



CLASSIFIED STAFF HANDBOOK

2025 - 2026

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QUICK RESOURCE GUIDE

Where Do I?	
<i>Obtain help with issues regarding my work computer, technology, or internet access...</i>	Technology Help Desk X1300
<i>Find the school calendar...</i>	District Website
<i>Replace my key, FOB, or parking pass...</i>	Security & Events X1410
<i>Eat lunch...</i>	The staff lounge is located across from the cafeteria.
<i>Access health benefit information...</i>	Staff Benefits Coordinator HR@d120.org or X1260
<i>Find the collective bargaining agreement...</i>	Human Resource Management Website
<i>Get answers or clarification about my paycheck...</i>	Payroll Office payroll@d120.org
<i>Find job opportunities to become an activity sponsor...</i>	Human Resource Management HR@d120.org
<i>Find job opportunities to become an athletic coach...</i>	Human Resource Management HR@d120.org
<i>Apply for FMLA or a leave of absence...</i>	Staff Benefits Coordinator HR@d120.org
<i>Get help if injured while at work...</i>	Nurses Office X1395

INTRODUCTION

The purpose of this handbook is to provide information of interest to the classified staff of District 120. In general, the rules, regulations, and district practices which apply to classified employees are found in this handbook. In the event the rules, regulations, and practices outlined in this handbook conflict in any way with the policies set forth by the District 120 Board of Education, the Board policies shall govern.

This handbook is not an employee contract. No information in this handbook or your employment relationship should be considered as either an express or implied employment contract or guarantee of employment.

This handbook may be changed or modified and items may be added or deleted at any time as recommended by the superintendent or approved by the Board.

CLASSIFIED PERSONNEL DEFINED

Classified personnel are employees who are not required to hold a certified license (instructor, administrator, counselor, etc.) issued by the Illinois State Board of Education. This classification includes instructional aides, registered nurses, building secretaries, sign language interpreters, building security, maintenance employees, and grounds employees.

DISTRICT MISSION

Mundelein Consolidated High School District 120 is dedicated to academic excellence for all learners through the core values of equity, growth, and collaboration.

DISTRICT VISION

Our vision is to create a nationally recognized high school that provides multiple opportunities for all our diverse learners to visualize their potential futures and for each to realize a pathway to continued learning, productive citizenship, and personal success.

DISTRICT & BUILDING ADMINISTRATION

District Administration

Superintendent – Dr. Corey Tafoya

Deputy Superintendent of Teaching & Learning – Dr. Sarah Cacciatore

Assistant Superintendent of Student Services – Jamie DiCarlo

Assistant Superintendent of Finance & Operations – Cathy Johnson

Assistant Superintendent of Human Resources & Legal – Shane McCreery

Assistant Superintendent of Specialized Programs – Dr. Anthony Kroll

Building Administration

Principal – Dr. Alex Taylor

Associate Principal - Stevee Libert

Director of Teaching & Learning - Stacey Gorman

Director of Special Education – Kim Goldberg

Director of Security & Events - Fred Kliora

Assistant Director of Security & Events - Joe Lendino

Director of Facilities, Maintenance, and Construction – Kevin Quinn

Assistant Director of Facilities, Maintenance, & Construction – John Harjung

Director of Athletics – Kat McCreery

Assistant Director of Athletics – Joe Scheuer

Student Life & Activities Coordinator - Jim Schiffer

GENERAL WORK RULES & EXPECTATIONS

Absence Reporting

Employees should make every effort to be at school each day. When an employee finds it is necessary to be absent due to an illness or emergency, the following procedure should be followed:

- **Before 6:45 AM**, the employee should contact their supervisor and create an absence in Frontline.
- **After 6:45 AM**, the employee should report their absence by contacting the Substitute and Transportation Secretary by calling 847-949-2200 ext. 1250 and their immediate supervisor.

If an employee becomes ill during the school day or an emergency occurs after the school day has begun, the employee should contact their supervisor as soon as possible.

- When an employee knows in advance that they will be absent for sick/flex/bereavement leave or vacation, they should enter an absence request in Frontline for approval by their immediate supervisor.

An employee's failure to notify their supervisor and/or the supervisor's inability to contact the employee during an unapproved absence will be considered a "no call no show" and will result in disciplinary action.

Annual Mandatory Compliance Training

The district is required to provide mandatory training to its employees. Some of these trainings are required annually by Illinois statute. It is the employee's responsibility to complete all

training by the date stipulated. Training invitations are delivered via district email. It is the employee's responsibility to monitor their district email account for notification.

Attending School Assemblies, Staff Meetings, & Department Meetings

Employee attendance at school assemblies, staff meetings, and department meetings that occur during the employee's scheduled work day are mandatory and are considered a part of an employee's job duties.

Confidential Information

The district recognizes that employees will, in the normal course of their employment, encounter confidential information. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to disciplinary action up to and including termination of employment.

Most information concerning a student is confidential under State and Federal laws. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse. This does not affect the obligation to report suspected child abuse or neglect. It is the responsibility of every staff member to immediately report suspected child abuse or neglect to the Illinois Department of Children and Family Services at 1-800-24-ABUSE (1-800-252-2873).

All witnessed or suspected illegal or criminal activity shall be immediately reported to the appropriate administrator, supervisor, or Human Resource Management.

Other confidential information includes, but is not limited to, health information, security access codes or passwords, photographs, or other information posted to social media, or any other information that, if divulged, could expose the district, its employees, and/or its students to loss or harm.

Employee Conduct

The following rules represent basic performance expectations for all employees.

Professionalism and General Conduct

Employee's actions and words serve as a model of behavior for our students. While each employment position has specific requirements that may or may not require direct interaction with students, all employees are expected to maintain a high level of professionalism at all times. Use of inappropriate language or gestures, profanity, jokes or insinuations, verbal or physical aggression toward students, other staff, families, or any other action deemed unprofessional will not be tolerated.

Equity Mission Statement

Mundelein High School's mission is to provide each student the opportunity to understand and express their identity, cultivate a multitude of skills, build intellectualism within each area of study, and develop criticality to advance their understanding of power, equity, anti-racism, and other anti-oppressions. It is our expressed belief that a school district that values the racial and ethnic diversity of its students contributes to successful outcomes for all students, as well as for our community and for society. We also acknowledge that complex societal and historical

factors, such as racism, contribute to inequities in our society. Institutional racism, cultural biases, and other societal factors can negatively impact a student's sense of belonging and contribute to inequitable opportunity gaps and graduation rates between students of different races and ethnicities. Mundelein High School aims to combat inequity by recognizing and removing barriers to providing all students the support and opportunity they need to strive toward their full potential.

Conflict Resolution

Conflicts will inevitably arise and it is important to resolve these conflicts professionally. When attempting to resolve a conflict, remove yourself from the presence of students, other employees, and the public. If attempts to resolve the conflict with the other party are unsuccessful, address concerns with your immediate supervisor, union representative, and seek guidance or intervention from a building administrator. If the conflict cannot be resolved or if the conduct is unprofessional or disruptive to the learning/working environment, reassignment and/or disciplinary action may be taken.

Substance Use & Abuse

Mundelein High School is a drug, alcohol, and tobacco free district with a strict zero tolerance policy. Use of tobacco products, cannabis/THC, vapes or any other substance on district property is prohibited.

If an employee is suspected of being under the influence of drugs, controlled substances, or alcoholic beverages on, in, or while utilizing district property or at any school activity, program, athletic contest, or event, the district reserves the right to administer or send the employee for a drug test/toxicology screening immediately and without notice. Compliance with the terms of this expectation is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers and subject to disciplinary action.

For more information please refer to district policy 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition.

Equal Employment Opportunity

Pursuant to Board of Education Policy 5:10 Equal Employment Opportunity and Minority Recruitment the district provides equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories.

Handicap and disability, as used in this policy, excludes persons:

1. Currently using illegal drugs;

2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
3. Whose current drug or alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered disabled. No one will be penalized solely for their status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Employees who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or the Office of Human Resource Management at HR@d120.org or at 1500 West Hawley Avenue, Mundelein, Illinois 60060.

No employee or applicant will be discriminated or retaliated against because they (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Ethical Behavior

All employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In accordance with Section 22-5 of the Illinois School Code: "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which the school officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

Expectations for Professional Appearance/Dress

Employee appearance reflects the high standards of academic leadership and professionalism that the community, parents, and students expect from us. The educational atmosphere in the building is established by all staff members and their professionalism, which includes the image we present. Dress should exceed the standards established in the student dress code.

- Mundelein High School employees are given the autonomy to wear the clothing of their choice so long as they meet the general guidelines detailed below. Employees should note that their appearance matters when representing the school in front of students, colleagues, and visitors. An employee's appearance can create a positive or negative impression that reflects on the school and the school's culture.
- Employees are expected to be clean and well-groomed. Grooming styles dictated by religion and/or ethnicity are not restricted.

- All clothing must be work-appropriate, clean, and in good shape. Discernible rips, tears, holes, or stains are not permitted.
- All clothing must project professionalism. Clothing that has offensive wording, logos, symbols, or images are not appropriate. Examples of inappropriate clothing include, but are not limited to, profanity, depictions of or references to drug or alcohol use, and depictions of or references to sexual acts or nudity.
- On Fridays, staff are encouraged to wear MHS spirit wear or clothing in school colors.

Handle With Care

Handle With Care (HWC) promotes school/community partnerships aimed at ensuring that children who are exposed to trauma in their home, school, or community receive appropriate support to help them achieve academically at their highest levels despite whatever traumatic circumstances they may have endured.

When a HWC is received by staff, the following steps should be taken:

- Observe and report any change in behavior, attitude, attendance, etc. to appropriate school personnel
- Understand that trauma is an ongoing stressor that may reappear as the child experiences changes in their environment. For example, holidays, anniversaries of trauma, transition times, time right before extended breaks, academic times of stress such as testing, or changes in classes.
- It is an expectation that members of our Student Support Team (SST) will monitor and support the student as needed. The SST has the authority to assign supports and interventions as appropriate to be implemented by school staff.

Home Phone Numbers

Employee home phone numbers are privileged information and are not available without permission from the employee, or in an emergency, without the permission of the administration.

Multi-Tiered System of Support (MTSS)

Multi-Tiered System of Support (MTSS) is the integration of evidence-based instruction and assessment to address the full range of student academic and social-emotional needs. In a multi-tiered system of support, all learners' needs are identified and supported through differentiated instruction and assessment. At the core of MTSS are three essential elements: (1) a multi-tiered framework for instruction and assessment, (2) a problem solving and data-based decision-making process, and (3) professional learning. MTSS implementation is a shared responsibility and requires ownership of all MHS educators, students, families, and community members.

Multi-Tiered Instruction at MHS

Tier 1 is core instruction aligned to content standards. All students, including students with disabilities, English Learners and bilingual learners, and advanced learners, are expected to reach grade-level academic standards goals and develop positive social-emotional competencies. We expect that the majority of students receiving core instruction will achieve mastery of the content standards. At MHS, equitable instruction focuses on *relationships*, *relevance*, and *rigor*.

Some students need more, or different supports than offered within core instruction. For these students, educators provide supports in addition to high quality core instruction. Strategic intervention can take the form of additional time, increased intensity, and/or a different type of instruction. By collecting and reviewing data regularly, teachers are able to determine if students are progressing at an expected rate and can adjust supports as needed.

Academic supports available to all students at MHS include:

- Literacy Center (Staff and student tutors are available to support students with reading, writing, and college admissions process)
- Math Lab (Staff available to support students with math).
- Study Cafe (Teachers available to work with students during the student's lunch period) - periods 4, 5, 6, and 7 daily
- Classroom: Teachers are available to meet with students on Monday and Friday from 8:00- 8:30 am or by appointment

In addition to supporting students' academic needs, MHS is committed to the development of students' social-emotional skills and overall well being. To support students in all academic and social-emotional domains, students will have access to social-emotional learning opportunities within the classroom, in small groups, and within individual meetings. All students are assigned a school counselor, school social worker, school psychologist and dean of students.

Problem-Solving and Data-Based Decision-Making

As we operate in a Multi-Tiered System to support all learners, a collaborative growth mindset will help us empower all students. The problem solving process is an important vehicle in continuous school improvement. By collecting and analyzing high-quality data, teams can use the problem solving process to examine large groups of students (school-wide), smaller groups of students (grade level, department-wide, or course-wide), or individual students. The problem solving process is ongoing and cyclical, and it is used systematically throughout the school year across all tiers to determine what students need to be successful.

The basic problem solving process utilizes the following four phases and questions:

1. **Problem Identification/Desired Goal:** Is there a discrepancy between expected and current performance?
2. **Problem Analysis:** What accounts for this discrepancy?
3. **Plan Implementation:** What are we going to do about it?
4. **Evaluation:** Did our instruction/intervention work? What are our next steps?

The purpose of utilizing the problem solving process is to ensure that our instructional practices are informed by data-based decision-making and collaboration. In order to systematize our data-based decision-making processes, MHS faculty and administrators participate on a variety of problem-solving teams. These teams include:

- School-Based Leadership Team (SBLT)
- Systems of Support Team (SOS)
- Teacher Teams (PLCs/ Departmental Problem Solving Teams)
- Individual Student Support Teams (SST), 504 Teams, and IEP teams

As MTSS is an integrated framework, staff members, teachers, and administration will partner to support students in a consistent school wide behavior management process. Please reference

the framework below to assist and guide while re-teaching/redirecting student behaviors.

Outside Employment

Employment outside of the school district is permitted. However, outside employment which negatively impairs the employee's attendance or professional performance to the district may be questioned by the employee's supervisor and the employee may need to demonstrate that the other employment will not further negatively impair the employee's attendance or professional performance.

Sexual Harassment Policy 5:20

The Board of Education shall not condone any harassment or intimidation of members of the school staff or their families by students or adults, on or off the school property. The District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment.

The 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 which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

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 reports or 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.

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

The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator and may be contacted at HR@d120.org.

An employee may also report claims using Board policy 2:260, Uniform Grievance Procedure. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee 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 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, Uniform Grievance Procedure, and/or 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest, should be initiated, regardless of whether a written report or complaint is filed.

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 policy 5:90, Abused and Neglected Child Reporting. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, Title IX Sexual Harassment Grievance Procedure, or policy 2:260, Uniform Grievance Procedure. 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, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

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 complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure), and depending upon the law governing the complaint, 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 their immediate supervisor, the Building Principal, an administrator, the Non-Discrimination 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.

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.

Staff Professional Development

Institute days are opportunities for classified staff to participate in professional development and include topics/sessions that align with the school's mission or provide enrichment specific to the operation of a department. Staff attendance is required.

Uniform Grievance Procedure Policy 2:260

Students, parents/guardians, employees, or community members should notify the District Complaint Manager if they believe that the Board of Education, its employees, or its agents have violated their rights guaranteed by the State or Federal Constitution, state or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure.
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70- 5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure)
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
- Curriculum, instructional materials, and/or programs.
- Victims' Economic Security and Safety Act, 820 ILCS 180/
- Illinois Equal Pay Act of 2003, 820 ILCS 112/
- Provision of services to homeless students.
- Illinois Whistleblower Act, 740 ILCS 174/
- Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
- Employee Credit Privacy Act, 820 ILCS 70/

The full Uniform Grievance Procedure may be located here:
https://boardpolicyonline.com/?b=mundelein_120&s=152800

Use of School Facilities/Equipment

School facilities, equipment, or property should not be used by employees for personal benefit or gain without the written approval of the Principal or designee.

COMPENSATION & WORK HOURS

Employee Attendance

Attendance is an essential function of every job. Employees are expected to report to work on time every work day. Employees who will be late or absent are expected to contact their supervisor in advance of their starting time. An employee who regularly exceeds the annually allotted sick/flex/bereavement leave or vacation days may be subject to disciplinary action, including termination of employment.

Employee Breaks

Each employee working more than six (6) hours per day shall have a minimum of two fifteen (15) minute breaks each workday. Breaks cannot be used to extend a lunch break or to provide early release from work. Breaks cannot be used to make up time missed from work. Break times are assigned by the employee's supervisor.

Lunch Breaks

Each employee who works for four (4) hours or more shall have a minimum of thirty (30) minutes of time daily for a duty-free lunch. This available lunch break cannot be used to make up for time missed from work. Employees who have lunch time included in their daily schedule cannot work through their lunch to shorten their day. Any change or adaptation to scheduled lunch must be arranged with the employee's supervisor.

Hours Worked, Overtime Pay & Holiday Pay

For Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 AM Sunday until 11:59 PM Saturday. Overtime is calculated on hours worked each week in excess of forty (40) hours. Sick/flex/bereavement leave days do not count as hours worked. Paid holidays, paid vacation days, and paid jury duty days do not count as hours worked when calculating overtime pay.

Overtime pay is paid at time and a half of regular hourly pay.

Holiday pay is calculated at double time for hours worked on a holiday.

Summer Hours

The district implements modified work hours for 12-month employees who work during the summer. Those modified work hours begin the first Monday of June and end the last Friday of July. Employees are paid only for the hours worked during modified summer hours. Summer hours are:

Monday – Thursday	7:00 AM to 3:30 PM
Friday	7:00 AM to 11:30 PM

12-month security, maintenance, and grounds personnel are not subject to summer hours.

Long-term Substitute Teaching

Qualified classified employees are eligible to fill long-term substitute teaching positions when available. Long-term substitute teaching positions are deemed certified positions and fall under the Teachers Retirement System (TRS). Classified positions pay into the Illinois Municipal Retirement Fund (IMRF). When a classified employee elects to work as a long-term substitute teacher the employee's retirement contributions to IMRF stop and the employee's retirement contributions to TRS begin. When the employee returns to the classified role retirement contributions will resume to IMRF.

School Closure/District Closure

When the schools and school offices are officially closed for any day, or part thereof, by the Superintendent, no leave days will be deducted for such emergency days. 10-month employees will receive their regular pay whether or not the emergency day is made-up. If the emergency day, or part thereof, is made-up, the employees will not receive additional pay for the make-up day.

Day Without Pay

A "day without pay" occurs when an employee will need to miss or misses a work day and has no available time off to use on that day. The employee will then need to request a day without pay from their supervisor. For example, if an employee has exceeded all time off and then is ill, this would be a day without pay.

12-Month Employees

Employees working at least two hundred and forty three (243) days per fiscal year (such as building secretaries, security personnel, maintenance employees, and grounds employees).

10-Month Employees

Employees working at least one hundred and eighty (180) days per fiscal year (such as instructional aides, sign language interpreters, and security personnel) are considered 10-month employees. Building secretaries and school nurses work at least one hundred and ninety (190) days per fiscal year.

DISCIPLINARY ACTION

New Educational Support Personnel employees will be regarded as probationary employees for the first ninety (90) work days and will receive no continuous service credit during such period. After the first ninety (90) calendar days of employment, probationary employees will receive an informal evaluation and be provided an opportunity to improve any deficiencies in their performance during the remaining probationary period. Probationary employees continuing in the service of the Board subsequent to the probationary period of ninety (90) work days will receive full and continuous service credit from the date of original hiring.

In the event that an employee has been determined to violate any rules, regulations, or practices set forth by this handbook or policies established by the Board of Education, the employee will be subject to disciplinary action. Depending on the situation and severity of the infraction, progressive disciplinary action may include a verbal or written warning, a written reprimand, a suspension with or without pay, or termination of employment.

No non-probationary employee will be suspended without pay or dismissed without just cause.

Discipline is subject to the grievance procedure. Progressive discipline, such as verbal and written reprimands or suspensions, may be appropriate prior to dismissal depending upon the egregious nature of the individual circumstance. The Employer retains the right to decide the appropriate discipline for the offense.

ABSENCES & APPROVED LEAVES

Accessing Leave Benefits

All sick/flex/bereavement and vacation leave data is stored electronically in a program called Frontline Absence Management. Every employee is able to access Frontline Absence Management to review their leave data. A link to access Frontline Absence Management may be found on the Staff Intranet under Login Links on the right hand side of the page.

Sick/Flex/Bereavement Leave

Leave days will be accumulative and will be granted at the following rates:

12-month employees: Sixteen (16) total days per year

10-month employees: Thirteen (13) total days per year

Sick leave may be used for personal illness, quarantine at home, or illness in the immediate family or household.

Employees may use up to five (5) leave days for flex leave to attend to personal business and/or for religious observances. Flex leave cannot be used the day prior to or day immediately after winter break, spring break, and summer break without prior approval from the Principal or designee.

Employees may use up to five (5) leave days for bereavement leave. Bereavement leave may be used regardless of the relationship to the employee.

Paid Holidays

12-month educational support personnel will receive paid holidays at their straight time wage rate when such holidays occur during the employee's regular work week. If the Board adds additional holidays or non-attendance days to the school calendar, they will also be paid holidays that year.

Holiday	12 month Employee	10 month Employee
Independence Day	Paid Day Off	N/A
Labor Day	Paid Day Off	Paid Day Off
Veteran's Day	Floating Holiday Used Before Dec 31, 2024	Floating Holiday Used Before Dec 31, 2024
Columbus Day/Indigenous Peoples Day	Paid Day Off	Paid Day Off
Wednesday Before Thanksgiving	Paid Day Off	Paid Day Off
Thanksgiving Day	Paid Day Off	Paid Day Off
Thanksgiving Friday	Paid Day Off	Paid Day Off
Christmas Eve Day	Paid Day Off	Paid Day Off
Christmas Day	Paid Day Off	Paid Day Off
New Year's Eve Day	Paid Day Off	Paid Day Off

New Year's Day	Paid Day Off	Paid Day Off
Martin Luther King Day	Paid Day Off	Paid Day Off
Presidents Day/Lincoln's Birthday	Paid Day Off	Paid Day Off
Casimir Pulaski Day	Floating Holiday Used Before May 1st	Floating Holiday Used Before May 1st
Spring Break Friday	Paid Day Off	Paid Day Off
Good Friday	Paid Day Off	Paid Day Off
Memorial Day	Paid Day Off	Paid Day Off If It Falls During the School Year
Juneteenth	Paid Day Off	N/A

Floating Holidays

Employees may use their floating holiday or holidays for the purposes of observing a religious holiday during the first semester of the school year by petitioning the Building Principal or designee at least fourteen (14) days in advance of the date the holiday will be observed. Should an employee discontinue employment with the District after the date the floating holiday was used but before Casimir Pulaski Day, the employee's final pay will be reduced by one day.

Vacation Leave

12-month full-time educational support personnel shall receive vacation days based on the accrual schedule below. Vacation days do not accumulate year-to-year. Any unused vacation time is forfeited if not used before June 30th of each year. In the event a 10-month employee

transfers into a 12-month full-time role, the total years of district employment for 10-month and 12-month employees will be calculated the same.

Length of District Employment	Vacation Days Received July 1st.
Less than 90 Days (Probationary Employee)	0
91 Days to 1.99 Years of Service	5
Years 2 to 4.99 Years of Service	10
Years 5 to 9.99 Years of Service	15
Years 10 and Above	20

The procedure to request vacation leave is as follows:

Vacation leave requests must be entered into Frontline and submitted to the supervisor for approval. The employee will be able to select a single day or a range of days. Vacation leave must have the approval of the supervisor. The employee will be notified whether their request for vacation leave is approved or denied by an email generated by Frontline.

Jury Duty or Subpoena

The Board of Education shall pay the regular salary to educational support personnel called to serve as jurors or subpoenaed to appear before legal and quasi-legal review panels as a witness.

FMLA

The Family and Medical Leave Act (FMLA) entitles an employee to take up to twelve (12) weeks of unpaid, job-protected leave each year for specific family and medical reasons. In some cases, up to twenty-six (26) weeks of unpaid leave may be available to care for a covered service member with a serious health condition. To be eligible for FMLA benefits, an employee must have worked for the district for at least 12 months and have worked at least 1,000 hours during the 12 months prior to the start of FMLA leave.

Please refer to Article 15.2 A of the collective bargaining agreement between the Mundelein Educational Support Association and the Board of Education or contact the Office of Human Resource Management at HR@d120.org for more information.

Sick Leave Following Birth of a Child or Adoption of a Child/Placement of a Child for Adoption/Acceptance of a Child in Foster Care

Following the birth of a child or the adoption of a child/placement of a child for adoption/acceptance of a child in foster care, the employee may utilize accrued sick/personal days up to 30 working school days of paid sick leave over the course of one (1) calendar year. Leave may be continuous or intermittent and is not dependent on the need to recover from

childbirth and may be used absent medical certification. For paid sick leave for adoption, placement for adoption, or acceptance of a child in foster care, the Board may require that the individual provide evidence that the formal adoption process or formal foster care process is underway

Extended Childcare Leave

The Board may at its discretion grant leave to an employee for the purposes of an extended childcare leave. Written application for such leave shall be made to the Office of Human Resource Management at least ninety (90) days in advance of the anticipated leave. If granted, the leave may be made subject to such conditions as shall be deemed appropriate. Said leave may utilize accrued sick/personal days or may be unpaid.

Extended Medical Leave

The Board may at its discretion grant leave to an employee for the purposes of an extended medical leave. Written application for such leave shall be made to the Office of Human Resource Management at least thirty (30) days in advance of the anticipated leave. If granted, the leave may be made subject to such conditions as shall be deemed appropriate. The employee may utilize accrued sick/personal days or may be unpaid.

Other Leave

The Board may at its discretion grant leave to an employee for other purposes. Written application for such leave shall be made to the Office of Human Resource Management at least ninety (90) days in advance. If granted, the leave may be made subject to such conditions as shall be deemed appropriate. Said leave may utilize accrued sick/personal days or may be unpaid.

BENEFITS

Health & Dental Insurance

Employees are offered health and dental insurance benefits. Additional coverage may be purchased for a spouse/partner or family. Please refer to Article 14.4 of the collective bargaining agreement between the Board of Education and the Mundelein Educational Support Association (MESA) for more information.

Workers' Compensation Insurance

All employees are covered by Workers' Compensation Insurance. If an employee is injured while on duty and the injury resulted from an accident arising out of the employee's job assignment, the employee is eligible for benefits.

If injured while on duty please contact your immediate supervisor. If immediate care is required please call 911 or seek treatment from the school nurse. Next, please call the Injury Hotline at 1-855-921-9518. This hotline is available 24 hours a day and initiates the workers' compensation process.

Extracurricular Activities

Employees are encouraged to sign up for and work extracurricular athletic, academic, and school-sponsored activities and events. Employees will be sent emails by the Athletic Department and the Assistant Principal of Student Life periodically throughout the year soliciting them to sign up for events and activities they may be interested in. Additional opportunities may arise throughout the school year, including but not limited to, contacting parents prior to Parent Teacher Conference as well as weekend test proctoring.

Please note, first consideration is given to Mundelein Education Association certified staff per the collective bargaining agreement. Additional opportunities may arise throughout the school year and will be communicated to staff by building administration.

Professional Growth & Development

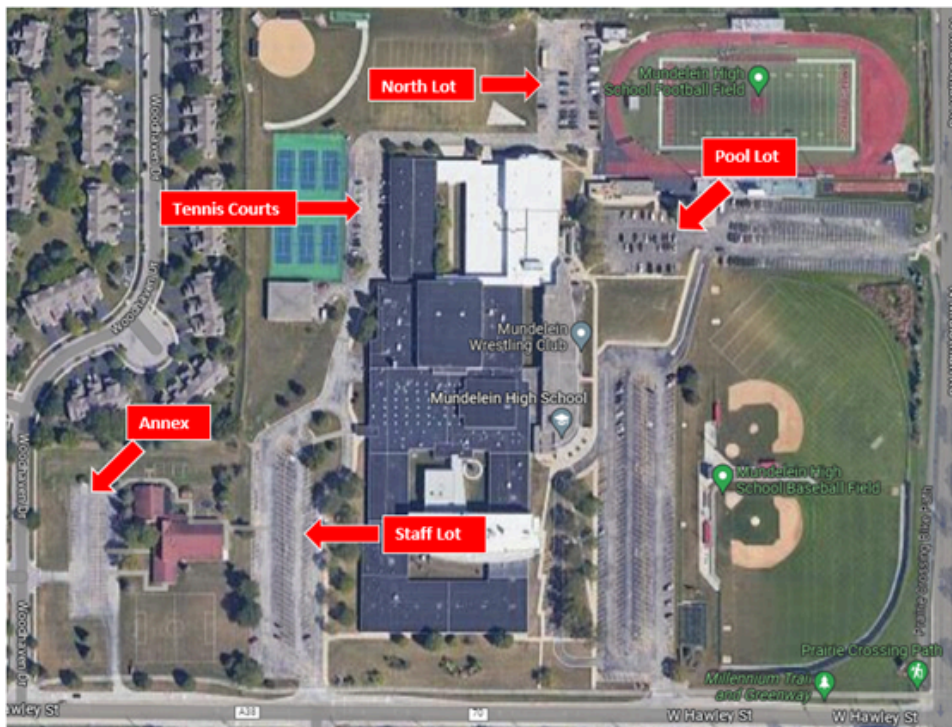
Employees may be released from their work assignment with full pay to attend professional growth opportunities, workshops, conferences, and other work-related growth activities. Prior written approval of their immediate supervisor is required and provided to the principal. At the time of approval, the principal will indicate which expenses will or will not be provided by the district. The employee shall submit receipts for any approved expenses.

Staff Workout Room

Mundelein High School has a staff workout room that is a dedicated space separate and apart from student exercise facilities. The staff workout room is located in room D05.

Staff Parking

Employees are permitted to park in staff parking lots free-of-charge. Staff are not assigned a parking space and parking permits issued by the Security and Events Office must be displayed in the employee's vehicle at all times when parked in the staff parking lots. The staff parking lots reserved for staff use are the North Lot, Pool Lot, Staff Lot, by the tennis courts, and West District Annex Lot. Please see the map before for reference.



Workplace Accommodations for Nursing Mothers

Mundelein High School has a private space available for nursing mothers. This space is located in room A133a. Please contact the Office of Human Resource Management for more information about accessing this space and your rights as a nursing mother.

Employee Assistance Program

Mundelein High School Employee Assistance Program (EAP) provides professional and confidential services to assist employees and family members address a variety of personal, family, life, and work-related issues. Please contact the Office of Human Resource Management at HR@d120.org for more information or call 855-775-4357 for direct assistance.

COMMUNICATION

Communicating With Students & Families

Mundelein High School District 120 recognizes that today's students are deeply engaged in electronic forms of communication for their daily interactions with friends, family, and their larger social networks. As educators, we have turned to email, websites, blogs, text messaging, and use of social media websites such as Twitter, Facebook, and others to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in many circumstances, not meet the public and professional standards for communicating with students that we set for ourselves in our District.

The expectations outlined in this document are designed for the purpose of:

1. Protecting the students, staff, and the District;
2. Raising awareness of acceptable ways to use electronic communication tools when communicating with students; and
3. Raising awareness of the positive and negative outcomes that may result in using these tools with students.

The following is a set of expectations that all members of District 120 professional community are expected to adhere to when communicating with students electronically. MHS utilizes a resource named “Remind” which permits club/activity sponsors and athletic team coaches to text students without revealing personal telephone numbers.

Does the communication pass the TAP Test?

Electronic communication with students should always be **Transparent, Accessible, and Professional** as defined below.

1. The communication is transparent. ALL electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regards to all communications.
2. The communication is accessible. ALL electronic communication between staff and students should be considered a matter of record, part of the District archives, and/or may be accessible by others.
3. The communication is professional. ALL electronic communication from staff to student should be written as a professional representing District 120. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a District 120 professional. Always choose words that are courteous, conscientious, and generally businesslike in manner.

If your communication meets all three of the criteria above, then it is very likely that the methods of communicating with students that you are choosing are very appropriate; moreover, encouraged.

Acceptable Communications Methods:

PowerSchool – Teachers will be able to communicate with students and parents regarding information related to real-time grades, attendance, comments, and assignments through posting on PowerSchool.

District 120 Email and Listserv– Use of District email and listservs is always a very appropriate way to communicate directly with students and parents. District email and listservs provide the staff member with a record of the communication. For this reason, only the district-provided email system (your@d120.org address) should be used. Please refer to the D120 Acceptable Use Policy for best practice guidelines in its use.

School Websites, Hapara, Google Apps for Education (GAFE) and Canvas – The use of these District-provided tools are strongly encouraged. Their accessibility is ubiquitous and their content is highly transparent. With Hapara, GAFE and Canvas, teachers can provide some of the same types of communication that commercial social media websites provide while also providing access to your curriculum beyond your classroom walls. GAFE and Canvas allow for

effective online learning by supporting online discussions, secure chat rooms, online delivery of assessments, and the sharing of documents, images, and other media, all in a secure, password protected environment. All of the content is backed up or cloud based. Unlike Facebook, Canvas and GAFE meet all three of the TAP criteria detailed above.

Less Acceptable Communications Methods:

Text Messaging – Nearly every student has a cell phone today and use of text messaging is rising sharply. This form of communication is typically between individuals and highly personal. Since texting is such a quick and convenient way of communication, a simple message may lead to an extended texting conversation that can get “off topic.” That said, staff members should be aware that text messaging between a staff member and an individual student can easily be misinterpreted by a parent. If a teacher/coach/sponsor plans to use texting for immediate and urgent contact with students/team members, they must be transparent about such use. They must make parents aware at the beginning of the school year or season that they will use texting as a means of communication.

In lieu of text messaging, staff are encouraged to use the District’s Remind account which allows club sponsors, athletic coaches, and other employees text students without revealing personal phone numbers.

Unacceptable Communication Methods:

Non-District Email Accounts – District 120 employees should never use personal email accounts to communicate with students about school matters. Coaches not employed by District 120 during the school day must also follow this expectation.

Online Games and Related Activities – While many people enjoy a variety of gaming systems (PlayStation, Xbox, Twitch, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for staff members to engage in with students.

Important Reminders for Employees who use Facebook, Instagram, “X”, or other Social Media Sites for Personal Purposes

Staff members who are presently using Facebook to communicate with friends, family, and their personal networks, should ensure that their privacy settings are set to “Only Friends.” If the “Friend of Friends” or “Networks and Friends” setting are used, staff members open their content to a much larger group of people, including students and parents. Staff members should never “friend” students who are currently enrolled in District 120, nor should you accept their “friend requests.”

Any content staff members publish, pictures they post, or dialogue they maintain, whether in Facebook, Instagram, “X”, a blog, a discussion thread or other website, should never compromise the professionalism, integrity, and ethics in their role as a D120 professional. A good question that staff members should ask themselves before posting or emailing a message is, “Would I mind if that information appeared on the front page of the local newspaper?” If the answer is “yes,” then do not post it. Contrary to what some people think, email and social networking sites are very public places.

Staff members should contact their immediate supervisor or the Office of Human Resource Management with any questions or concerns.

Staff Mailboxes

Each employee has been assigned a mailbox in the mailroom located adjacent to the Main Office. Students are not permitted in the mailroom because confidential material is placed in these mailboxes. Staff members are expected to check their mailbox daily.

Speaking with the Media

From time-to-time members of the press/media may solicit comments from school employees. Members of the press/media are not permitted on school grounds without prior approval from the Superintendent or designee. Staff are discouraged from speaking to the press/news media and should forward any inquiries from the press/media to the Director of Public Relations.

Technology & Internet Use

The district provides employees with access to technology, email, and internet as needed to perform the job. Each employee must sign a user agreement in order to access these services. The district recognizes that technology also plays a role in employee's lives. Employees are expected to minimize the use of personally-owned technologies such as cellular telephones, tablets, and other devices during the work day. Employees may use personally-owned devices on their break and lunch.

The district reserves the right to examine, review, and duplicate any and all information that is sent or received using district-provided technology as part of the normal course of business including but not limited to disciplinary or other employee-related conditions.

Employees shall have no expectation of privacy when using district email, computers, electronic devices, internet, or other official communication systems. Email messages shall be used only to conduct approved and official district business. Employees are expected to use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Also, please remember that all use of district-owned technology and email may be subject to public disclosure pursuant to the Illinois Freedom of Information Act (FOIA).

STAFF & STUDENT SAFETY

All employees have a responsibility to protect the security and confidentiality of district assets and information to which the employee has access. This includes physical security and the protection of buildings, classrooms, and equipment to which the employee has access or that the employee uses and information/data about district operations, employees, and students.

Employees may not compromise or attempt to defeat existing security measures.

Child Abuse Reporting

All district employees are mandated reporters pursuant to the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/4). This means that you are required to report or cause a

report to be made to the child abuse and neglect hotline number at 1-800-24-ABUSE (1-800-252-2873) whenever you have reasonable cause to believe that a child known to you in your professional or official capacity may be abused or neglected. Please contact your immediate supervisor and/or the principal immediately if you suspect child abuse or neglect.

Faith's Law

School districts, charter schools, and non-public schools are obligated to have a Professional Expectations of Conduct for staff in place, which must include a definition of sexual misconduct, identify expectations for employees regarding maintaining professional relationships with students, reference required employee training related to child abuse and educator ethics, and provide that a violation would result in disciplinary action up to and including termination of employment. The Professional Code of Conduct is to be posted on the district's website and included in any staff, student, or parent handbook provided by the district.

Professional Expectations of Conduct

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

The information below is provided in compliance with the Illinois School Code provisions enacted under Public Act 102-0676, referred to as Faith's Law and describes the expectations for employees regarding maintaining a professional relationship with students, including but not limited to, expectations for employee-student boundaries, and recognizing the age and developmental level of students served.

- All employees subject to these expectations are expected to adhere to the core principles, values, and responsibilities applicable to Illinois educators outlined in the Code of Ethics for Illinois Educators, 23 Ill. Adm. Part 22. The expectations contained in this document are in addition to all applicable federal and state law and regulations and applicable District policies and procedures.
- All employees are explicitly prohibited from engaging in grooming behaviors or sexual misconduct with students. Sexual misconduct is any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee of the District with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:
 - A sexual or romantic invitation.
 - Dating or soliciting a date.
 - Engaging in sexualized or romantic dialog.
 - Making sexually suggestive comments that are directed toward or with a student.
 - Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - A sexual, indecent, romantic, or erotic contact with the student. This definition and standard will apply to employees of the District. However, all other applicable laws, regulations, District policies, procedures, practices, or requirements also continue to apply.

Photos/Videos of Students

- Employees are not permitted to take a photo or video of a student for their personal use. Photos and images of students for District sponsored activities used to further the District are permitted as follows:
 - All photos/video images of students shall be used in accordance with the authorization provided by parents/guardians to the District.
 - A photo or video of a student is a FERPA-protected education record when the photo or video is (a) directly related to a student, and (b) maintained by a school/educational agency or a party acting for the school/educational agency. These images may reveal personally identifiable information about students. A photo or video taken by an employee in their professional capacity is entitled to protections as any other FERPA-protected student record. These images may not be disclosed without consent or as otherwise permitted by law. These types of images should not be posted to an employee's personal social media accounts for any reason.
 - A photo or video would not be considered "directly related to a student" if a student's image is incidental or captured as part of a background, or a student is shown participating in school activities open to the public without a specific focus on any individual.
 - A photo or video of students taken by employees who are also the parent/guardians may not be used for District purposes without appropriate consent.

Transporting Students

- If transportation is provided to students, employees should be accompanied by another employee when transporting the student.
- Employees should not transport students in their privately-owned vehicle unless the employee has obtained prior permission from the building administrator or Deputy Superintendent/designee.
- When transporting a student in a privately-owned vehicle, permission from the parent/guardian should be obtained and documented in writing. If it is not feasible to obtain advance permission or notify a parent/guardian prior to transporting the student (such as an emergency situation in which the parent/guardian cannot be contacted), employees should take all reasonable precautions to ensure the safety of the student; within a reasonable period of time following the transportation of a student, employees should document what actions were taken and notify both the building administrator and the parent/guardian in a follow-up communication.

Contacting Students Outside the Employee's Professional Role

- Employees are generally not permitted to meet with a student or contact a student as an employee outside of that individual's professional role.
- Employees are strictly prohibited from using any form of communication with students (including, but not limited to emails, letters, notes, text messages, phone calls, social media, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between the employee and a student.
- It is understood that employees live and work in our dynamic communities and may encounter students in the context of the employee's personal relationships outside of the

school. All employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.

Any violations of these expectations or failure to report a violation of these expectations may subject an employee to discipline, up to and including termination of employment with the District. Other individuals, such as student-teachers, volunteers, contractors, and guests of the District may be subject to corrective action or other appropriate consequences in accordance with applicable standards.

Employee ID, Parking Permit, Keys, and FOB

All employees will be issued an identification badge and parking permit by the Security and Events Department. Employees may also be issued keys and/or a FOB as required to satisfy the requirements of the employee's job. Keys (issued by the Department of Facilities, Maintenance, and Construction) and FOBs (issued by the Information Technology Department) are issued to specific employees and should not be shared with other individuals.

Firearm Concealed Carry Act

The Firearm Concealed Carry Act requires the Principal to report to the Illinois State Police, within 24 hours, when a student has been determined to pose a "clear and present danger" to themselves or others. The Act defines "clear and present danger" as a person who "demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official". If employees have a concern regarding a student, they should notify their immediate supervisor and the Dean of Students Office at X1391.

Employees are not permitted to carry a firearm, even with a concealed carry permit, on school grounds.

Reporting Problematic Student Behavior

Employees who observe, experience, or otherwise become aware of student behavior that is disruptive, harassing, or otherwise inappropriate should immediately notify building security at X1065. If the identity of the student is known, the employee should also notify the Dean of Students Office at X1391.

Reporting Problematic Staff Behavior

Employees who observe, experience, or otherwise become aware of employee behavior that is disruptive, harassing, or otherwise inappropriate should immediately notify their supervisor and the Office of Human Resource Management at HR@d120.org.

User ID & Passwords

Employees are provided usernames and passwords that access various district computer systems needed to perform their job duties. Employees are expected to take reasonable care to ensure usernames and passwords are not disclosed to other employees or outside individuals. In the event a username or password is disclosed, the employee is responsible for changing the password at the earliest possible opportunity.