

BUS DRIVER HANDBOOK

KANELAND COMMUNITY UNIT SCHOOL DISTRICT #302

Revised: June 1, 2011

Introduction

This document is intended to provide a reference for personnel related policies and procedures for bus drivers in District 302. This handbook is a compendium of Board policies and practices that govern the relationship between the employee and the District and that should guide the actions of both the employee and the District.

Much of what follows is common sense. However, some is also a product or requirement of federal and/or state law. Should you have questions or suggestions please submit them to the central office in writing.

The contents of these policies are presented for employees' information. Unless otherwise indicated in a written contract between the employee and the District, a collective bargaining agreement, or the Illinois School Code, all personnel are considered employees at-will.

Nothing in these policies is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, or procedure implies or may be construed to imply an obligation of the District or any employment contract where one does not exist. No promise of employment or employment-related benefit(s) for any specific period of time is offered, established or to be implied from anything in these policies.

No representative of the District has any authority to enter into any agreement for remuneration or any other benefit of employment, except the Superintendent and Board of Education, and even then only if the agreement is in writing and approved by the Board of Education. Any oral or written statements or promises to the contrary are expressly disavowed and should not be relied upon by any existing or prospective employee.

Special Note: It is the Board's policy that students be transported safely and efficiently. To that end, bus drivers should know that the Board of Education supports drivers in their enforcement of the following policies and procedures to insure that students are transported safely and efficiently.

Section 1 - Hiring Process and Employment Conditions

A. Equal Employment Opportunity and Minority Recruitment: The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation and other legally protected categories. See Board Policy 5.10.

B. Immigration Investigation: All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day. If an individual is unable to provide the required documents to complete the Form I-9 within the 3 day period, the individual must present a receipt for the application of the documents within 3 days of the hire and present the required documents within 21 days of hire.

C. Criminal Background Investigation: All employees must be fingerprinted before starting work, unless an exception has been approved.

D. Abused and Neglected Child Reporting: A District employee who has reasonable cause to suspect that a student may be an abused or neglected child must report such a case to the Illinois Department of Children and Family Services (DCSF) child abuse Hotline number (1-800-25A-BUSE). The employee shall notify the Superintendent or Director of Transportation that a report has been made. See Board Policy 5.90

E. Physical Examinations: New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable diseases, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches. The physical examination and the tuberculin tests must have been taken by the employee no more than 90 days before the employee's submitting evidence of same to the Board of Education.

Any employee may be required to have additional examinations by a physician who is licensed in Illinois to practice medicine and surgery in all its branches if the examination is job-related and consistent with business necessity. The Board of Education will pay the expenses for such an examination. To further ensure the safety of students, school bus drivers are required to undergo a physical performance/dexterity test and pass after the physical examination before receiving an offer of employment and once each year during employment. See Board Policy 5.30.

F. School Bus Driver Permit: All school bus drivers must possess a valid school bus driver permit. See Board Policy 5.280.

G. Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers: The School District shall adhere to federal and state law and regulations requiring a school bus driver drug and alcohol testing program. See Board Policy 5.285 and section 2.

H. Employment At-Will: District employment is at-will, meaning that employment may be terminated by the District or employee at any time, except that dismissal for reduction in force requires 30 days notice and must occur only at the end of the school term. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship. See Board Policy 5.270.

I. Employment Termination and Suspensions: An employee facing possible termination or suspension may have questions about such things as resignations, retirement, reduction in force and recall, final paycheck and suspension. See Board Policy 5.290 for this information.

J. Evaluations: The Director of Transportation, the Assistant to the Director of Transportation, or a qualified trainer will complete, at least annually, a performance report for the employee. A rotating schedule will be posted on the bulletin board by September 1st each year. Drivers in their first and second years of service will have no less than one evaluation each year by the Director of Transportation. Evaluations by persons other than the Director will only include driving skills and safety performance. The Director will provide the overall performance review. Regular annual evaluations are to be completed on or before March 15th. See Board Policy 5.320.

**Section 2 - Drug and Alcohol Testing for School Bus and Commercial
Vehicle Drivers.**

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Other persons who drive vehicles designed to transport 16 or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations.

A. Pre-Employment Tests: Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he/she has been offered the position.

B. Post-Accidents Tests: Alcohol and controlled substance tests shall be conducted as soon as practicable on any driver after an accident involving the commercial motor vehicle operating on a public road in commerce:

1. who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. who receives a citation under State or local law for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for 8 hours after the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within 2 hours or if a drug test is not administered within 32 hours, the

District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within 8 hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirement provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

C. Random Tests: Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 25% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid process, and each driver shall have an equal chance of being tested each time selections are made.

D. Reasonable Suspicion Tests: Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. The reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that a reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within 2 hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after 8 hours.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

E. Enforcement: Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up tests shall not perform or continue to perform safety-sensitive functions and may be subject to disciplinary action including the possibility of the termination of employment.

The manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited on all District premises, in any District-owned or leased motor vehicle, or other location at which the driver is to perform work. The District will not hire or retain any individual who uses or possesses any illegal drug, in any amount and regardless of frequency, or any individual who engages in prohibited alcohol-related conduct.

1. The District will maintain a pre-employment screening program designed to prevent hiring anyone who uses any illegal drugs.

2. No driver will consume any Schedule 1 drug of the Schedule of Controlled Substance of the Drug Enforcement Administration or any amphetamines, narcotics, opiates, hallucinogenic substances, depressants, stimulants, or any other habit forming drug while on or off duty, except as provided in #4 below.
3. No driver shall report for work or drive while impaired by any drug, controlled substance or with an alcohol breath concentration greater than .00.
4. A driver may use a substance administered by or under the direction of a physician who has advised the driver that the substance will not affect the driver's ability to safely operate a motor vehicle.
5. No driver may operate any motor vehicle who has consumed any alcohol within 4 hours or whose motor senses, sight, hearing, balance, reaction, reflexes or judgment are or may be presumed affected.
6. Any driver who dispenses illegal drugs or alcohol to others on District premises, in or from a District owned or leased motor vehicle or any other vehicle or in any other way, is subject to immediate termination.

F. Records: Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

G. Notifications: Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. the person designated by the District to answer driver questions about the materials;
2. the categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. specific information concerning driver conduct that is prohibited by Part 382;
5. the circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;
6. the procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver;

7. the requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. the consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment.
10. the consequences for drivers found to have an alcohol concentration of greater than 0.00; and
11. information concerning the effects of drugs and alcohol on an individual's health, work and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle. See Board Policy 5.285 and 5.285R.

Section 3 - Salary Calculations and Compensation

A. Salary Calculation: The number of days which an employee must work and for which he or she will be paid will vary depending on the school calendar.

Each year, after the school calendar has been set, the number of actual work days will be determined for bus drivers. Bus drivers are paid for student attendance days (when students are bodily in attendance).

Salary calculation will be made based on the rate of pay per route times the number of student attendance days. The rates per route are based on the time periods for routes as determined by the computerized routing system from start to finish, including any wait time.

In the event that afternoon kindergarten is canceled after the school day has begun, afternoon kindergarten bus route drivers will not be deducted for the route that was canceled.

Bus drivers may earn extra pay by also driving for field trips, athletic events, and after practice routes.

B. Pay Periods: Educational support personnel are paid on the 15th and the last day of the month. If either of these days fall on a weekend, holiday, or during a break, the date of payment shall be the last working day prior to the normal date of payment. The salary calculation for the year is paid in 24 equal pays for 12-month employees and bus drivers. School Year employees also have an option to receive their pay in 20 equal pays from September through June. However, employees with payroll deductions commonly required on a 12-month basis (insurance premium co-pays, IMRF insurance supplements, for example) must be paid over 24 equal pays. See Board Policy 5.270.

C. Longevity Adjustment: Drivers with 5 to 10 years of continuous service to the District will receive a three percent (3%) pay differential. Drivers with over 10 years of continuous service will receive a five percent (5%) pay differential.

D. Pay Raises: Typically the Board will set salaries for these employees by July 1 for the new fiscal year.

2011-12 Pay Scale

Time	Rate	5 Years	10 Years
00:00-39:59	\$27.68	\$28.51	\$29.07
40:00-64:59	\$34.51	\$35.55	\$36.24
65:00-89:59	\$41.33	\$42.57	\$43.40
90:00-114:59	\$48.16	\$49.61	\$50.57
115:00-129:59	\$54.98	\$56.63	\$57.73
130:00-154:59	\$61.81	\$63.67	\$64.90
155:00+	\$68.63	\$70.69	\$72.06
Hourly Rate	\$17.37		

Section 4 - Benefits

- A. **Illinois Municipal Retirement Fund:** An employee hired in a position which normally requires performance of duty for 600 hours or more in the next 12 months must participate in the IMRF pension plan. The employee must contribute 4.5% of his or her gross salary. The district will contribute the percentage set by IMRF each year. A bus driver qualifies for IMRF if his/her anticipated work schedule is 600 hours or more. This is determined by the amount of time the driver's routes are listed on the bus route schedules plus one-half hour each day for checking and cleaning the bus.
- B. **Health Insurance:** Due to their part-time status, insurance is not available for bus drivers.
- C. **Tax Sheltered Annuities:** The District makes voluntary deductions for tax sheltered annuities at the employee's request.
- D. **Training Pay:** The District will pay driver candidates for up to twenty-eight (28) hours of classroom work in preparation for the CDL/School Bus Driver Endorsement at \$10.00 per hour.
- E. **Service Recognition Award:** Bus Drivers who retire under IMRF after serving fifteen (15) or more continuous IMRF service years in the District and give the Board of Education a notice at least twelve (12) months before the date of retirement shall receive a Service Recognition Award of \$7,500. Those employees with twenty (20) or more years of continuous IMRF service in the District with similar notice shall receive a Service Recognition Award of \$10,000. The award will be divided equally among the employee's final eight (8) paychecks.

Section 5 - Emergency/Personal Leave

A. Personal/Emergency Leave: Bus Drivers have two personal/emergency leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Director of Transportation or supervisor three days in advance of the requested date.
2. Personal leave may not be used when the employee's absence would create an undue hardship.

Unused personal/emergency leave will be added to the employee's accumulated sick leave.

Leave shall be prorated for those employed less than a full school year.

Emergency matters are spontaneous in nature, beyond the control of the employee and likely to result in severe financial loss or discomfort, and which require the absence from work on a school day. See Board Policy 5.330.

Bus Drivers provide direct service to students and parents, and therefore good attendance patterns are important to the efficient operation of the Transportation Department. Personal leave, except in the case of emergency, shall not be granted on the first or last day of school, the day prior to or after school vacation/breaks (i.e. Thanksgiving, Winter Break, and Spring Break), or on holidays or institute days if such leave shall unduly impair the delivery of the District's programs and/or services. Persons holding positions which involve direct service to students, parents and/or teachers (e.g., school secretaries, instructional aides, etc.) are strongly discouraged from requesting personal leave at these times.

Section 6 - Sick Leave, Child Rearing Leave and Family Medical Leave

A. Sick Leave/Days: Bus Drivers receive 12 paid sick leave days per year. If the person works less than the number of days that school is in session but qualifies for IMRF, they will be granted at least 10 sick leave days per year. Employees will receive sick day pay equivalent to their regular work day. For instance if a driver drives two routes and is gone for both routes the driver will receive a full day's pay and one day sick leave deducted. If a driver drives two routes and is gone for one route the driver will receive a full day's pay and a half day sick leave deducted. Leave shall be prorated for those employed less than a full school year.

Bus Drivers provide direct service to students and parents, and therefore good attendance patterns are important to the efficient operation of the Transportation Department. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave includes personal illness, or as it may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family or household (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, grandparents in-law, step parents, step children and legal guardians).

After 3 days absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's or a spiritual adviser's or practitioner's certificate of treatment as a basis for pay. See Board Policy 5.330.

B. Temporary Illness or Temporary Incapacity: Temporary illness or temporary incapacity is an illness or other capacity of ill-being which renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation to the employee. The Board of Education's intent is that in no case will the employee who is temporarily disabled receive more than 100 percent of gross salary.

Those insurance plans privately purchased by the employee, and to which the District does not contribute, are not applicable to this policy.

After 90 consecutive work days in a school term of illness or incapacity, or exhaustion of sick leave, whichever is greater, such illness or incapacity shall be considered a permanent disability and the Board of Education may begin dismissal proceedings subject to the provisions of The School Code. See Board Policy 5.180.

C. Child Rearing Leave: Pregnancy related disabilities, such as but not limited to the normal six weeks after delivery, shall be treated as sick leave. Sick leave may not be taken for child rearing purposes even if a child rearing leave immediately follows a pregnancy. Child rearing leave qualifies for benefits under the Family Medical Leave Act, not sick leave.

D. Family and Medical Leave: Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total 12 weeks each year, beginning September

1 and ending August 31 of the next year. Detailed information on FMLA is available from the District Business Office.

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

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

See Board Policy 5.185.

E. Sick Leave Bank:

1. Enrollment and participation in the educational support staff sick leave bank shall be voluntary.
2. The sick leave bank shall consist of the accumulation of contributed sick leave days and any balance of days in the bank on June 30th of each year.
3. All educational support personnel that earn sick leave days are eligible to participate in the sick leave bank.
4. A staff member may elect to join the sick leave bank within ten (10) days of employment. Once an employee has decided to join the sick leave bank they must participate until the end of their employment with Kaneland.
5. The sick leave bank would be funded as follows:
 - a. Each participant would contribute one sick leave day when they join.
 - b. Any sick days that are lost because of the sick leave cap will be added to the bank.
 - c. An additional day will be assessed whenever the total number of days in the bank is less than half the number of participating members. No more than two (2) days will be assessed per year. Employees who apply for and are approved for exemption due to extenuating circumstances may be excused from contributing.
6. This plan will be administered by the Assistant Superintendent for Human Resources and a representative from the educational support staff.
7. The committee will grant days from the sick leave bank using the following criteria:
 - a. The employee shall have exhausted his/her individual accumulated sick leave. The employee must submit a request for sick leave bank days within 10 days from the time sick leave has been exhausted.
 - b. Days from the sick leave bank may be used for the employee only.
 - c. The staff member must have an illness or accident requiring an absence of more than ten (10) consecutive working days.
 - d. The sick leave bank is intended to cover individuals that have a catastrophic illness or accident which would cause a financial hardship. Medical reports will be required as deemed necessary and must be provided to receive a grant from the sick leave bank.
 - e. The maximum number of days granted for an illness or accident shall be thirty (30) days. A maximum grant per application will be twenty (20) days.

Section 7 - Leave of Absence and Religious Leave

A. Leave of Absence: The School Board may grant a leave of absence without pay to any employee who has rendered satisfactory service and desires to return to employment in a similar capacity at a time mutually consistent with the District's needs. Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with reasonable continuity of employee's work

B. Time Off for Religious Holidays: Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship. Employees may use earned vacation time or personal leave to make up the absence. A per diem deduction may also be requested by the employee. See Board Policy 5.70.

Section 8 - General/Miscellaneous Information

A. Harassment: The School District is committed to a learning and workplace environment in which the dignity and worth of all individuals are respected. It is the policy of the Board of Education that harassment is unacceptable conduct and will not be tolerated. See attached Board Policy 5.20.

B. Communicable and Chronic Infectious Disease: The Superintendent shall develop and implement procedures for dealing with known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and federal law, rules of the Illinois Department of Public Health, and Board of Education policies. See Board Policy 5.40.

C. Drug-, Tobacco- and Alcohol-Free Work Place: All District work places are drug- and alcohol-free work places. See Board Policy 5.50.

Smoking or other tobacco use is not permitted on district property or in District vehicles. See Board Policy 8.30.

D. Reimbursement for Expenses: The Board of Education shall reimburse employees for expenses necessary for the performance of their duties which have been approved by the Superintendent or his/her designee. See Board Policy 5.60. Bus drivers will be reimbursed \$50 for their CDL license.

E. Court/Jury Duty: The District will pay full salary during the time an employee is on jury duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct the court duty remuneration, less mileage and meal expenses, from the employee's compensation.

An employee should give at least 5 days prior notice of pending jury duty to the District. See Board Policy 5.80.

F. Ethics: All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members and others. Failure to adhere to these standards of ethics will result in disciplinary action up to and including termination of employment.

District employees shall not let their political activities interfere with their job responsibilities. Students shall not be used in any manner to promote a political candidate or issue.

Employees shall not engage in any other employment or in any private business during regular working hours and such other items as are necessary to fulfill appropriate assigned duties.

Employees shall not engage in any work considered to be a conflict of interest. See Board Policy 5.120.

G. Gifts to Staff Members and Solicitations By or From Staff:

Students, parents, and others are discouraged from routinely presenting gifts to District employees. Letters of appreciation to staff members are always welcome. See Board Policy 5.130.

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent. See Board Policy 5.140.

H. Personnel Records, Maintenance, and Access: The employees' personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision. An employee will be given access to his or her personnel records according to guidelines developed by the Superintendent. See Board Policy 5.150.

I. Release of Credit Information: Employees who want employment and salary or wage information released by the District must request so in writing, and an administrator must sign the released materials. Information provided by employee to potential lender shall only be verified by phone. See Board Policy 5.160.

J. Copyright For Publication or Sale of Instructional Materials and Computer Programs Developed By Employees: An employee who develops materials or programs on District time should apprise themselves of their rights and responsibilities under state law and Board policy. Board Policy 5.170.

K. Transportation of Students: Bus schedules and routes shall be determined by the Superintendent or a designee and shall be altered only with the Superintendent's approval and direction. In determining or modifying routes, every effort will be made to have the pickup and discharge points as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration. See Board Policy 4.110.

Section 9 - Transportation Procedures

A. TRANSPORTATION DEPARTMENT PROCEDURE FOR BIDDING

ROUTES: When routes are open for bid all drivers have the right to bid on the respective open route. The winner of the bid is chosen based on seniority. Once a driver has accepted a bid he/she will not be allowed to bid on another open route for a period of 90 days. In extreme circumstances, as deemed necessary by the Director of Transportation, this rule may be modified.

FIELD TRIPS: Field trips and or sports trips will be bid as the need occurs. All drivers have the right and option to bid on all such trips. Trips will be awarded based on a rolling seniority system. A rolling seniority system is one in which the first Bid sheet of the year is conducted based on seniority. During the awarding process the seniority list is rolled over as many times as is required to exhaust the list of trips. The next bid sheet and all subsequent bid sheets will start with the next driver on the seniority list after the driver who was the last successful bidder on the previous bid sheet. *Short-dated Field or Sports trips (trip requests received and scheduled between the Monthly Field & Sport Trip Bid dates) will be awarded on the same system of rolling seniority, but a separate rolling seniority list will be maintained to avoid interrupting and superseding the normal Field/Sport trip bidding procedure.*

KINDERGARTEN ROUTES: Drivers that successfully bid on kindergarten routes must understand that they will not be allowed to do field trips that would interfere with driving their kindergarten route. A separate kindergarten rotating substitute list will be maintained in the transportation office. When a kindergarten substitute is required the list will be utilized. If the driver up on the rotation list cannot accept the assignment for any reason the next person on the list will be utilized. The substitute list is continuous and does not revert back to a skipped driver whatever the cause for non-acceptance.

EARLY CHILDHOOD ROUTES: Early childhood routes require drivers that understand the requirements of transporting young students ages 3 to 5 years old with special needs. Successful bidders must be approved by the Director of Transportation. Early childhood routes will likely change during the school year as new students become of age and are accepted into the program. Once a route is approved, at the beginning of the school year, the drivers pay would not be reduced due to changes, but could increase if additional students cause the route times to increase. Early childhood drivers will not be allowed to do field trips that would interfere with driving their early childhood route.

SUBSTITUTES: In the event that a substitute's performance is unsatisfactory or if the substitute decides that they would rather have a permanent route, the Director will reassign the substitute. The substitute will then have an opportunity to bid on any open route. An employee will not be allowed to use their seniority to "bump" someone currently on a permanent route.

B. TRANSPORTATION DEPARTMENT PROCEDURE FOR CALLING OFF WORK FOR ANY REASON

If an employee is sick or must be off work for any valid reason, it is the responsibility of the employee to call the Dispatch Desk a minimum of thirty minutes before report time. It is best to call as soon as you know you must be off, by dialing the Dispatch Desk at 630-365-5111 X 148 and leaving a detailed message. A call is to be made each day you are sick unless you know that you are going to be off for a specified period of time and you make this clear on your first call in. If you are off sick for three days or more, you must have a doctor's note stating you are able to return to work. Failure to follow this procedure will result in disciplinary action.

Bus drivers provide direct service to students and parents, and therefore good attendance patterns are important to the efficient operation of the Transportation Department. Personal leave, except in the case of emergency, shall not be granted on the first or last day of school, the day prior to or after school vacation/breaks (i.e. Thanksgiving, Winter Break, and Spring Break) or on holidays or institute days if such leave shall unduly impair the delivery of the District's programs and/or services. Calling off sick the day prior or the day after one the above referenced days will require a doctor's note to return to work.

C. TRANSPORTATION DEPARTMENT PROCEDURE FOR ROUTE CHECK OUT

Drivers are required to check out at the beginning of their routes and to check in at the end of each of their respective routes every day. 10/8 is an acceptable method to check out and 10/7 to check in along with your route number. The check out and check in procedures are both extremely important so the dispatchers know that all routes are being properly covered and are leaving their respective bus garage on time and are arriving at school on time.

At the end of the day, check out from your last route is not to occur until you arrive back to your respective garage location. Your final check out, at the end of your work day, is extremely important as our Head Mechanic can not go home until he is sure all routes are checked in and all buses have made it back safely to their respective garages.

D. TRANSPORTATION DEPARTMENT PROCEDURE FOR NO CHILD LEFT ON THE BUS

It is the responsibility of all bus drivers to check their bus after each route, field trip, sports trip or any type of school trip where students are involved. This check is to insure that no child is left on the bus and to check for any articles left on the bus. It is also a State Law that you must check for a child left on the bus after each route. The failure to perform this check could result in disciplinary action. If any driver reaches the end of their route or a scheduled school trip and discovers that a child has fallen asleep or failed to get off at their regularly scheduled bus stop the driver must call the dispatcher and report the incident at once. The dispatcher will assist the driver in deciding the plan of action. A driver's failure to report such an

incident will result in disciplinary action. The dispatcher will notify the parent and the school involved of the incident and the plan of action immediately.

If items are left on the bus, please keep them on the bus and try to find the rightful owner. If after a couple of days the item or items have not been claimed, please take them to the school lost and found for the route from which they were found. If you are substituting a route and have items left on the bus, *return the item or items to the bus that normally runs that particular route*. Please leave the regular route driver a note indicating the route on which you found the item.

E. TRANSPORTATION DEPARTMENT PROCEDURE FOR RELINQUISHING A TRIP

The proper procedure for relinquishing a trip that you have bid on successfully is to present the trip sheet to the Dispatcher on duty. This should be done as soon as you determine you can not do the trip. You are not to try to find someone else to do your trip for you. You are not to trade someone else a trip for your trip. The dispatcher is responsible for seeing that all trips are covered. If you have been assigned a trip by the Dispatcher you are responsible for completing the trip as assigned. If for any reason you can not perform the assigned trip you must be released from the assignment by the dispatcher. Failure to obtain a proper release is unacceptable and you will *be subject to disciplinary action*.

F. TRANSPORTATION DEPARTMENT PROCEDURE FOR CELL PHONE USAGE

There is to be **absolutely no talking or texting on cell phones while driving a school bus**. Such behavior is not only dangerous, but against Illinois *State law* and District #302 policy. Drivers are not permitted to make outgoing calls or receive incoming calls anytime while driving a school bus. Failure to comply with this procedure will result in disciplinary action. Drivers may use their cell phone to call the Transportation Dept. in emergencies. Students are only allowed to use cell phones on the school bus in emergency situations. Students should keep their cell phones in their back packs, school bags or in their pockets while riding the school bus. On school sponsored sports trips students returning from the event may make one phone call to their parents with an estimated arrival time of the bus to Kaneland.

G. TRANSPORTATION DEPARTMENT PROCEDURE FOR IDLING BUS ENGINE

It is a law in the State of Illinois that vehicles with diesel engines will not be idled more than 10 minutes while sitting. This law is not only meant to preserve the environment, but to save fuel. The Kaneland CUSD #302 will comply with the law and strive to conserve fuel at the same time. Most of the Kaneland fleet is equipped with Webasto heaters. Once the temperature drops below 35 degrees, the buses will be programmed to heat up the buses prior to starting by the driver. If your bus does not have a heater, the driver should plug the bus into the electrical outlet every time the bus is parked in the assigned parking slot. The driver should continue plugging in the bus in until the electrical cords are removed by the garage in the spring.

Do not idle your bus during AM layover for your elementary route *unless the temperature is below 10 degrees*. Your bus will cool off between routes, but will heat up again quickly once it has been driven on your HS/MS route. *You may start your bus for your PM HS/MS route at 2:30 PM once the temperature falls below 32 degrees. When on a field or sports trip in the winter and the temperature is below 32 degrees*. When on a field or sports trip in the winter and the temperature is below 35 degrees you will be assigned a bus equipped with a Webasto Heater for maintaining engine temperature.

H. TRANSPORTATION DEPARTMENT PROCEDURE FOR MRSA* - PROCEDURE FOR CLEANING BUSES

All Kaneland C.U.S.D. school buses must be cleaned once a week with Envirocide Surface Disinfectant/Decontaminant Cleaner. The tops of the bus seats and all hand rails will be sprayed with the disinfectant allowed to set for 3 minutes and then wiped down thoroughly in an effort to control bacteria, viruses and especially the drug resistant strain of *Methicillin-resistant Staphylococcus aureus* known as **MRSA**.

The driver is responsible for obtaining protective gloves and spray bottles of the disinfectant solution from the bus garage. All drivers must wear the gloves during the wipe down and should remove and discard the gloves in the same manner as dealing with a blood borne pathogen. Please be careful in applying the spray; however the disinfectant will not damage your clothing. Since this will be time consuming, you may want to do part of the bus one day and part another. You can devise any system you desire but must be able to insure your bus has been cleaned once a week.

A school bus check list will be maintained in the dispatch office so that the responsible driver can sign off as having completed the cleaning of his/her bus. Spare buses will be assigned to the lead substitutes on an alternating basis.

Any driver who fails to perform this weekly task will be disciplined appropriately.

Once the temperature reaches 20° this procedure can be halted until the temperate rises above 20° again. This determination will be made by the Director of Transportation and not by the individual driver.

I. TRANSPORTATION DEPARTMENT PROCEDURE FOR LOCATING A HS/MS STUDENT LOADED ON A BUS PRIOR TO PM ROUTE RELEASE

An Administrator or a Teacher may board your bus and ask for your assistance in locating a student they suspect has already boarded a bus. This is an acceptable boarding, so please do not block their boarding. You should contact BASE so the dispatcher on duty can make the All Call for the student. You should pronounce the students name clearly and then spell it out to the dispatcher if necessary. The dispatcher will make the All Call for the student. All drivers and or sub drivers should stop the loading process of their bus and call for the student. If he/she is not on your bus continue the loading process and no further assistance is required from you. If you have located the student in question on your bus call the dispatcher on the

radio and report the finding. Then wait for further instructions from the dispatcher for the student disposition.

J. TRANSPORTATION DEPARTMENT PROCEDURE FOR THE HANDLING OF STUDENT NOTES

Students who want to ride home on a bus route other than their regularly scheduled bus route must have approval by their respective school office. The student must have a note signed by their parents that was submitted to the school office for approval. The student note or notes must be attached to the Transportation Department form for that particular school. The transportation form must be signed in color by the school office in the color chosen for the day by the Transportation Dispatcher. This signature color will be issued via email to all the schools each day and varies from day to day. It is each driver's responsibility to note the color of the day on the Dispatch Board. There are no exceptions to this procedure.

SAMPLE FORM BELOW:

KHS OFFICE APPROVAL

STUDENT(S): _____

CAN RIDE ROUTE: _____ DATE: _____

WITH STUDENT: _____

OFFICE SIGNATURE: _____

K. TRANSPORTATION DEPARTMENT PROCEDURE FOR FIELD OR SPORTS TRIPS

If a driver bids a field or a sports trip, the driver must stay with the group and/or the bus from the start of the trip until the trip returns. The only exception is when the trip is assigned as a Take and Drop trip. The driver may leave to eat, but must limit the time to one hour and are not allowed to drive the bus more than five miles. If a driver leaves to eat, the driver must leave a cell phone number with the Coach, Teacher or person in charge so they can reach the driver in an emergency.

L. TRANSPORTATION DEPARTMENT PROCEDURE FOR OPERATING THE BUS

School Buses are only allowed to be used for the purpose of transporting students to and from school or scheduled school activities. No driver is permitted to take a school bus home between routes or to go off the scheduled route for any reason. The only exception to this procedure is to detour around an accident or an emergency situation that is blocking the normal scheduled route. If a driver must detour off the scheduled route, the driver should call the dispatcher for notification and assistance. If a driver must stop the bus for any reason while students are on the bus, i.e. bus disciplinary problems, the driver should advise the dispatcher of the location and when the route resumes. If the driver has a situation where they must stop the bus for any reason, when students are not on board, they must advise the dispatcher of the fact that they need to be out of the bus for a period of time. When a driver leaves the bus they must turn off the engine and take the keys with them locking the bus if possible. When the driver returns to the bus they must advise the dispatcher they are back in the bus and in route to their destination.

M: TRANSPORTATION PROCEDURE FOR HANDLING TORNADOS OR SEVERE STORMS

When a major storm watch or warning has been issued by the weather bureau for our areas, all drivers will be notified via the two-way radio system of the impending storm. If the threat of the storm occurs while the students are in school, PM release of school could be delayed until an all clear has been obtained from the District Superintendent. When school release has been delayed due to a storm, a phone blast message system will be utilized by the District to notify parents of the delay in the students arriving home. If the weather changes quickly and students are on the bus, drivers should then begin to develop their plan of action in the event that the storm occurs. If and when the storm does occur, please adhere to the following guidelines as much as possible, given the circumstances of the particular situation:

1. REMAIN CALM. KEEP THE STUDENTS CALM.

a. If you present a calming attitude and atmosphere, your passengers will be more prone to following your lead and instructions.

2. TORNADOES - NEVER ATTEMPT TO OUTFRAN A TORNADO.

If you have reason to believe a tornado is approaching or dispatch has made you aware that a severe storm is in our area, the following steps should be taken.

a. If you have the time get the students to a well-constructed building i.e. a school building, police station, fire department or a hospital. Radio the dispatcher that you are moving the students into the interior or basement of the building away from windows and doors.

b. If a well-constructed building is not available for shelter then look for a ditch or low lying area (without water). Stop the bus downwind from the location you have selected and notify the dispatcher you are evacuating the bus. Evacuate the bus as soon as possible and move the students to your chosen location then have the students kneel down facing away from the wind putting their knees and elbows on the ground with their hands protecting their head.

c. Once the storm has passed and you feel safe account for all your students and check for any injuries. If any injuries occurred determine the extent, render first aid and call dispatch for help if necessary. If no injuries board the bus to proceed. Radio the dispatcher and report that you have all your students and are proceeding.

3. SEVERE DOWNPOURS OR HAIL STORMS.

If you encounter a severe downpour or a severe hail storm and it is unsafe to continue driving the following steps should be taken.

a. Locate a safe place to pull the bus off the roadway. Assure the students that they are safe then call dispatch to notify them of your situation.

b. Do not shut off the bus engine and stay in control of your vehicle.

c. Determine when it is safe to proceed and call the dispatcher to report you are underway and that everything is OK.

d. If for some reason your bus becomes disabled call the dispatcher. If the dispatcher is not on duty call the emergency number using your cell phone.

*N: TRANSPORTATION DEPARTMENT PROCEDURE FOR
TAKING THE DEXTERITY TEST*

At the May 10, 2010 Board of Education meeting, the Board of Education approved that all bus drivers must pass a physical strength and dexterity test annually and/or with a return to duty physical, in addition to the required physical examination. The Transportation Director will administer the physical strength and dexterity test that will be given annually following the required physical examination by the District's health care provider. The physical examination will be at the District's expense.

The purpose of the dexterity test is to insure that the driver has the physical strength and dexterity to perform the necessary functions to ensure the safety of the children during an emergency situation.

The dexterity test evaluates the drivers ability to enter and exit the bus effectively, to operate the brakes and throttle effectively, to manually open and close the bus door effectively, to use a secondary exit on the bus and to move freely throughout the bus as they might be required to do in an emergency, to potentially evacuate or move an incapacitated student in an emergency , and to evaluate the drivers ability to drive the vehicle safely while simultaneously operating the vehicles controls on both sides of the steering wheel.

What if a Driver Fails the Dexterity Test?

If a driver fails the dexterity test, he/she will be asked to repeat the test within 24 hours in the presence of a witness. Prior to the repeat test, the driver will not be allowed to drive a school bus. Should the driver fail the test the second time, he/she will be suspended without pay and a recommendation for termination will be sent to the Board of Education.

Section 10 - Handbook Review

Staff members covered by this handbook are urged to submit any suggestions to the Assistant Superintendent for Human Resources by March 1 each year. The information in this handbook will be reviewed and updated by the Assistant Superintendent on a yearly basis by April 1. The handbook will be approved by the Board of Education by June 1 of each year.

APPENDICES

BUS DRIVER HANDBOOK ADDENDUM

Operational Services

A. Transportation: The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned school, and (2) residing within one and one-half miles from their assigned school where walking would constitute a serious hazard due to vehicular traffic.

Free transportation services and vehicle adaptation for special education students shall be provided if included in a student's individualized educational program. Non-public school students shall be transported in accordance with State law.

Every vehicle regularly used for the transportation of students must pass a safety inspection test at least every 6 months or 10,000 miles whichever occurs first. The test shall be given at a testing lane certified by the Illinois Department of Transportation. See Board Policy 4.110.

B. School Bus Safety: Students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include at least one emergency evacuation, as well as the operation and use of the emergency door, windows (as a means of escape), roof hatches, and fire extinguisher.

Students

BUS MISCONDUCT – FROM STUDENT HANDBOOK

It is the belief of Kaneland District 302 that the bus is an extension of the classroom. It is important to note that each bus violation counts toward the total number of offenses a student may commit. Therefore each violation will result in a progression of consequences toward a permanent loss of bus privileges. District 302 reserves the right to impose additional school consequences if the behavior involved creates a potential safety hazard.

	VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
1	Violation of a safety rule (see safety rules A-H):	Warning	3-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
2	Refusal to cooperate with driver; lack of courtesy and respect to driver or to fellow student:	Warning	3-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
3	Obscene or unacceptable language gestures, remarks or signs directed to fellow student:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
4	Excessive talking or unnecessary noise:	Warning	3-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
5	Throwing items of any kind in the bus or out of the window or at the bus stop:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for the remainder of the year
6	Spitting of any kind on the bus:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for the remainder of the year
7	Refusal to stay properly seated:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
8	Extending hands, arms, or head out of the window:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
9	Tampering with bus equipment:	3-day bus suspension, pay for the damage	5-day bus suspension, pay for the damage	10-day bus suspension, pay for damage	Bus suspension for remainder of the year, pay for the damage
10	Littering, eating, drinking, or chewing gum on the bus:	Warning	3-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
11	Theft on the bus:	5-day bus suspension, replacement of item(s)	10-day bus suspension, replacement of item(s)	Bus suspension for remainder of the year, replacement of item(s)	
12	Other misbehavior:	To be determined	To be determined	To be determined	To be determined

OTHER BUS VIOLATIONS

The following bus violations constitute offenses of a more serious nature. These actions will result in additional school consequences as well as a 10-day bus suspension. Any additional offenses in this category will result in bus suspension for the remainder of the year.

- Obscene or unacceptable language, gestures, remarks or signs directed to school employees.
- Throwing an item of any kind at the bus driver or in close proximity to the bus driver.
- Physically attacking another student or fighting on the bus or at the bus stop.
- Having or using tobacco on the bus or at the bus stop.
- Having or using drugs or alcohol on the bus or at the bus stop.
- Deliberate vandalism.
- Bringing weapons or explosives (including fireworks) on the bus or to the bus stop.
- Lighting matches or lighters on the bus or at the bus stop.

School Bus Safety Rules

All students who ride Kaneland District #302 school buses are expected to know and obey the following bus safety rules:

- A. Students should always be on time to their assigned bus stop, but they should arrive no earlier than ten (10) minutes before the bus is due. In order to maintain a dependable time schedule, bus drivers have been directed not to wait for tardy students.
- B. When students need to cross a road before boarding or after exiting a bus, they must wait to do so until the driver signals them permission to cross. They should cross the road far enough in front of the bus (about 10 feet) so that the driver can see the students and the students can see the driver's signal.
- C. There is to be no noise when the bus stops at a railroad crossing.
- D. Students are required to board and get off the buses at their assigned bus stops. Before a student may be allowed to get off the bus at a different stop or ride a bus other than the one assigned, the student must present a permission note signed by a parent/guardian to the school office. IF a student wishes to get off the bus at another student's stop or home, both students must first present parental permission notes to the school office at the beginning of the school day.
- E. No students shall be allowed to bring any animal or pet on the bus without prior permission from the school and Transportation Director.
- F. The aisle and emergency exits are to be kept clear of any objects that would hinder their use. If there are no empty seats available to store items (such as musical instruments, sports equipment, backpacks, ect.), students must hold these items in their laps.
- G. Cell phone usage on school buses is prohibited except in emergency situations or with the expressly stated permission of the bus driver.
- H. Non-school sponsored athletic equipment may not be carried onto any Kaneland School District Bus. This includes roller blades, ect.

Procedure: The District's regular suspension procedures shall be used to suspend a students' privilege to ride a school bus. See Board Policy 7.220.

Personnel

Harassment Policy

The school district is committed to a learning and workplace environment in which the dignity and worth of all individuals are respected. It is the policy of the Board of Education that harassment is unacceptable conduct and will not be tolerated.

No person, including a district employee, agent, volunteer or student, shall harass or intimidate another employee, student, or another person based upon a person's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual or gender orientation, other protected group status or, pertaining to students, based upon class standing, activities, or affiliations. The district will not tolerate harassing or intimidating conduct whether verbal, physical, or visual, that affects material benefits of employment or education, that interferes with a student or employee's educational or work performance, that denigrates the reputation of the individual or school district, or that creates an intimidating, hostile, or offensive educational or work environment. Examples of prohibited conduct include, but are not limited to, name calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred, ridicule, or prejudice of one of the characteristics or protected classes stated above.

Harassment is almost always a stressful experience for the victim. It violates personal rights, and it can have severe physical, emotional, and psychological impacts on the individual.

It can be a verbal or physical action on a single or repeated basis. Harassment is a matter of perception. An act that may not have been intended as harassment may actually constitute harassment in the eyes of the victim. The defining features are that the behavior is offensive or intimidating to the recipient and would be so regarded by any reasonable person.

Harassment includes:

- A. Hostile Environment: Hostile environment includes conduct that has the purpose or effect of:
 - 1. substantially interfering with an individual's work performance, or
 - 2. creating an intimidating, hostile, or offensive work environment.
- B. Sexual Harassment: Sexual harassment is a form of sex discrimination and occurs when a person is subjected to unwelcome behavior, language, or an environment that is sexual in nature.
- C. Malicious Harassment: Malicious harassment includes malicious and intentional conduct including, but not limited to, a person's perception of another's age, race, gender, color, creed, national origin, sexual orientation, religion, marital status, handicapping condition or status with regard to public assistance that:
 - 1) causes physical injury, or
 - 2) causes physical damage to or destruction of property, or
 - 3) threatens a person or group of persons or places the person(s) in reasonable fear or harm.

Words alone do not constitute malicious harassment unless the context surrounding the words indicates that the words are a threat.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or

implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

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

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the School Board policy 2.260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

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

District Complaint Managers:

Jeff Schuler
47W326 Keslinger Rd
Maple Park, IL 60151
(630) 365-4113

Fran Eggleston
47W326 Keslinger Rd
Maple Park, IL 60151
(630) 365-4113

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

All district employees have an obligation to ensure that harassment does not occur. Engaging in harassment will result in appropriate discipline or other appropriate sanctions. Anyone who engages in harassment on school property or at a school activity may have their access to school property and activities restricted.

District administrators who have knowledge of possible situations of harassment shall take immediate steps to investigate the conduct and take appropriate action to remedy the situation.

Employees who witness or have knowledge of possible situations of harassment involving others shall immediately refer such information to their supervisor, another district official, or building and/or district harassment complaint coordinators for appropriate action.

Employees, agents, volunteers or students who believe that they have been harassed are encouraged to use the district's harassment procedure.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Persons found to have been subjected to harassment will have appropriate school support services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied.

Reprisal, retaliation, retribution or false accusations against anyone reporting or thoughts to have reported harassment is prohibited and will be treated as a serious violation of policy, regardless of whether any discrimination or harassment is substantiated. Any individual who makes a report of alleged harassment, which is later found upon investigation to be completely lacking credible evidence, shall be subject to disciplinary measures under the provisions of this policy.

The district shall make available training and written materials to employees and students. This policy shall be posted in each district building in a place available to employees, students, parents, volunteers, and visitors. The policy shall be reproduced in student and employee handbooks.

**LEGAL REF: Title VII of the Civil Rights Act, 42 U.S.C. § 2000e, et seq.
Title IX of the Education Amendments, 20 U.S. C. § 1681 et seq.
775 ILCS 5/1-102 et seq. Ill. Rev. Stat., ch. 68, ¶ 1-101, et seq.
23 Ill. Admin. Code 1.240 and 200-40.**

CROSS REF: 2.260 (uniform grievance procedure), 5.10, 5.20, 6.260, 7.10, 7.20, 8.70, 8.110

Adopted: 5/24/04; Revised 06/14/04; Revised 10/26/09

General Personnel

Administrative Regulations – Harassment Complaint Procedures

Reporting

1. **Students**: It is the policy of the Kaneland School District to encourage student(s) who are targets of harassment and students who have first-hand knowledge of such harassment to report claims. Students should report incident(s) to any certificated employee (i.e. teacher, guidance counselor or administrator).

Any adult school employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment at school or during school sponsored activities shall report it to the principal or the principal’s designee. If the report involves the school principal, the reporter shall make the report directly to the school district harassment complaint coordinator or superintendent.

Privacy: Complaints will be kept confidential to the extent possible given the need to investigate and act on investigative results.

2. **Any Employee, agent or volunteer** who alleges harassment, or any third person with knowledge of conduct that may constitute harassment, should report the alleged harassment promptly to one of the harassment complaint coordinators at the building where the alleged harassment occurs. However, complainants may report an incident to any harassment complaint coordinator or to any district administrator. Complaints involving harassment between a student and an employee will be referred to a building harassment complaint coordinator; complaints involving harassment among employees will be referred to the appropriate building or district harassment complaint coordinator.

Under certain circumstances, alleged harassment may constitute child abuse under state law. The statutory obligation to report suspected abuse, therefore, may be applicable. In addition, if the evidence suggests that the harassment is also a crime, results of the investigation may be directed to the appropriate law enforcement agency.

Privacy: Complaints will be kept confidential to the extent possible given the need to investigate and act on investigative results.

3. The harassment complaint coordinator will require that the complaint be placed in writing. If the report is presented orally, the harassment complaint coordinator shall prepare a written report based on the complainant’s oral report, which shall be signed by the complainant. A report alleging harassment should contain the following elements:
 - a. Names of individuals involved in the incident(s) including the names of any witnesses.
 - b. Date, time, and location of the incident.
 - c. A description of the incident.
 - d. Submission date of the incident report.
4. The harassment complaint coordinator will attempt to resolve the complaint. The resolution of complaints may include the use of mediation, discussion, investigation, disciplinary action or referral to other resources. In addition, students may be referred to guidance counselors, social workers, police liaison officer, or community agencies.

5. A complaint will only be deemed resolved if the complainant, respondent, and harassment complaint coordinator have signed a statement to the effect that the complaint has been resolved to their respective satisfactions. A written summary of the resolution will be created and maintained by the harassment complaint coordinator.
6. For unresolved complaints, the harassment complaint coordinator shall promptly begin a formal investigation to determine the validity and severity of the allegations. The harassment complaint coordinator shall interview the individual filing the complaint, the individual being accused of harassment, and may interview other individuals having knowledge of the alleged harassment. The harassment complaint coordinator shall keep written notes of the interviews.
7. As part of the investigation process, the harassment complaint coordinator shall interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. In determining whether the alleged conduct constitutes a violation of this policy, the harassment complaint coordinator shall consider, among other things: the nature of the behavior; how often the conduct occurred; whether there were past incidents or past continuing patterns of behavior; and the relationship of the parties involved. The harassment complaint coordinator will also take immediate action, as may be appropriate, to prevent further violations of this policy while the investigation is being conducted.
8. The harassment complaint coordinator shall attempt to complete the investigation and inform the complainant within ten (10) school days of receipt of the complaint when possible.
9. If the allegations are found to be valid, the harassment complaint coordinator shall refer the case to the appropriate building or district administrator, as the harassment complaint coordinator reasonably deems appropriate, for disciplinary action. Appeals of disciplinary actions shall be addressed through normal administrative procedures.
10. The harassment complaint coordinator shall provide a written response to the complainant of the disposition of the case and forward a copy to the district harassment complaint coordinator. A copy may be forwarded to the superintendent as deemed appropriate.

Appeals

Individual Rights

Nothing in these procedures is intended to deny the right of any individual to pursue other avenues of relief as provided for in various state and federal statutes regarding harassment.

Harassment Complaint Coordinators

The school administration (building and district) will publish the names and office phone numbers of the harassment complaint coordinators at the start of each school year. These names will be published in the Student/Parent and Employee handbooks and posted for access by students, employees, agents and volunteers.

Appeal to a District Harassment Complaint Coordinator

1. If the complainant and/or respondent are not satisfied with the response from the building harassment complaint coordinator, the complainant or respondent may file a written appeal to one of the district's

harassment complaint coordinators. When possible, this appeal should be filed within ten (10) school days of receipt of the response from the harassment complaint coordinator. If the district complaint coordinator is handling the case, the matter will be appealed to an independent complaint coordinator.

2. The harassment complaint coordinator conducting the appeal shall conduct a hearing within ten (10) school days when possible. The complainant and respondent shall be given an opportunity to present testimony and documents relevant to the complaint. Detailed minutes of the hearing shall be maintained. The harassment complaint coordinator shall provide a written response to the complainant and respondent within fifteen (15) school days when possible following the completion of the hearing. The Board of Education shall be provided a copy of the written response and relevant supporting documentation.
3. The Board of Education may, at its discretion, bypass the harassment complaint coordinator's appeal hearing and have the appeal brought directly to the Board or its appointed hearing officer for a hearing.

Appeal to Board of Education

1. If the complainant or respondent is not satisfied with the district harassment complaint coordinator's decision, or if the coordinator fails to provide the complainant and respondent with a written decision within the time limits specified above, the complainant or respondent may file a written appeal with the Board of Education.
2. When possible, the complainant or respondent must file a written appeal within ten (10) school days of the receipt of the district harassment complaint coordinator's decision.
3. The Board may, at its discretion, convene a hearing to hear testimony regarding the complaint, or appoint a hearing officer to so act.
4. Within thirty (30) school days of the filing of the appeal, or, in the case of a hearing officer, thirty (30) school days from the receipt of the report, the Board shall provide the complainant and respondent with a written decision when possible.

Appeal to the Superintendent of the Educational Service Region

If the complainant is a student and the complainant or respondent is not satisfied with the final disposition of the complaint by the Board of Education, or if the Board fails to issue a timely decision, the complainant or respondent may appeal the decision to the superintendent of the Educational Service Region pursuant to Section 3-10 of the School Code. (105 ILCS 5/3-10)

Appeal to the State Superintendent of Education

If the complainant is a student and the complainant or respondent is not satisfied with the disposition of the complaint by the superintendent of the Educational Service Region, the complainant or respondent may appeal the decision to the state superintendent of education pursuant to Section 2-3.8 of the School Code. (105 ILCS 5/2-3.8)

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