

McLean County Unit District No. 5



Student Teacher Packet

McLean County Unit District No. 5

Student Teacher Paperwork Explanation Sheet

The following is the student teacher packet for McLean County Unit District No. 5. We have included the forms that a new student teacher must complete; the completed forms should be kept in the student teacher's file. The items included are listed below.

Student Teacher Information Form

- This has been developed as a quick reference for the district to reach the student teacher in case of an emergency.

District Student Teacher Application

- This is an application form to be completed, which provides the preliminary information needed to consider your interest in student teaching. Please complete this application form in its entirety and return it to the district.

Drug Testing Policy (5.50) & Release Form

- All student teachers must read and understand the district's drug and alcohol abuse policy and sign this form allowing the district to perform a drug test. No student teacher with positive drug test results will be placed in the district.

Disclosure and Authorization Form

- All student teachers of the district must successfully complete a criminal background check prior to being employed. The Disclosure and Authorization Form must be filled out by all new student teachers of the district.

Summary of Rights

- The Summary of Rights is to be provided to any applicant for placement that is being sent for fingerprints for the background check. This is for informational purposes.

Workplace Harassment and Misconduct Prohibited (5.20)

Personal Technology and Social Media; Usage and Conduct (5.125)

Access to Electronic Networks (6.235)

Mandated Reporter Status Acknowledgement Form

- The Illinois Abused and Neglected Child Reporting Act requires any student teacher of a school to read and understand this act for reporting of child abuse to the proper authority.

Tuberculosis Testing

- All student teachers of the district must provide evidence of freedom from communicable disease, including tuberculosis (105ILCS 5/10-21.9).

McLean County Unit District No. 5



Student Teacher Information Form

Please complete the following information relating to your current status. Anytime this information changes please notify the unit office. This information will be kept in your personnel file should a situation arise that the district needs the information.

Name:				
	<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle)</i>	
Address:				
	<i>(Number)</i>	<i>(Street)</i>	<i>(City)</i>	<i>(State) (Zip Code)</i>
Telephone #:	()			
Name & Telephone # to contact in case of Emergency		Emergency contact's place of employment		
(Name) _____		_____		
() _____ - _____		_____		
Start Date:				
Cooperating College or University:				
Cooperating Teacher:				
Contact at College or University:				

In case of an emergency involving you what doctor should be contacted?

Doctor: _____ Phone: _____

Are you allergic to any medications? Yes No

If yes, please list _____

Additional family or persons to contact in case of an emergency.

Name _____ Phone _____

Name _____ Phone _____



Student Teacher Application Form

PERSONAL INFORMATION:

Name: _____
Last *First* *MI*
Maiden Name or if known by any other name: _____

Address: _____
Street *City* *State* *Zip*

Phone Number: (____) _____ - _____

Emergency contact: _____ Phone: _____

Placement Information

Time Frame for Student Teaching: _____ Graduation Date: ____ / ____ / ____
 First Semester Second Semester

District Building placement: _____

Grade Level placement: _____

Subject placement: _____

Cooperating Teacher: _____

Contacts

Please list the advisory contact at your College or University:

1. _____
Name *Phone*

2. _____
Name *Phone*

3. _____
Name *Phone*

BACKGROUND INFORMATION:

Please answer the following questions completely. Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a student teacher. McLean County Unit District No. 5 reserves the right to reject any applicant for any legitimate, nondiscriminatory reason.

Do you currently have any outstanding criminal charges or warrants for your arrest pending against you? Yes No

If yes, please explain:

Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child in any legal proceeding?

Yes No

If yes, please explain:

WAIVER OF LIABILITY

McLean County Unit District No. 5 does not provide insurance coverage to non-District personnel which include individuals serving as Student Teachers. The purpose of the following information is to inform the Student Teacher and to document your acknowledgment and agreement that you are acting as a Student Teacher at your own risk. Therefore, McLean County Unit District No. 5 does not provide insurance coverage for the Student Teacher for any loss, injuries, illness or death resulting from the Student Teacher's unpaid service to the District.

You agree to assume all risk of injury, illness, damage, or loss of any nature or kind, arising out of your Student Teaching assignments, whether supervised or unsupervised, and your service to the District. You agree to waive any and all claims against the District, its Board Members, employees, agents or assigns, or their successors for the loss due to death, injury, or damage of any kind arising out of the Student Teacher's supervised or unsupervised service to the District.

Student Teacher Name

Date

Print Name

Witness signature

Date

General Personnel – Drug- and Alcohol-Free Workplace

It is the policy of the District that the public has the reasonable right to expect all District employees to be free from the effects of drugs and alcohol while on duty, on District property, or at District events, and to observe the laws concerning the use of drugs and alcohol regardless of whether they are on duty, on district property, or at District events. The purposes of this policy shall be achieved in such a manner as not to violate any constitutional rights of employees. All District property and events are drug- and alcohol-free places. All employees shall be prohibited from:

1. Possessing, consuming, using, manufacturing, dispensing, distributing, or being under the influence of alcohol while on duty, on District property, or at district events; and,
2. Possessing, selling, purchasing, delivering, manufacturing, dispensing, distributing, using, or being under the influence of any illegal drug, controlled substance, or cannabis, except where authorized by prescription.

For purposes of this policy, an illegal drug means a substance that is:

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

As a condition of employment, each employee shall:

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

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. Provide each employee access to the District Drug- and Alcohol-Free Workplace policy online;
2. Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;

5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

Discipline

Any employee who violates this policy may be subject to disciplinary action, up to and including discharge. In addition, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

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

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11 - 1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/.

Adopted: August 13, 1991
Reviewed: October 2011
Amended: December 14, 2011

McLean County Unit District No. 5



ACKNOWLEDGEMENT, AGREEMENT, AND RECEIPT

OF

DRUG AND ALCOHOL FREE WORKPLACE POLICY

The undersigned hereby acknowledges receipt of a copy of the Drug and Alcohol Free Workplace policy. The undersigned hereby acknowledges and agrees that nothing contained in the policy including practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. We retain the right to revise, amend the policy or terminate any policy unilaterally without notice at any time and the Student Teacher's continued opportunity to student teach in McLean County Unit District No. 5 will be deemed acceptance of such revisions and modifications.

Employee Signature

Witness Signature

Date

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

Bushue Background Screening

A Division of Bushue Human Resources, Inc.

Bushue Background Screening is the fingerprinting/background screening provider for
McLean Unit #5

A fingerprint criminal check is a requirement by the Illinois School Code. Background checks are conducted through the submission of fingerprints to the Illinois State Police and FBI.

Instructions to Applicants / New Employees

- To schedule a fingerprinting appointment please call our office at 217-342-3042, Monday through Friday, 8:00 AM—5:00 PM
- Appointments completed at the Regional Office of Education #17, 200 W. Front St. Suite 500D, Bloomington, IL 61701
- We regularly schedule appointments on Monday of each week, based on demand, may adjust days and times to accommodate needs.
- Please bring valid photo ID on the day your prints are to be conducted.

FINGERPRINTING - DISCLOSURE AND AUTHORIZATION
 [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]
NOTICE REGARDING BACKGROUND INVESTIGATION

McLean Co. Unit #5 ("the School") may obtain information about you from a consumer reporting agency for purposes of employment, licensure, volunteering, student teaching, or any other contractual services. These reports may contain information regarding your criminal history, motor vehicle records ("driving records"), fingerprint test by state police and/or FBI, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report. Please be advised that the nature and scope of the most common form of consumer report obtained with regard to applicants, volunteers, and contractors is a fingerprint test and photo recognition by the state police and/or FBI conducted by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing McLean Co. Unit #5 to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment or service to the district to the extent permitted by law.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by McLean Co. Unit #5 by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the School at any time after receipt of this authorization and throughout my employment and/or service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, another outside organization acting on behalf of McLean Co. Unit #5, and/or the School itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police (ISP) and/or the Federal Bureau of Investigation (FBI). In addition I authorize my photo to be taken, submitted to the ISP and/or FBI; photographic images may be shared for licensing and employment purposes only. I further understand that I have the right to challenge any state or federal criminal history record information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete.

Last Name _____ First _____ Middle _____ Maiden/Other Alias _____

**Social Security # _____ **Date of Birth _____ Place of Birth (State): _____

Driver's License # _____ State of Driver's License _____ Phone _____

Present Address _____ City/State/Zip _____

Signature: _____ Date: _____

**This information will be used for background screening purposes only and will not be used as hiring criteria.

Gender: Male Female
 Race: Asian Pacific Islander Black White Hispanic White Other
 Height: _____ Weight: _____

Hair Color: Bald Gray Black Sandy Blonde Red Brown
 Eye Color: Black Gray Blue Hazel Brown Other Green
 Skin Tone: Black Light Medium Olive Light Brown Fair Dark Brown

Position: _____ Please Circle (all that apply): Certified - Non-Certified - Student Teacher - Bus Driver

Per Illinois School Code you are entitled to receive a copy of your criminal background check. Would you like to receive this copy? Yes _____ No _____

Office Use Only: Proof of Identity: DL / State I.D. / Passport / Birth Certificate / SSC / Other: _____ ORI #: IL057005S or SB0570005
 Technician: _____ Technician License #: 249.000 TCN: _____
 Date of Fingerprinting: _____ Time: _____ Location: _____
 Payment Type: Cash / Money Order / Credit Card - Last 4 Digits: _____ Amount: \$ _____

Para informacion en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Bureau of Consumer Financial Protection
1700 G Street NW
Washington, DC 20006

b. Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Department of Transportation
400 Seventh Street SW
Washington, DC 20590

Office of Proceedings, Surface Transportation Board
Department of Transportation
1925 K Street NW
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
406 Third Street, SW, 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F St NE
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

General Personnel – Workplace Harassment Prohibited

The 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 race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5.10. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7.20.

Sexual Harassment Prohibited

The District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment on the basis of sex as defined and otherwise prohibited by state and federal 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 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.

Complaints

Aggrieved persons who 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.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the *Uniform Grievance Procedure*. Contact the District Office for the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. Employees may choose to report to a person of the employee's same gender. 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.

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 2.260).

Discipline

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.

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

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

CROSS REF.: 2.260, 5.10, 7.20
ADMIN. PROC.: 5.20-AP1

Adopted: October 6, 1997
Reviewed: October 2011
Amended: December 14, 2011

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The District is not responsible for any information that may be lost, damaged or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of the student; and (2) comply with the selection criteria for instructional materials and library resource center materials.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Student Acceptable Use of Electronic Networks

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Student Acceptable Use of Electronic Networks procedure* contains the appropriate uses, ethics and protocols. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety and CIPA Compliance Statement

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting access by minors and students to inappropriate matter on the Internet,
2. The safety and security of minors and students when using electronic mail, chat rooms, and other forms of direct electronic communications,
3. Unauthorized access, including "hacking" and other unlawful activities by minors and students online,

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors and students, and
5. Restricting minors and students' access to materials harmful to minors and students.

Student Authorization of Acceptable Use of Electronic Networks

Each student and his or her parents/guardians must sign the receipt and acknowledgement of the student handbook for elementary school or the *Student Authorization of Acceptable Use of Electronic Networks* form for secondary school, before being granted access to District electronic networks.

The failure of any student to follow the terms defined by the *Acceptable Use of Electronic Networks* section of the student handbook or this policy, will result in the loss of privileges, disciplinary action in accordance with the student handbook, and/or appropriate legal action. Students may be disciplined for off-campus conduct, including on-line "speech", if the conduct materially disrupts the school environment or can be reasonably expected to do so.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education Through Technology, 20 U.S.C. §6751 et seq.
720 ILCS 135/0.01.

CROSS REF.: 5.100, 5.170, 6.40, 6.210, 6.230, 6.260, 7.130, 7.190, 7.310

ADMIN.PROC.: 6.235-AP1, 6.235-E1, 6.235-E2, 6.235-E3, 6.235-E4

Adopted: May 28, 1997
Reviewed: April 2010
Amended: May 26, 2010

McLean County Unit District No. 5

State of Illinois – Dept. of Children & Family Services

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____ understand that when I am working and/or
(Name)
volunteering for McLean County Unit District No. 5 in my official capacity and/or professional:

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

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

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

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

Signature

Date

McLean County Unit District No. 5



1809 W. Hovey Avenue
Normal, IL 61761

REQUIRED TUBERCULOSIS TEST

(To be filed with District Office at the beginning of student teaching)

Name of Student Teacher _____

Address _____

Social Security Number _____

PHYSICIAN'S CERTIFICATE

I hereby certify that the above named student teacher has completed a TB test and is free from communicable disease.

Date of TB test _____

Test Results: _____

Signature _____