the end of the day.
- If you accept a job in advance, review the job the night before or morning of to refresh your memory about the assignment.
- Do not leave school grounds for lunch.
- You do not have a planning period, school officials can assign you to other duties during the time when you have no students in the classroom.
- School officials have the authority to reassign you to another area if necessary.

Absence Management Quick Start Guide

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call into Absence Management

To call, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs - Press 1
- Review or cancel upcoming jobs - Press 2
- Review or cancel a specific job - Press 3
- Review or change your personal information - Press 4

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

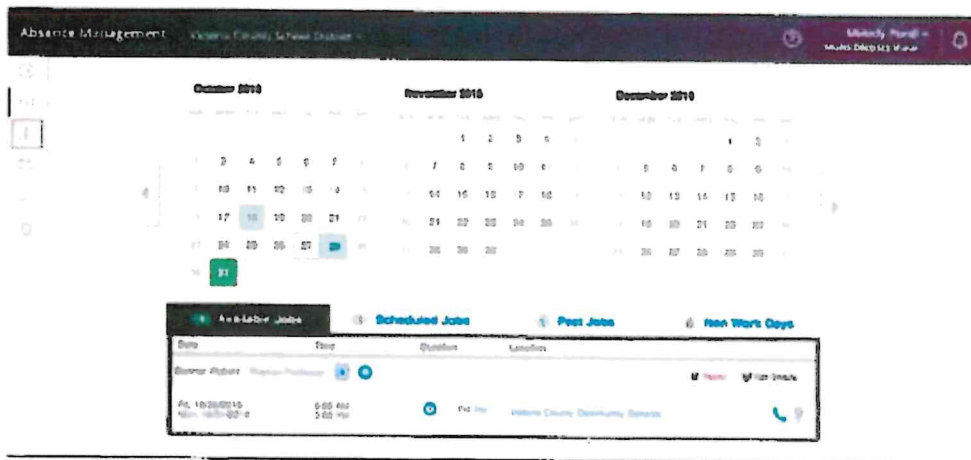
When you receive a call, you can:

- Listen to available jobs - Press 1
- Prevent absence management from calling again today - Press 2
- Prevent absence management from ever calling again - Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

Finding Available Jobs

In absence management, finding and accepting available jobs is as easy as pie! From your home page there are two places you can click to access a list of jobs that you are qualified and available to fill. Available jobs will show up in the side navigation under 'Available Jobs' and on the Available Jobs tab



The fastest way to find jobs is the 'Available Jobs' section on the home page below the calendar. Here you will see a list of jobs that you are qualified and available to accept.

Viewing the Job Details

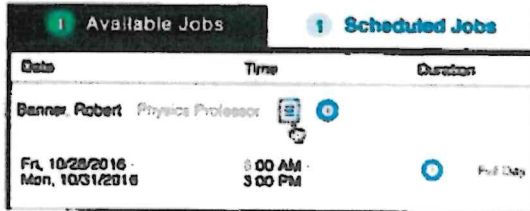
All the important job details are here, like the name of the employee you will be subbing for, the location of the job, the date and time of the job, and more.



There are other details about the job (notes, attachments, and multi-day jobs) that will show here too.

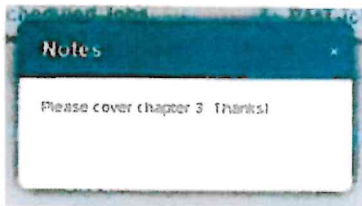
View the Job's Notes

The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the icon to view the notes

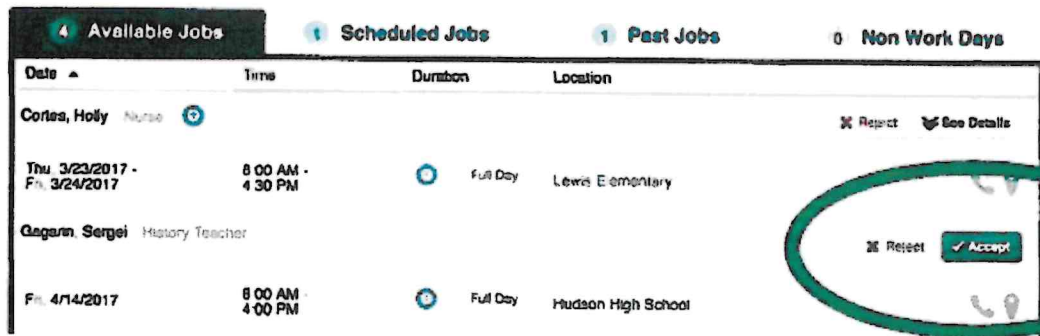
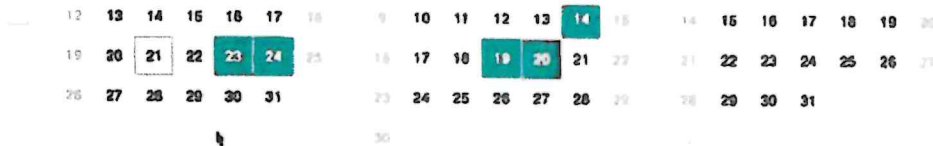


Date	Time	Duration
Fr, 10/29/2016 - Mon, 10/31/2016	8:00 AM - 3:00 PM	Full Day

The notes for this job will pop up for you to view. To exit the notes click the X in the top right corner of the pop-up



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.



Date	Time	Duration	Location
Thu, 3/23/2017 - Fri, 3/24/2017	8:00 AM - 4:30 PM	Full Day	Lewis Elementary
Fri, 4/14/2017	8:00 AM - 4:00 PM	Full Day	Hudson High School

Review the Basic and Advanced Substitute Training Videos

[Basic Training Video](#)

[Advanced Training Video](#)

Payroll Information:

All payroll checks are issued via Direct Deposit after the FIRST check, which will be mailed to you. If you have questions on your check or need a check stub copy emailed to you, you can email Patsy Springer or Robin Kruzan in our Payroll Department.

Email: rkruzan@jsd117.org OR pspringer@jsd117.org

In accordance with TRS regulations when a certified person serves in the capacity of a non-certified position the wages for this assignment may not be counted as TRS covered service. Consequently, effective November 1, 2010 these wages will not be subject to TRS withholdings (9.4%) but will be subject to social security withholdings (6.2%). The daily rate for a certified substitute serving as a substitute paraprofessional will remain at \$105.

Pay Rates:

- Substitute Teachers - \$125.00 per day for a full day.*
- Substitute Paraprofessionals - \$105.00 per day.

Substitutes are generally assigned for either a full day (8 hours) or a half day (4 hours). In the event that a substitute is needed for less than a half-day, subs are paid in quarter days (2 hours, 4 hours, 6 hours or 8 hours).

*Sub teachers who work as a paraprofessional will receive the Paraprofessional rate of \$105.00 per day

Unemployment Insurance:

Substitutes are not eligible for unemployment compensation during established and customary vacation periods or holiday recess. Substitutes are required to sign a Notice of Reasonable Assurance of Employment annually.

403(b) Plan Eligibility Notice:

JSD117 is pleased to offer employees the opportunity to participate in our 403(b) Plan ("the Plan".) The opportunity for eligible employees to participate is offered on a voluntary basis.

Important Telephone Numbers and Information:

- Jacksonville School District Substitute Coordinator
 - o Samantha McKinley or Sara Runyon
 - 217-243-9411
- Absence Management (to view and accept assignments): **1-800-942-3767**

Substitute Work Day:

A full day is from 7:30am until 3:30pm unless otherwise indicated. Jacksonville High School has scheduled every Wednesday as an early dismissal day for students. On Wednesdays, JHS students are dismissed at 2:45.

At-Will Employment:

Substitutes are not considered employees of the District. Substitutes work on an as-needed basis. Substitutes do not receive benefits.

Snow Days:

Substitutes should listen to public announcements and view the JSD117 homepage website regarding snow days. Substitutes are not paid for days when school is not in session.

District Policies:

Board Policy 5:50 - Drug and Alcohol Free Workplace

Board Policy 5:220 - Substitute Teachers

Board Policy 5:120-AP2 - Employee conduct Standards

Board Policy 7:340 - Student Records

Board Policy 6:236 - Guidelines for Acceptable Use of District Technology

Jacksonville School District 117

Acceptable Use Policy for Use of District Technology

Acceptable Use

All users of the District Technology System ("System") must comply with the District's Acceptable Use Policy (AUP). "User" is defined as any individual who uses the System. These guidelines may change and notice will be given to stakeholders through www.isd117.org. The Board's comprehensive policy manual is available for public inspection through the District's website www.isd117.org or at the Board office located at: 516 Jordan St., Jacksonville, IL 62650.

A signed AUP must be on file for each User no later than 10 school days after the start of the school year. It is also understood that this document goes into effect beginning with the first day of school. The AUP is to be electronically acknowledged online during registration or upon entering as a new student to the district. Users with no AUP on file after the 10th day will be denied access to the System.

The System shall include:

- Personal devices when connected to the System
- All device hardware and software owned or operated by the District
- District electronic mail, website, and browser-based services (e.g. Skyward, District Google accounts)
- District affiliated social media services
- District wired and wireless network access

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

"Use" of the System shall include use of or obtaining access to the System from any device whether or not owned or operated by the District.

The Board of Education of Jacksonville School District 117 supports the use of the internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. Use of the System shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of users.

Authority

The electronic information available to users does not imply endorsement of the content by the school district, nor does the District guarantee the accuracy of information received on the internet. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the System or for any information that is retrieved via the Internet. While the District takes precautions to restrict controversial material, it is impossible to restrict all materials that might be deemed controversial.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the internet.

Users have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any user files accessed through the System. The District has the right to and does monitor use of the System by users, including access of the internet, as part of System maintenance and to determine whether use is consistent with federal and state laws and District policies and guidelines.

The Board establishes that use of the System is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

The District shall provide reasonable effort and supervision to ensure that this educational resource is used responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students are responsible for appropriate behavior on the District's System just as they are in a classroom or on a playground.

No warranty, expressed or implied, is made as to the quality or extent of Internet service or access by users on the District's system. The District shall not be responsible for any damages the user suffers. This includes, but is not limited to, damage to personal devices, loss of data from delays, non-deliveries, missed-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of information obtained via the Internet is at the user's own risk. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

Network Guidelines

Network accounts will be used only by the authorized owner of the account for its authorized purpose. System users shall respect the privacy of other users on the system. Each user is responsible for his/her individual account and must take all reasonable precautions to prevent others from being able to use their account(s).

Prohibitions

Users are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. Prohibitions include but are not limited to the following:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane, or indecent materials, which, taken as a whole, do not have any literary, artistic, political, or scientific value that is connected to the District curriculum.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Use of the System for commercial or for-profit purposes.

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6. Use of social networking of any form (e.g. Facebook, Twitter, Yahoo mail, Google for Education) unless approved by a District Administrator for educational purposes.
 7. Use of the System for product advertisement for political lobbying.
 8. Use of the System to harass, threaten, intimidate, or demean an individual or group of individuals for any reason including but not limited to: sex, color, race, religion, disability, national origin, or sexual orientation.
 9. Use of the System to disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
 10. Gain unauthorized access to or vandalize the data or files of another user.
 11. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
 12. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, or disclose the user's individual password or that of another user.
 13. Use of the System to invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
 14. Use of the System to download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
 15. Use of the System to search for inappropriate sites/content. Internet searches are to be curricular related.
 16. Use of the System to intentionally obtain or modify files, passwords, and data belonging to other users.
 17. Conceal or misrepresent the user's identity, or the use of any means to remain anonymous while using the System.
 18. Installation, loading, or use of unauthorized games, program files, or other electronic media.
 19. Destruction, modification, or abuse of network hardware and software
 20. Using the System while access privileges are suspended or revoked
 21. Using another person's account or password
 22. Possessing personal storage devices that contain executable files including but not limited to portable browsers, hacking tools, network sniffers, etc. Personal storage devices may only be used to store non-executable files unless prior approval is granted by the system administrator.

Consequences for Inappropriate Use

1. The District may discipline a user whose personal web site or other off-site activity involving electronic technology causes, or can be reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved the use of the System.

2. The System user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts that violate this policy.
3. General standards of good behavior and communication apply when using the System. Any user of the System who engages in any of the prohibited acts listed above, shall be subject to discipline which may include:
 - a. discipline as provided in the District's policies,
 - b. suspension or revocation of System privileges, and
 - c. referral to law enforcement authorities or other legal action in appropriate cases.
4. The building administrator shall have the authority to determine what constitutes inappropriate use, and his/her decision is final.
5. Illegal use of the System, intentional deletion or damage to files of data belonging to others, copyrighting violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
6. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any part of the System. This includes, but is not limited to, uploading or creation of computer viruses.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another user's name.
3. Users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. If a user identifies a security problem, he/she must notify the appropriate building personnel. Building personnel will notify the District's system administrator. Do not demonstrate the problem to others.
5. Attempts to log on to the System as a system administrator by anyone other than the system administrator will result in cancellation of user privileges.

Safety

Reasonable and good faith efforts shall be employed to protect users from harassment or unwanted or unsolicited electronic communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of the appropriate building personnel. Building personnel will notify the appropriate building administrator. The building administrator will notify the district system administrator.

User shall not reveal personal addresses to other users on the network, unless required to do so by law or court order.

Copyright

The illegal use of copyrighted software by users is prohibited. Any software uploaded to or downloaded from the System shall be subject to "fair use" guidelines.

Republishing of text or graphics found on the Web or on the District's Web Site or file servers shall provide a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

Credits:

**Robin, Schwartz, Nicholas, Lifton & Taylor, Ltd.
20 North Clark Street, Suite 900
Chicago, Illinois**



Illinois State Board of Education

100 North First Street, E-240
Springfield, Illinois 62777-0001



SUBSTITUTE LICENSE FEE REFUND REQUEST

EDUCATOR EFFECTIVENESS DEPARTMENT

Instructions: If a substitute license was issued after the date of July 1, 2017 and the educator has worked more than ten full school days within a year of receiving the license, a request for a refund on the application license fee may be submitted. The application for refund request must be submitted within 18 months from the date of issuance of the new license. **All refunds will be credited back to the credit/debit card used to make the payment.**

The educator must complete Part I of this form, and a School or District Official must complete Part II. Please request the form to be e-mailed to sub10refund@isbe.net. Forms submitted by the educator will not be honored.

If your application fee was paid prior to December 3, 2018, your refund will be processed in check format and a W-9 and direct deposit form will need to be completed. You must sign and mail the attached W-9 and direct deposit forms to our office in addition to emailing form 73-02. Please ensure you have fully completed and signed both a W-9 and direct deposit form.

PART I - TO BE COMPLETED BY THE EDUCATOR

APPLICANT'S NAME (Last, First, Middle, Maiden)	IEIN NUMBER	BIRTHDATE (mm/dd/yyyy)
ADDRESS (Street, City, State, Zip Code)	TELEPHONE (Include Area Code)	
	E-MAIL	

_____ Date of Issued Substitute License

_____ County/ROE Registration Fees Paid In

PART II - TO BE COMPLETED BY SCHOOL OR DISTRICT OFFICIAL

Please complete the following assurance of how many days the individual has been a substitute and email this form to sub10refund@isbe.net.

I certify that the above named individual, _____ has been employed on the following license within one year of issuance of the license:

Substitute License for _____ Days

Short Term Substitute License for _____ Days

NAME OF DISTRICT Jacksonville School District # 117	TELEPHONE (Include Area Code) 217-243-9411
NAME OF AUTHORIZED OFFICIAL Tami Stice	FAX (Include Area Code) 217-243-6844
TITLE OF AUTHORIZED OFFICIAL Director of Human Resources	E-MAIL tstice@jsd117.org

_____ Date

_____ Signature of Authorized Official

OPERATIONAL SERVICES

4:15 Identity Protection

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.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

Adopted: February 19, 2020

General Personnel

5:50 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 or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or 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 listed in the Cannabis Regulation and Tax Act (CRTA).

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 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 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 five 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.

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 shall have the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis shall have 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.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

Adopted: February 19, 2020

Professional Personnel

5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Substitute Teachers' Duties

Any substitute teacher who continues in the same position for ten consecutive days shall be paid at the beginning Bachelor degree salary schedule rate beginning on the eleventh day in such position. Any substitute teacher who continues in the same position for thirty consecutive days shall be paid at the beginning step of the educational column that the substitute has satisfied beginning on the thirty-first day. A substitute may have occasional absences during his/her assignment and continue to receive these rates.

Substitute Nurses – Elementary

The School Board establishes a daily rate of pay for substitute nurses. Any substitute nurse who continues in the same position (for the same person) for ten consecutive days shall be paid at the regular elementary Nurse's salary rate beginning on the eleventh day in such position. No fringe benefits are given substitutes.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.:

105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: November 18, 2020

General Personnel

Administrative Procedure - Employee Conduct Standards

Professional and ethical behavior is expected of all District staff members. The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action. The listed standards are not a complete list of expectations, and depending on the factual context, an employee may be disciplined for conduct that is not specifically listed. The conduct standards apply to all District employees to the extent they do not conflict with an applicable collective bargaining agreement; in the event of a conflict, the provision is severable and the applicable bargaining agreement will control.

All school employees shall:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.
2. Exemplify honesty and integrity. Violations of this standard include, but are not limited to, falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual or information submitted in connection with job duties or during the course of an official inquiry/investigation.
3. Maintain a professional relationship with all students, both in and outside the school and attend all in-service trainings on educator ethics, teacher-student conduct, and school, employee-student conduct for all personnel (105 ILCS 5/10-22.39). Violations of this standard, include but are not limited to: (a) committing any act of child abuse or cruelty to children; (b) engaging in harassing behavior; (c) soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student; and (d) furnishing tobacco, alcohol, or illegal/unauthorized substance to any student or allowing a student under his or her supervision to consume alcohol or an illegal/unauthorized substance.
4. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and violence, and free from bias and discrimination. Violations of this standard include, but are not limited to: (a) using alcohol or illegal or unauthorized substances when on school property or at school-sponsored events, or whenever engaged in job responsibilities; (b) failing to report suspected cases of child abuse or neglect, or of gender harassment; and (c) tolerating student-on-student bullying or harassment.
5. Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include, but are not limited to: (a) misusing public or school-related funds; (b) failing to account for funds collected from students or parents/guardians; (c) submitting fraudulent requests for reimbursement of expenses or for pay; (d) co-mingling District or school funds with personal funds or checking accounts; and (e) using school property without the approval of the supervising school official.
6. Maintain integrity with students, colleagues, parents/guardians, community members, and businesses concerning business dealings and when accepting gifts and favors. Violations of this standard, include but are not limited to, soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.

7. Respect the confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements. Violations of this standard include, but are not limited to: (a) disclosing confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless disclosure is required or permitted by law; and (b) disclosing confidential information restricted by State or federal law.
8. Demonstrate conduct that follows generally recognized professional standards and attend all in-service trainings on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). Unethical conduct is any conduct that impairs the employee's ability to function professionally in his or her employment position or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.
9. Comply with all State and federal laws and rules regulating public schools and School Board policies, including but not limited to: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:50 (Drug- and Alcohol-Free Workplace), 5:60 (Expenses), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Ethics), 5:130 (Responsibilities Concerning Internal Information), 5:140 (Solicitations By or From Staff), 5:170 (Copyright), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:230 (Maintaining Student Discipline), 5:280 (Duties and Qualifications), 5:290 (Employment Termination and Suspensions), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:340 (Student Records), and 8:30 (Visitors to and Conduct on School Property).

Conviction of any employment disqualifying criminal offense listed in Section 5/21-23a of The School Code will result in dismissal.

Before disciplinary action is taken, the supervisor will conduct a fair and objective investigation to determine whether the employee violated a standard or other work rule and the extent that any violation impacts educational or operational activities, effectiveness, or efficiency. Discipline must be appropriate and reasonably related to the seriousness of the misconduct and the employee's record. Any applicable provision in a contract, bargaining agreement, or State law will control the disciplinary process.

STUDENTS

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance exams included on their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. A parent/guardian or eligible student may want certain scores to be included on academic transcripts sent to post-secondary institutions to which the student applies. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

50 LCS 205/7.

105 LCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.

105 LCS 10/, II. School Student Records Act.

105 LCS 85/, Student Online Personal Protection Act.

325 LCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 LCS 5/602.11, II. Marriage and Dissolution of Marriage Act.

23 III.Admin.Code Parts 226 and 375.

Owasso IS.D. No. I011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 III.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: October 21, 2020

Instruction

Acceptable Use Policy for Use of District Technology

Acceptable Use

All users of the District Technology System ("System") must comply with the District's Acceptable Use Policy (AUP). "User" is defined as any individual who uses the System. These guidelines may change and notice will be given to stakeholders through www.jsd117.org. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office located at: 516 Jordan St., Jacksonville, IL 62650.

A signed AUP must be on file for each User no later than 10 school days after the start of the school year. It is also understood that this document goes into effect beginning with the first day of school. The AUP is to be electronically acknowledged online during registration or upon entering as a new student to the district. Users with no AUP on file after the 10th day will be denied access to the System.

The System shall include:

- Personal devices when connected to the System
- All device hardware and software owned or operated by the District
- District electronic mail, website, and browser-based services (e.g. Skyward, District Google accounts)
- District affiliated social media services
- District wired and wireless network access

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

"Use" of the System shall include use of or obtaining access to the System from any device whether or not owned or operated by the District.

The Board of Education of Jacksonville School District 117 supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. Use of the System shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of users.

Authority

The electronic information available to users does not imply endorsement of the content by the school district, nor does the District guarantee the accuracy of information received on the Internet. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the System or for any information that is retrieved via the Internet. While the District takes precautions to restrict controversial material, it is impossible to restrict all materials that might be deemed controversial.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Users have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any user files accessed through the System. The District has the right to and does monitor use of the System by users, including access of the Internet, as

part of System maintenance and to determine whether use is consistent with federal and state laws and District policies and guidelines.

The Board establishes that use of the System is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

The District shall provide reasonable effort and supervision to ensure that this educational resource is used responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students are responsible for appropriate behavior on the District's System just as they are in a classroom or on a playground.

No warranty, expressed or implied, is made as to the quality or extent of Internet service or access by users on the District's system. The District shall not be responsible for any damages the user suffers. This includes, but is not limited to, damage to personal devices, loss of data from delays, non-deliveries, missed-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of information obtained via the Internet is at the user's own risk. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

Network Guidelines

Network accounts will be used only by the authorized owner of the account for its authorized purpose. System users shall respect the privacy of other users on the system. Each user is responsible for his/her individual account and must take all reasonable precautions to prevent others from being able to use their account(s).

Prohibitions

Users are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. Prohibitions include but are not limited to the following:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane, or indecent materials, which, taken as a whole, do not have any literary, artistic, political, or scientific value that is connected to the District curriculum.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Use of the System for commercial or for-profit purposes.

6. Use of social networking of any form (e.g. Facebook, Twitter, Yahoo mail, Google for Education) unless approved by a District Administrator for educational purposes.
7. Use of the System for product advertisement for political lobbying.
8. Use of the System to harass, threaten, intimidate, or demean an individual or group of individuals for any reason including but not limited to: sex, color, race, religion, disability, national origin, or sexual orientation.
9. Use of the System to disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
10. Gain unauthorized access to or vandalize the data or files of another user.
11. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
12. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, or disclose the user's individual password or that of another user.
13. Use of the System to invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
14. Use of the System to download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
15. Use of the System to search for inappropriate sites/content. Internet searches are to be curricular related.
16. Use of the System to intentionally obtain or modify files, passwords, and data belonging to other users.
17. Conceal or misrepresent the user's identity, or the use of any means to remain anonymous while using the System.
18. Installation, loading, or use of unauthorized games, program files, or other electronic media.
19. Destruction, modification, or abuse of network hardware and software.
20. Using the System while access privileges are suspended or revoked.
21. Using another person's account or password.
22. Possessing personal storage devices that contain executable files including but not limited to portable browsers, hacking tools, network sniffers, etc. Personal storage devices may only be used to store non-executable files unless prior approval is granted by the system administrator.

Consequences for Inappropriate Use

1. The District may discipline a user whose personal web site or other off-site activity involving electronic technology causes, or can be reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved the use of the System.
2. The System user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts that violate this policy.
3. General standards of good behavior and communication apply when using the System. Any user of the System who engages in any of the prohibited acts listed above, shall be subject to discipline which may include:

- a. discipline as provided in the District's policies,
 - b. suspension or revocation of System privileges, and
 - c. referral to law enforcement authorities or other legal action in appropriate cases.
4. The building administrator shall have the authority to determine what constitutes inappropriate use, and his/her decision is final.
 5. Illegal use of the System, intentional deletion or damage to files of data belonging to others, copyrighting violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
 6. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any part of the System. This includes, but is not limited to, uploading or creation of computer viruses.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another user's name.
3. Users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. If a user identifies a security problem, he/she must notify the appropriate building personnel. Building personnel will notify the District's system administrator. Do not demonstrate the problem to others.
5. Attempts to log on to the System as a system administrator by anyone other than the system administrator will result in cancellation of user privileges.

Safety

Reasonable and good faith efforts shall be employed to protect users from harassment or unwanted or unsolicited electronic communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of the appropriate building personnel. Building personnel will notify the appropriate building administrator. The building administrator will notify the district system administrator.

User shall not reveal personal addresses to other users on the network, unless required to do so by law or court order.

ADOPTED: June 21, 2017

Jacksonville School District #117

211 W. State St
Jacksonville, Illinois 62650
Office: (217) 243-9411
Fax: (217) 243-6844

Steve Ptacek
Superintendent of Schools



Please mark if you are a retired teacher wherein no TRS will be deducted from your substitute pay.

- Yes, retired Illinois teacher

- No, I am not a retired Illinois teacher

Printed Name

Signed

Dated