



**WOODRIDGE**  
SCHOOL DISTRICT 68

# **Substitute Handbook**

2023 - 2024

*Inspiring Education and Innovation*

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## MEMBERS OF THE BOARD OF EDUCATION

### **TERM**

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**Dr. M. Joann Wright**.....April 2023- April 2027  
[wrightj@woodridge68.org](mailto:wrightj@woodridge68.org)

## ADMINISTRATIVE DIRECTORY

Dr. Patrick Broncato, Superintendent .....	630-795-6804
Woodridge School District 68	
7925 Janes Avenue	
Woodridge, IL 60517	
Gregory Wolcott .....	630-795-6806
Assistant Superintendent for Teaching & Learning	
Dr. William Schmidt.....	630-795-6803
Assistant Superintendent for Human Resources	
Curtis Saindon.....	630-795-6821
Assistant Superintendent for Business/CSBO	
Amy Melinder .....	630-795-6815
Director of Community Engagement	
Dr. Anne Bowers .....	630-795-6835
Director of Special Education	
Dr. Yadira Alfaro .....	630-795-6845
Director of Multilingual Services	
Sara Kash, Principal .....	630-795-6000
Edgewood School	
7900 Woodridge Drive	
Dr. Paul Scaletta, Principal.....	630-795-6100
Goodrich School	
3450 Hobson Road	
Justin Warnke, Principal ... ..	630-795-6700
Jefferson Junior High School	
7200 Janes Avenue	
Dr. Kelly Neylon, Principal .....	630-795-6400
Meadowview School	
2525 Mitchell Drive	
Jacob Engler, Principal.....	630-795-6500
William F. Murphy School	
7700 Larchwood Lane	
Dr. Donald Mrozik, Principal.....	630-795-6300
John L. Siple School	
2806 83 <sup>rd</sup> Street	
Kurt Kramer , Principal.....	630-795-6600
Willow Creek School	
2901 Jackson Drive	
Rosa Maldonado Absence Management Administrator .....	630-795-6801
<i>Frontline Education Absence Management (formerly AESOP)</i> (Absence and Time Operator) –	
<a href="http://www.aesoponline.com">www.aesoponline.com</a> .....	1-800-942-3767

## **APPLICATION**

You may apply to be a substitute teacher by submitting your application via Applitrack a *New Substitute Packet* will be sent to you by the substitute coordinator. Once the

Administration Office has your complete application on file, an *Absence Management ID & Pin #* will be sent to you by email. Continuing substitutes must complete a substitute teacher registration form on a yearly basis.

## **FINGERPRINT CRIMINAL HISTORY CHECK**

The DuPage Regional Office of Education is authorized to conduct fingerprint-based criminal history checks for substitute teachers and multi-district hires. Many school districts send substitute applicants to the Regional Office of Education.

If you need a fingerprint based criminal history check from the DuPage Regional Office of Education, you need to:

1. Make an appointment for fingerprinting online at the DuPage Regional Office of Education by going to the following link and choosing an appointment time:  
<https://register.dupageroe.org/Public/Appointment/Fingerprinting.aspx>
2. The ROE no longer makes appointments by phone or accepts walk-ins for fingerprinting. You must make an appointment online.
3. Complete the Fingerprint Information and Release Form.
4. The ROE Fingerprint fee is \$50 payable by check, cash, or Visa or MasterCard.

The Regional Office of Education will:

1. Complete and submit fingerprints to the Illinois State Police and Federal Bureau of Investigation.
2. Receive and review your ISP and FBI criminal history check reports
3. Check for your name on the Illinois State-wide Sex Offender Data Base and Illinois State-wide Child Murderer and Violent Crimes Against Youth data base.
4. Issue a Criminal Background Report to you containing your ISP and FBI results and notation that your name does not appear on either statewide data base.

You will:

1. Apply to Substitute teach by contacting Human Resources at Woodridge School District 68.
2. Submit your Criminal Background Report, Physical Exam & TB Test Results, and completed Substitute Application Packet to Woodridge School District 68.

If you need assistance or have questions, please contact the DuPage Regional Office of Education at 630-407-5800 or by email at [cert@dupageroe.org](mailto:cert@dupageroe.org)

## **ASSIGNMENT PROCEDURE**

Assignments for Teachers, Teaching Assistants, LRC Assistants, and Secretarial Staff are made by the District using *Absence Management*, our on-line substitute calling system, and the District Absence Management Administrator. Substitutes will be contacted as far in advance as possible and will be assigned as needed. A teacher's specific request will be given first priority.

## **SCHOOL HOURS**

Edgewood School	8:20 a.m. to 2:55 p.m.	Report at 7:50 a.m.
Goodrich School	8:20 a.m. to 2:55 p.m.	Report at 7:50 a.m.
Murphy School	8:20 a.m. to 2:55 p.m.	Report at 7:50 a.m.
Meadowview School	8:20 a.m. to 2:55 p.m.	Report at 7:50 a.m.
Sipley School	8:20 a.m. to 2:55 p.m.	Report at 7:50 a.m.
Willow Creek School	8:20 a.m. to 2:55 p.m.	Report at 7:50 a.m.
<b>Jefferson Junior High School:</b>	8:20 a.m. to 3:55 p.m.	Report at 7:55 a.m.

## **PROCEDURE FOR REPORTING**

PLEASE NOTE THAT SUBSTITUTES WILL BE ASKED TO LEAVE EITHER THEIR KEYS OR THEIR DRIVER'S LICENSE AT THE FRONT DESK FOR THEIR SAFETY AND TO ENSURE THAT THEY "SWIPE OUT" AT THE END OF THE DAY.

Substitutes must report to the Office of the Principal and sign in each day they substitute. Certified Elementary Substitutes are expected to report thirty minutes prior to the start of school for grades K-6 and afternoon Certified Substitutes are expected to report at 11:00 a.m. Junior High Certified Substitutes (grades 7 & 8) are expected to report twenty five minutes prior to the start of school and afternoon substitutes are expected to report at 11:35 a.m.

Classified Support Staff Substitutes start and end times are dependent upon position and noted on each Absence Management assignment.

## **CERTIFIED SUBSTITUTE PAY SCALE - 2023-2024 SCHOOL YEAR**

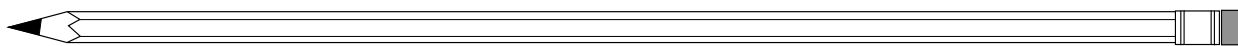
- Starting Daily Sub Rate - \$160
- After 5 days in the same sub assignment - \$165
- After 20 days subbed in the District - \$175
- After 30 days subbed in the District - \$190
- Bilingual and Learning Behavior Specialists - \$190      Retired Woodridge68 Teacher - \$200

## **CLASSIFIED SUBSTITUTE PAY SCALE - 2023-2024 SCHOOL YEAR**

Teaching and LRC Assistants:	\$18.00 an hour	MLP TA/EC TA:	\$20.00 an hour
Secretarial Substitutes:	\$18.75 an hour	Health Aide:	\$18.50 an hour

## **PAY SCHEDULE FOR 2023-2024 SCHOOL YEAR**

September	8	22	December	1	15	29	April	5	19
October	6	20	January	12	26		May	3	17 31
November	3	17	February	9	23		June	14	
			March	8	22				



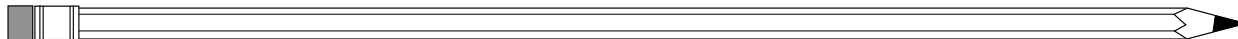
### **CODE OF ETHICS FOR SUBSTITUTE TEACHERS**

Substitute teachers are a special group with special problems which differ from those of regular teachers and they deserve special attention.

Certainly, the profession's ethical standards are being closely scrutinized today. Occupying a dual role which places him/her part of the time in the public school family and part of the time in lay society, the substitute teacher is often viewed as a private line into school affairs. It may well be, therefore, that a code of ethics for substitute teachers is especially important to the development of improved habits and attitudes in the light of generally accepted standards.

Each person who considers himself/herself a substitute teaching specialist should be able to support the following statements:

1. I recognize that the child is the center of the educational solar system, and that helping him to develop his particular talents to the limit of his ability is the sole reason for the existence of the teaching profession.
2. I treat with discretion all information about teachers and children which is entrusted to me in professional confidence, and do not divulge such information improperly.
3. I strive to the utmost of my ability to further the educational programs which I find in operation in classrooms to which I am assigned.
4. I shall always strive to continue my professional growth and thereby improve the profession of substitute teaching.
5. I accept only those teaching assignments in which I can reasonably expect to function satisfactorily.
6. I will try to enrich the school experience of every child whom I teach, by giving freely of my particular knowledge, experience and abilities.
7. I will work to upgrade the quality of the education profession by shouldering my share of the responsibilities and by conducting myself with dignity and propriety.
8. I will work to understand and appreciate more fully the basic ideals of American democracy, and to transmit this understanding and appreciation to the children I teach.
9. I recognize the tremendous importance of teaching, and proudly regard myself as an integral part of this vital process.
10. Realizing that teaching and human relations are inextricably interwoven, I will work to promote good human relations in every teaching assignment.



## **CURRICULUM LIBRARY**

Substitute teachers have access to all instructional resources maintained in each school curriculum library. Materials may be checked out for personal use for short periods of time.



## **DISCIPLINE / PUNISHMENT**

All employees of the school district shall endeavor to insure that effective discipline is implemented in the district. Substitute teachers and other certificated employees shall maintain discipline in the schools. Substitute teachers shall stress the development of discipline and self-control on a daily basis. It shall be the responsibility of the substitute to communicate to the principal serious disciplinary problems.

Discipline shall be fair and positive in nature. Corporal punishment is prohibited.

## **SUBSTITUTE TEACHER LIABILITY**

A substitute teacher will assume the same liability as the regularly employed classroom teacher they are temporarily replacing. School District Liability Insurance is provided for substitute teachers in the same manner as for regular teachers.

## **ELECTRONIC DEVICES**

Please be advised that cell phone usage during instruction time in the school day is prohibited. Refer to Board Policy 5365, for further clarification regarding staff and student possession and/or usage of electronic devices.

### **Staff**

#### **IPod devices**

Those with curricular connections are allowed to use them during the teaching day and in conjunction with the network.

#### **PDAs**

PDAs are presently used by staff members for assessment. Their use in conjunction with the network can only be supported by DEMO in these instances.

#### **Students**

Cell phone, IPod, or any other personal electronic devices used during the school day is prohibited unless otherwise permitted under Board Policy. Possession of electronic devices is highly discouraged at school and is the responsibility of the student. No measures will be taken to recover these items if they are lost or stolen.

## **SUGGESTIONS FOR CLASSROOM MANAGEMENT**

Here are some suggestions to help you and the students enjoy your substitute teaching experience:

1. Discipline is based on mutual understanding through honest, open communication.
2. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
3. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative and resourcefulness are some necessary prerequisites.
4. As a substitute you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic and accepting.
5. If there is time before class arrives, review the day's schedule and become familiar with related activities.

When the class arrives, introduce yourself and write your name on the board.

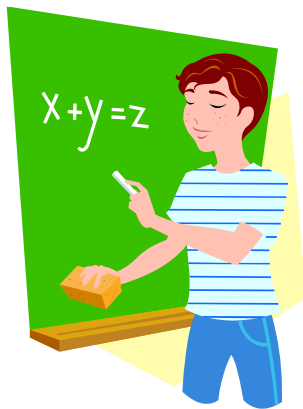
Try to call students by their names. This tends to prevent problems.

6. If discipline problems arise which you are unable to manage, the principal or designee should be contacted immediately for assistance.
7. In any situation, no matter how well-managed, emergencies will arise. Accidents, illnesses, the administering of medications, and other emergencies must be referred to the principal or designee.
8. Good communication between you and the regular teacher is essential to the students' continuity of learning. You should provide the regular teacher with a summary of each day's accomplishments.



## **SUBSTITUTES EXPECTATION OF THE DISTRICT**

1. To be shown the room assignment and other facilities that will be used that day (i.e.: lunchroom, rest rooms, gym, etc.) if new to the building.
2. Explanation on the individual school's policies and regulations, either written or verbal, regarding:
  - Opening and closing of school
  - Lunch schedules and break time
  - Extra duties required of substitutes
  - Information unique to that particular school
  - Attendance records
  - Emergency Procedures
3. Plans for classroom instruction:
  - Access to needed material and supplies
  - Class list
  - Class schedule
  - Needs of individual children
4. Cooperation from the Principal and staff in aiding the Substitute to minimize any loss of instruction.
5. An evaluation of the Substitute's work as the Principal deems necessary. A principal may have a conversation with substitutes to clarify expectations. If the principal deems necessary, a written warning may be issued due to the severity of the situation. In some circumstances, removal may be warranted. For written warnings and removal, the final determination will come from Human Resources.



# WOODRIDGE SCHOOL DISTRICT 68

## 2023-2024 CALENDAR

MONTH	DAY	EVENT
<b>August</b>	14-15	Teacher Institute - NO SCHOOL
	16	First Day of School, ( <b>students half day</b> , staff full day)
<b>September</b>	1	School Improvement Day - NO SCHOOL
	4	Labor Day - NO SCHOOL
<b>October</b>	9	Columbus Day - NO SCHOOL
	31	School Improvement Day - NO SCHOOL
<b>November</b>	20	Parent-Teacher Conferences 3-8pm – NO SCHOOL
	21	Parent-Teacher Conferences 11am-4pm - NO SCHOOL
	22-24	Thanksgiving Break – NO SCHOOL
<b>December</b>	25--29	Winter Break - NO SCHOOL
<b>January</b>	1-5	Winter Break – NO SCHOOL
	8	School Improvement Day - NO SCHOOL
	15	Martin Luther King, Jr. Day – NO SCHOOL
<b>February</b>	15	Parent-Teacher Conferences (3-8pm) – STUDENTS HALF DAY
	16	Parent-Teacher Conferences (11am-4pm) – NO SCHOOL
	19	President’s Day - NO SCHOOL
<b>March</b>	1	County Institute Day - NO SCHOOL
	25-29	Spring Break – NO SCHOOL
<b>April</b>	1	Spring Holiday - NO SCHOOL
<b>May</b>	3	School Improvement Day – NO SCHOOL
	22	Last Day of School( <b>students half day</b> , staff full day)
	23-30	Emergency Days (if needed)

## **SUBSTITUTE TEACHER - JOB DESCRIPTION**

- QUALIFICATIONS:
1. Certification and qualifications as set by the State Board of Education and the School Code.
  2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To continue the planned educational program in the absence of a teacher.

### PERFORMANCE RESPONSIBILITIES:

1. Reports to the school office upon arrival before the official school opening.
  2. Reviews with the principal / team leader, all plans and schedules to be followed during the teaching day.
  3. Maintains the established routines and procedures of the school and classroom to which the substitute is assigned.
  4. Assumes responsibility for pupil behavior.
  5. Teaches the lessons outlined and described in the lesson plans as prepared by the absent teacher.
  6. Prepares a written report for the teacher which describes the instructional activities accomplished and problems encountered while substituting.
  7. Reports to the school office at the conclusion of the teaching day.
- Performs such other tasks as may be assigned.

TERMS OF EMPLOYMENT: Per Diem, at rates currently established by the Board.

EVALUATION: Performance of this job will be evaluated by the Principal.

## **Substitute Teachers**

The District 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 school days.
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 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 5 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 any school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, 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 School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

### **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 programs. Short-term substitutes may teach no more than 5 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.

Under the direction of the Assistant Superintendent for Human Resources, suitable programs for the training, assigning, orienting and evaluating the work of substitute teachers shall be provided.

LEG. REF.: 105 ILCS 5/10-20.67, 5/21B-20(2), 5/21B-20(3) and 5/21B-20(4).  
23 Ill.Admin.Code §1.790 and §25.520.

Adopted: Board of Education  
Woodridge School District 68  
June 22, 1998

Amended: November 18, 2002  
January 12, 2015  
January 14, 2019

Reviewed: March 23, 2009  
December 1, 2014  
November 30, 2015

## **Substitute Teachers - REGULATION 4470 R1**

- 1.The Assistant Superintendent for Human Resources shall provide, on a yearly basis, a District orientation session for all new substitute teachers, and a training program for short-term substitute teachers.
- 2.When appropriate, each teacher or principal shall evaluate substitute teachers in accordance with the principles outlined in the Substitute Handbook and maintained in Absence Management (formerly AESOP).
- 3.Principles shall notify the Assistant Superintendent for Human Resources when the performance of a substitute is unsatisfactory or not in the best interests of the District.

Administrative Adoption: June 22, 1998  
Reviewed: November 4, 2002  
March 23, 2009  
January 13, 2014  
January 13, 2019

## **Dress - Policy 4070**

Personnel shall have the right to dress and groom themselves according to their personal tastes, as long as such dress and grooming does not present health and safety hazards, disrupt the educational process, or is immodest.

Adopted: Board of Education  
Woodridge School District 68  
June 22, 1998  
Amended: November 18, 2002  
Reviewed: March 23, 2009  
January 13, 2014  
November 30, 2015



The following are the guidelines agreed upon for proper dress for our employees:

- No denim pants, jeans, skirts or jumpers;
- Black/white jeans are acceptable, if not showing wear;
- No sweatshirts;
- No T-shirts;
- For male employees, no shirt tails hanging out of pants.
- Denim shirts that are considered school shirts or professional, are acceptable. A maximum of one day per month is acceptable to wear denim, as specified by the principal. The object is to set an example for the students, but moreover, to project a professional image.

## RULES AND REGULATIONS FOR THE UTILIZATION OF TEACHER AIDES AND OTHER NON-EDUCATIONAL SUPPORT PERSONNEL

The following guidelines have been developed pursuant to Section 10-22.34, 10-22.34a and 10-22.34b of The School Code of Illinois:

### I. Teacher Aides

#### A. Definition of Terms

1. The terms "Teacher Aides" shall be used to refer to the "non-certificated personnel" authorized by law and employed to assist in instruction.
2. "Immediate or direct supervision and control" shall refer to the teacher's responsibility for continuous management of the teacher aide's activities.
3. "Instructional judgment" shall refer to the teacher's responsibility for making the determination of a student's scholastic activities.
4. "Continuously aware" shall denote the requirement that the teacher have full knowledge of the teacher aide's activities and shall be able to control or modify them at any time.

#### B. Utilization of Teacher Aides

A teacher aide shall be under the direct supervision and control of a fully certificated teacher when assisting with instruction. Areas of instruction requiring such supervised assistance shall include, though not limited to classrooms, laboratories, shops, playgrounds, organized physical education periods, libraries, if utilized as instructional settings where instructional judgment requires the supervision of a fully certificated teacher.

### II. Other Non-Certificated Personnel

- A. Other non-certificated personnel may be utilized by school districts in accordance with Section 10-22.34 and 10-22.34a. Such personnel may be employed or utilized for school activities not directly connected with the academic program of the schools. Such areas of utilization include:

1. Clerical duties as in an office or library.
2. Chaperones or sponsors.
3. Playgrounds, during free play and not during part of an organized physical education period.

B.

### Activities Checklist

Please adhere to the following policy represented diagrammatically.

	Parent volunteers* or library clerks <u>without</u> teacher	Parent Volunteers*or library clerks <u>with</u> teacher	Teacher aides <u>without</u> teacher supervision	Teacher aides <u>with</u> teacher supervision
Supervising students during lunch or play- ground activities **	Permitted	Permitted	Permitted	Permitted
Assisting students in finding media and software	Permitted	Permitted	Permitted	Permitted
Supervising students in programmed instructional activities	<u>Prohibited</u>	<u>Prohibited</u>	<u>Prohibited</u>	Permitted
Reinforcing previously taught skills, flashcard, programmed instructional activities, silent reading, administering and scoring tests, supervising instructional games	<u>Prohibited</u>	<u>Prohibited</u>	<u>Prohibited</u>	Permitted
Directing instructional activities involving student diagnosis, prescription, evaluation or introduction of new skills or concepts	<u>Prohibited</u>	<u>Prohibited</u>	<u>Prohibited</u>	Permitted

\* Who do not qualify under state guidelines as teacher aides (having 30 hours of college credit evidence by a Paraprofessional Statement of Approval from R.O.E.)

\*\* During free play and not during part of an organized physical educational program.

## **Dress - Regulation 5330R**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Appropriate dress and grooming shall be determined by the building principal in accordance with the regulations below:

1. Appropriate footwear must be worn. Specifically for the health and safety of our students, flip-flops are prohibited.
2. The wearing of hats or hoods is prohibited in the building unless specifically permitted by the principal or his designee.
3. Bare midriffs, see-through garments, clothing which bares the chest, tube tops and halter tops are prohibited in grades five through eight.
4. Skirts or shorts more than six inches above the knee are prohibited except for prescribed uniforms worn during Physical Education and school related athletic functions.
5. Obscene, profane language or provocative pictures on clothing or jewelry is prohibited.
6. Students are not to wear overcoats or out-of-door coats in classrooms or during class time unless specifically permitted by the principal or designee.
7. Students shall not wear any clothing, jewelry, emblem, badge, symbol, sign or other item which is evidence of membership or affiliation in any gang.
8. Clothing which bears any message which is considered to be obscene; disrespectful of country, school or religion; or advertises alcoholic beverages, drugs and or tobacco shall be deemed inappropriate.
9. Sagged/baggy pants - the waistline of the pants is to be located at the hipbone of the student without undergarments visible.

Administrative Adoption: October 25, 1999

Amended: January 25, 2010  
April 28, 2014

Reviewed: January 13, 2014

## **GENERAL PERSONNEL**

### **Workplace Harassment Prohibited**

#### **Statement of Policy**

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, or other protected status identified in Board policy 4010, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 5020 *Harassment of Students Prohibited*.

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

#### **Definition of Sexual Harassment**

"Sexual harassment" consists of unwelcome sexual advances; sexual advances to students by staff, whether welcome or unwelcome; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or to another staff member where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or
2. Submission to or rejection of such conduct is used as the basis for any employment or education decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of any student or other employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's grades, educational opportunities, employment status, or similar personal concerns.

### Sexual Harassment Prohibited

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

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

### Making a Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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

### Whom to Contact with a Report or Complaint

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

Employees may also report claims using Board policy 7260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 7260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

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

**Non-Discrimination Coordinator:**

Dr. William Schmidt  
7925 Janes Ave., Woodridge, IL 60517

(630) 795-6800

**Complaint Managers:**

Dr. Anne Bowers  
7925 Janes Ave  
Woodridge, IL 60517

(630) 795-6830

Dr. William Schmidt  
7925 Janes Avenue  
Woodridge, IL 60517

(630) 795-6800

Investigation Process

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

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972, the Nondiscrimination Coordinator or designee shall consider whether action under policy 7265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 7265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 7260, *Uniform Grievance Procedure*, and/or policy 4220, *Employee Ethics; Code of Professional Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to police 4060, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 7265, *Title IX Sexual Harassment Grievance Procedure*, or policy 7260, *Uniform Grievance Procedure*.

Enforcement

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

### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 7260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

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

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

### Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.: Title VII of the Civil Rights Act of 1964, Section 703  
Title IX of the Education Amendments, of 1972, 20 U.S.C.  
Section 1681 -et seq.  
U.S. Equal Employment Opportunity Commission, 29 CFR Part 1604.11  
U.S. Department of Education, 34 CFR Part 1604.11  
U.S. Department of Health and Human Services, 45 CFR Part 86.8(b)  
Illinois Human Rights Act, 775 ILCS 5/2-102(D), 5/2-105

Adopted: Board of Education  
Woodridge School District  
June 22, 1998

Amended: January 23, 2023

Reviewed: January 23, 2023

## **Personnel Records – Regulation 4030R**

### **Applicant Records**

Records for a successful employment applicant are maintained with the individual's employment records. Records for an unsuccessful employment applicant are maintained for no less than 5 years from the application date. Applicant records include the following if received by the District:

1. Employment application forms
2. Transcripts
3. Previous work experience
4. References
5. Such other relevant information as the District desires of applicants for screening purposes

### **Personnel Records**

Personnel records for all employees include:

1. Pre-employment records, including verification of past employment
2. Dates of employment
3. Valid certificate and/or evidence of required credentials for services being performed
4. Criminal background investigation history and report
5. Form I-9 required under the Immigration Reform and Control Act
6. Records maintained pursuant to Internal Revenue Service regulations
7. Payroll information and deductions, including all records required to be kept by 5:35-AP2, *Employee Records Required by the Fair Labor Standards Act* (29 C.F.R. §§516.2 and 516.3)
8. Records maintained for the Illinois Teachers' Retirement System or the Illinois Municipal Retirement System
9. Credit release information
10. Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)
11. Salary schedule data
12. Relevant health and medical records, including the verification of freedom from tuberculosis required by the School Code (105 ILCS 5/24-5)
13. Supervisory evaluations
14. Promotions
15. Awards received
16. Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action

17. Disciplinary actions and accompanying records
18. Notice of discharge and accompanying records
19. Letter of resignation or retirement
20. Notification that an employee is the subject of a Dept. of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded
21. Any additional information the District deems to be relevant

In addition to the above, personnel records for all professional personnel include:

1. Valid certificate for services being performed
2. Copies of official transcripts required by the School Code (105 ILCS 5/24-23)
3. Transcripts of graduate work completed
4. Verification of past teaching experience, if any
5. Record of in-service work completed
6. Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

#### Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning activities occurring on the District's premises or during the employee's working hours that: (1) interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, (2) constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or (3) could, by the employee's actions, cause the District financial liability. 820 ILCS 40/9.

#### Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Personnel Record Review Act, 820 ILCS 40/, and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in Sec. 10 of the Review Act, an employee is granted access to his or her personnel records at least 2 times in a calendar year at reasonable intervals.

Unless otherwise indicated in an applicable bargaining agreement, access to the employee's personnel records will be according to the following guidelines:

1. The employee must submit a written inspection request to the Superintendent or the Superintendent's designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within 7 working days after the request. If such deadline cannot reasonably be met, the District will have an additional 7 days to comply.
3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.
5. Neither an employee nor his or her designated representative will have access to records that are treated as exceptions in the Illinois Personnel Record Review Act discussed below.
6. The employee may copy material maintained in his or her personnel record. Payment for record copying will be based on the District's actual costs of duplication.
7. The employee may not remove any part of his or her personnel records from his or her file or may not remove any part of his or her personnel records from the District's administrative office.
8. Should the employee demonstrate his or her inability to inspect his or her personnel records in person, the District will mail a copy of the specific record(s) upon written request.
9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.

### Requests by Third Parties

The Board Attorney shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately forwarded to the School District's Freedom of Information Officer. Concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action:

1. If the responsive record is more than 4 years old, access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8.
2. If the responsive record is 4 years old or less, access will be granted. The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7, amended by P.A. 96-1212.
3. The employee will not be informed if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will be denied. Required by 820 ILCS 40/11, amended by P.A. 96-1483.

Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. Required by 820 ILCS 40/8.

### Restriction on Employee Access

Section 10 of the Illinois Personnel Record Review Act provides that the right of the employee or the employee's designated representative to inspect his or her personnel records does not extend to:

1. Letters of reference for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
3. Materials relating to the employer's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.

4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records.

#### Complying with Requirements in the Abused and Neglected Child Reporting Act

The Superintendent will execute the requirements in the Abused and Neglected Child Reporting Act whenever a District employee makes a report to DCFS involving another District employee's conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee's job performance or qualifications the fact that he or she was the subject of another employee's report to DCFS. Only the fact that a District employee made a report may be disclosed.
2. Inform the District employee who is or has been the subject of such report that the Superintendent will make the disclosure as described above.
3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

LEGAL REF.: 5 ILCS 140/  
325 ILCS 5/4 and 5/7.4.  
820 ILCS 40/  
23 Ill.Admin.Code §1.660.

Administrative Adoption: June 22, 1998

Reviewed: November 4, 2002  
March 23, 2009  
January 13, 2014  
Amended: January 14, 2013

## **STUDENTS**

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. The District is committed to preventing bullying, intimidation and harassment in all of its forms, as well as educating students, staff and the public about the types of behaviors that could result in bullying, intimidation or harassment. It is the District's goal to prevent and eliminate these disruptive behaviors before they rise to the level of bullying, intimidation or harassment, and to address these behaviors as soon as practicable.

Under State and federal law, bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

### **Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)**

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

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

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the IL. Human Rights Act.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, , school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Non-Discrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Non-Discrimination Coordinator, as listed in policy 7260 Uniform Grievance Procedure, or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Non-Discrimination Coordinator:**

William E. Schmidt  
7925 Janes Ave., Woodridge, IL 60517

[schmidt@woodridge68.org](mailto:schmidt@woodridge68.org)

(630) 967-2033

**Complaint Managers:**

<u>Dr. Anne Bowers</u>	<u>Dr. William Schmidt</u>
<u>2525 Mitchell Drive</u>	<u>7925 Janes Avenue</u>
<u>Woodridge, IL 60517</u>	<u>Woodridge, IL 60517</u>
<u>630-967-2012</u>	<u>630-967-2033</u>

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired, and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 7410, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.

LEG. REF.: 405 ILS 49/1 et seq.  
105ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code § 1.240 and 1.280.

Adopted: Board of Education  
Woodridge School District 68  
January 28, 2008

Reviewed: January 24, 2022

Amended: January 24, 2022

## **SUBSTITUTE TEACHER SURVEY**

As a valuable member of our staff, we would appreciate your feedback regarding your experience in Woodridge School District 68. Please share with us the positive aspects of the substitute program and ways we could improve our Substitute Program. Thank you for your service to the District and for providing us feedback.

**Please list 1-5 positive aspects of the Substitute Program:**

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**Please list 1-5 suggested improvements to our Substitute Program:**

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