



# **SUBSTITUTE TEACHER HANDBOOK**

## **Disclaimer**

*This handbook is for your use as an information resource about Mundelein Consolidated High School District 120 in your capacity as a substitute teacher. Nothing in this handbook creates or is intended to create an employment contract, either express or implied, nor do the provisions in this handbook establish an employment relationship where one would not otherwise exist. You are an at-will employee of District 120 and you or District 120 may terminate your relationship with the District at any time, with or without cause.*

*State of Illinois law and local policy determine the requirements for substitute teaching. Substitute teachers may be placed on the active substitute list only after submitting to the District the required forms, licensure verification, and completion of a fingerprint-based background check.*

*All employees, including substitute teachers are subject to the policies of the Mundelein High School Board of Education. Some, but not all, of those policies are summarized in this handbook. In the event a Board policy and/or applicable law conflicts with a provision in this handbook, the policy and/or law shall control.*

*The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.*

## **DISTRICT MISSION**

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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**

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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**

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### **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, & 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 INFORMATION

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### Assignments

Substitute teachers are given no guarantee of a minimum number of assignments. Every effort is made to distribute assignments equitably. An assignment is made after consideration of the substitute's major subject area, grade level and subject preferences, and general qualifications.

We understand that a substitute teacher may not be able to accept an assignment, however, if several attempts to utilize the services of a substitute are refused, future assignments may be reduced. When a staff member is absent for two or more days every effort will be made to assign the same substitute for that staff member.

Substitute teachers who report to the building as directed for an assignment and upon arrival are directed to another assignment are expected to accept that assignment. Should you choose to decline the changed assignment and go home, you will not be paid for that day. Should there be a scheduling error and you arrive at the building and no assignment is available, you will be paid no less than one-half day of work.

### Benefits

Substitute teachers are required to participate in the Illinois Teachers' Retirement System (TRS). Substitute teachers do not receive fringe benefits from District 120.

Substitute teachers are covered under worker's compensation insurance for any injury sustained in the normal course of school duties. Please report any work-related injury to the School Nurse x1396.

### Removal from the Substitute Roster

Substitute teachers may be removed from the substitute roster at their request or based upon the request of the building administrator.

# SUBSTITUTE TEACHER RESPONSIBILITIES

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When you accept a substitute teaching assignment, you undertake an important role in the education of our students and the continuity of the day-to-day operations of the school building.

## **Reporting for Duty**

Substitute teachers should arrive at the school no later than 10 minutes before the start of school in order to prepare for the day. Upon arriving, check in with security and get a classroom key for the day. Then, report immediately to the main office where you will be asked to check in with the sub coordinator and receive instructions about and the location of your assignment.

## **Preparation for the Day**

Once in the classroom, you will need to locate the substitute plan, textbooks, and other supplies. When students arrive in the classroom greet them at the door with a smile and introduce yourself to the class. Be sure to take and record student attendance in PowerSchool.

Begin each class affirmatively. Be confident. Your first words and actions as a substitute will go a long way in setting the tone for the day. You must command respect by your actions. Be fair and firm.

During class follow the lesson plans prepared by the teacher. Instructional sequence must be followed. Circulate among the students and maintain discipline. Should an interruption occur, individually address the student and positively request their cooperation/participation in the learning activity.

At the end of the school day, supervise the orderly dismissal of your students and tidy the classroom, lock the classroom, and report to the main office to check out for the day.

Each member of the staff is responsible for the safety and well-being of the students under their supervision. If a student appears to be ill or injured, please contact security by calling x1056.

*Never leave a student or students unattended.*

## **Student Discipline**

District 120 promotes positive behavior management and restorative practices. In the event that disciplinary action is necessary please contact security by calling x1056. Corporal punishment is not allowed under any circumstances. Physical contact with a student is not permissible under any circumstances.

Should a situation develop that is disruptive or concerning, please contact Building Security at x1056.

## **CONFIDENTIAL INFORMATION**

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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

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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 470 North Lake Street, 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.

## **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](mailto: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.

### **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](https://boardpolicyonline.com/?b=mundelein_120&s=152800)

## COMMUNICATION

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### Communicating With Students and 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:

- Protecting the students, staff, and the District;
- Raising awareness of acceptable ways to use electronic communication tools when communicating with students; and
- 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 **T**ransparent, **A**ccessible, and **P**rofessional as defined below.

- 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.
- 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.
- 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.

### **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.

### **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).

## **SUBSTITUTE TEACHER & STUDENT SAFETY**

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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 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.

### **Emergency School Closing**

In the event of a school closing due to inclement weather or emergency conditions, you will be notified by our automated system. If you are unsure about the status of school you may visit the district website [www.d120.org](http://www.d120.org) which will list any closing.