



# MUNDELEIN HIGH SCHOOL

## EDUCATIONAL SUPPORT PERSONNEL HANDBOOK 2019 - 2020

### **MISSION**

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

### **VISION**

Our vision at Mundelein High School 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.

## Table of Contents

<b>Absence Procedure</b>	<b>3</b>
<b>Accessing Sick and Vacation Leave Data in SDS</b>	<b>3</b>
<b>Assemblies</b>	<b>4</b>
<b>Bell Schedule</b>	<b>4</b>
<b>Child Abuse Reporting</b>	<b>4</b>
<b>Confidentiality</b>	<b>4</b>
<b>Correspondence</b>	<b>4</b>
<b>Dress Code</b>	<b>4</b>
<b>Emergency Procedures</b>	<b>5</b>
<b>Errands (Students)</b>	<b>5</b>
<b>Ethical Employee Behavior</b>	<b>5</b>
<b>Expectations for Communicating Electronically with Students</b>	<b>5</b>
<b>Extracurricular Activities</b>	<b>7</b>
<b>Firearm Concealed Carry Act</b>	<b>7</b>
<b>Floating Holiday</b>	<b>8</b>
<b>Fundraising/Handling Money</b>	<b>8</b>
<b>Hall passes</b>	<b>8</b>
<b>Home Phone Numbers</b>	<b>8</b>
<b>Identification Cards</b>	<b>8</b>
<b>Jury Duty</b>	<b>8</b>
<b>Keys/Fobs</b>	<b>8</b>
<b>Lunch/Break Assignments</b>	<b>8</b>
<b>Mail/Email/Voicemail</b>	<b>9</b>
<b>Multi-Tiered System of Support (MTSS): Mustang Way</b>	<b>9</b>
<b>Parking</b>	<b>12</b>
<b>Personal Leave and Sick Leave</b>	<b>12</b>
<b>Personal Technology Devices</b>	<b>12</b>
<b>Press Releases</b>	<b>12</b>
<b>Professional Behavior</b>	<b>12</b>
<b>Professional Growth</b>	<b>13</b>

<b>Relationship to Students</b>	<b>13</b>
<b>Sexual Harassment</b>	<b>13</b>
<b>Staff/Department Meetings</b>	<b>14</b>
<b>Student Supervision</b>	<b>15</b>
<b>Technology</b>	<b>15</b>
<b>Use of School Equipment</b>	<b>15</b>
<b>Visitors</b>	<b>15</b>
<b>Work Hours</b>	<b>15</b>

### **Absence Procedure**

Educational Support Personnel (ESP) should make every effort to be in school every day. When an ESP member finds it necessary to be absent due to an emergency or illness, he/she should use the following procedure:

1. Before 6:45 AM - If an ESP member becomes ill or an emergency develops overnight and (s)he will be unable to attend school that day, the ESP member should contact her/his immediate supervisor and create an absence in AESOP.  
After 6:45 AM - ESP member should contact substitute coordinator (ext. 1250) and immediate supervisor.
  - All lesson plans should be uploaded into AESOP and sent to the Department Chair and a “sub buddy” (as directed by Department Chair).
2. If an ESP member becomes ill or an emergency develops after the school day has begun, (s)he should contact her/his immediate supervisor (or the Principal) and the substitute coordinator (ext. 1250) as soon as possible. Faculty members should not, under any circumstances, provide their own substitutes on a daily basis or by period.
3. If an ESP member knows in advance that (s)he will be absent for sick/personal leave, (s)he should create request in AESOP for approval by the immediate supervisor and/or Principal. (See Personal Leave and Sick Leave)

### **Accessing Sick and Vacation Leave Data in SDS**

All personal, sick and vacation leave data is stored in the Business Office program called SDS. Every employee is able to access SDS to review his/her sick and vacation leave data. A link to access SDS will be found on the Intranet under Login Links on the right hand side of the page. SDS may be accessed from any computer with Internet access.

Upon accessing SDS, users will be asked for a User ID and Password. The User ID is the employee number found next to the employee name on D120 pay records/vouchers. The password is the last 4 digits of the employee’s social security number. Other District User ID or passwords will not work.

After entering the system, choose “View Your Information” under Employee Portal, along the left side of the screen. Tabs will be displayed showing personal demographics, detailed payroll information, payroll registers/checks, the gross

pay detail, as well as attendance detail. Employees can also see an electronic version of their W2 forms and past direct deposit vouchers.

### **Assemblies**

Assemblies are a part of the educational program. Therefore, when an assembly is announced and groups of students are scheduled into these activities, it is the staff member's responsibility to accompany his or her class and to supervise. Staff members should sit in the section of the gym that corresponds to the class of their homeroom (freshman, sophomore, junior, or senior). In the auditorium, they should sit among students or stand on the perimeter to supervise students. Supervision at assemblies consists of monitoring student behavior, redirecting students to courteous and attentive behavior, and appropriately removing students who are a distraction to the overall assembly.

### **Bell Schedule**

See back of Pathfinder.

### **Child Abuse Reporting**

According to state law, teachers and school personnel are mandated reporters if they have reasonable cause to suspect abuse or neglect. Mandated reporters who make good faith reports have the same immunity from liability under the law as non-mandated reporters. However, a mandated reporter's failure to report suspected instances of child abuse or neglect to DCFS constitutes a Class A misdemeanor; simply reporting suspicions to a superior does not satisfy legal requirements.

**If you suspect child abuse or neglect, act immediately. Do not delay. If you are teaching a class, ask your direct supervisor or another adult to supervise your class. Speak to the student's guidance counselor or social worker. If they are not available, speak to the Director of Guidance, Assistant Principal, or Principal. A guidance counselor, social worker, or school administrator will assist you in making the report to DCFS.** Then you must send written confirmation to the appropriate DCFS field office within 48 hours. DCFS provides a form to use when sending this confirmation.

### **Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

It is important to remember that every email and every PowerSchool log entry qualify as "education records." Therefore, staff members should only put in email and PowerSchool information regarding students that they would be comfortable sharing with parents.

### **Correspondence**

Staff members should not use official letterhead or envelopes for personal correspondence. The immediate supervisor must approve any correspondence, including letters, programs, pamphlets, etc., which is to be distributed to the public.

### **Dress Code**

Staff member dress reflects the high standards of 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.

- Staff members should come to school dressed in professional, business casual clothing appropriate for the school environment.
- Professional dress *does not* include blue jeans, t-shirts, shorts, and gym shoes.
- Security staff members must wear a Mundelein High School security short-sleeve or long-sleeve shirt (sleeveless not allowed), full-length slacks (non-denim), and black shoes (black gym shoes are ok).
- Casual dress on Fridays and participation in school “dress up” days is permitted. Staff members should wear school colors (red & gray), spirit wear, or curricular shirts. If jeans are worn, they should be clean, without holes, and not frayed or cut off. Shorts, t-shirts with slogans, torn/dirty/sloppy clothing, revealing clothing, and beach-wear type clothing is inappropriate. Any clothing disruptive to the learning environment or distracting to students is inappropriate.

*If you question whether or not an item of clothing is appropriate, it probably is not.*

### **Emergency Procedures**

There should be an updated Emergency Card posted in each classroom and office. Contact the Dean’s Office to receive a replacement Emergency Card.

### **Errands (Students)**

Staff members should not ask students to run errands outside of the building. If some accident should occur while a student was running an errand for the school, the staff member who asked the student to perform the errand might be held for negligence.

### **Ethical Employee Behavior**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In accordance with Section 22-5 of the 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 such 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.

Additionally, employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties. This prohibition also includes the use of district equipment, facilities, services, resources, or networks to engage in the sale of personal items or the promotion of a business.

### **Expectations for Communicating Electronically with Students**

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.

#### **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](mailto: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), & Canvas Moodle** – The use of these District-provided tools are strongly encouraged. Their accessibility is ubiquitous and their content is highly transparent. With Hapara, GAFE, & Canvas Moodle, 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, & Canvas Moodle 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, Moodle 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. He/she must make parents aware at the beginning of the school year or season that he/she uses texting.

#### **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 (Wii, Xbox, 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, Twitter, 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 member 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, Twitter, 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 it 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 principal, communications director, or director of technology with any questions.

#### **Extracurricular Activities**

All new positions and vacancies that become available during the school year will be posted on the MHS Intranet prior to any hiring. First consideration of appointments will be given to MHS faculty. Specific guidelines and expectations for extracurricular activity sponsors will be provided by the Assistant Principal. In addition, there are opportunities available each year for staff members to work at/ supervise MHS extracurricular events. First consideration of these assignments will be given to MHS faculty.

#### **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 himself/herself 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 talk with the Deans of Students, Social Workers, Nurse, or School Resource Officer to begin an investigation.

Schools are a “No Gun Zone”. Employees are not permitted to carry a gun, even with a concealed carry permit, on school grounds. MHS is not responsible for lost or stolen items on school property.

### **Floating Holiday**

When the Board has determined school will be in session but day is a state or national holiday, ESP staff are given a floating holiday to make up for the missed holiday. For example, District 120 has been in attendance during Pulaski Day (state holiday) for many years. ESP staff are given a floating holiday for this missed holiday. ESP staff may access this floating holiday after January 1.

### **Fundraising/Handling Money**

All financial transactions should take place in the Bookstore/Payment Center (fee payment, purchase of consumable books, field trip payment, etc.) Fundraising must be approved by the Assistant Principal (for extracurricular clubs and activities) or by the Athletic Director (for sports).

### **Hall passes**

Students should have a valid hall pass while moving throughout the hallways during class periods. Staff members can check passes at any time. There should be only one name on a pass. Students without a valid pass should be directed to the Dean’s Office.

### **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.

### **Identification Cards**

Staff members are provided an identification card. The ID card is to be carried at all times while on duty at MHS. A staff member should never give his/her ID card to a student. Lost ID cards should be reported immediately to Security.

### **Jury Duty**

When faculty members are informed of jury duty, they should complete an Employee Leave Notification Form with an attached copy of the jury duty summons and submit these documents to the ESP member's immediate supervisor.

### **Keys/Fobs**

Staff members will be issued a key and fob, which are coded to certain areas of the building. Lost keys and fobs jeopardize the security of the building and its contents. Lost or stolen keys or fobs should be reported immediately to the Security Office. If a student is suspected in a theft of keys or a fob, this should also be reported to the Dean’s Office. Students should never be given keys or a fob for any reason. A replacement brass key costs \$25.00, and a replacement fob costs \$7.50.

### **Lunch/Break Assignments**

Immediate supervisors assign specific lunch and break times in accordance with the Board of Education and MESA collective bargaining agreement. Educational support personnel who work four (4) or more hours on assigned work days will receive one 30-minute duty-free unpaid lunch and one 15-minute paid break. Employees who work six hours or more will receive one 30-minute duty-free unpaid lunch and two 15-minute paid breaks. Security personnel must take at least one break separate from lunch.



## **Mail/Email/Voicemail**

Each staff member has a mailbox. Confidential material often is placed in these mailboxes; therefore, staff members should not send students to the mailroom to pick up the contents of a mailbox. Staff members should check their mailboxes at least one time per day.

If staff members have a school email account and a voicemail account, they are expected to check email and voicemail messages each school day and respond to parents/guardians within 24 hours (one school day). Professionalism and respectful communication is expected of all staff. Faculty members are expected to use the following script for their voicemail message:

You've reached \_\_\_\_\_ (insert name), \_\_\_\_\_ (insert role) at Mundelein High School. Please leave a message and I will return your call within one school day. You may also reach me by email at \_\_\_\_\_ (insert email address). Thank you.

## **Multi-Tiered System of Support (MTSS): Mustang Way**

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 available to support students with reading, writing, and college admissions process) - 7:00am - 4:30pm daily
- Math Lab (Staff available to support students with math) - 7:00am - 4:30pm daily
- Study Cafe (Teachers available to work with students during the student's lunch period) - periods 4, 5, 6, and 7 daily
- Classroom (Teachers available in their classrooms to help students) - Before school, 7:25-7:45am, and after school, 3:05-3:25pm

In addition to these academic supports, all students are assigned a guidance counselor, school social worker, and school psychologist. For assistance identifying additional supports for a student, please contact the student's guidance counselor.

### **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

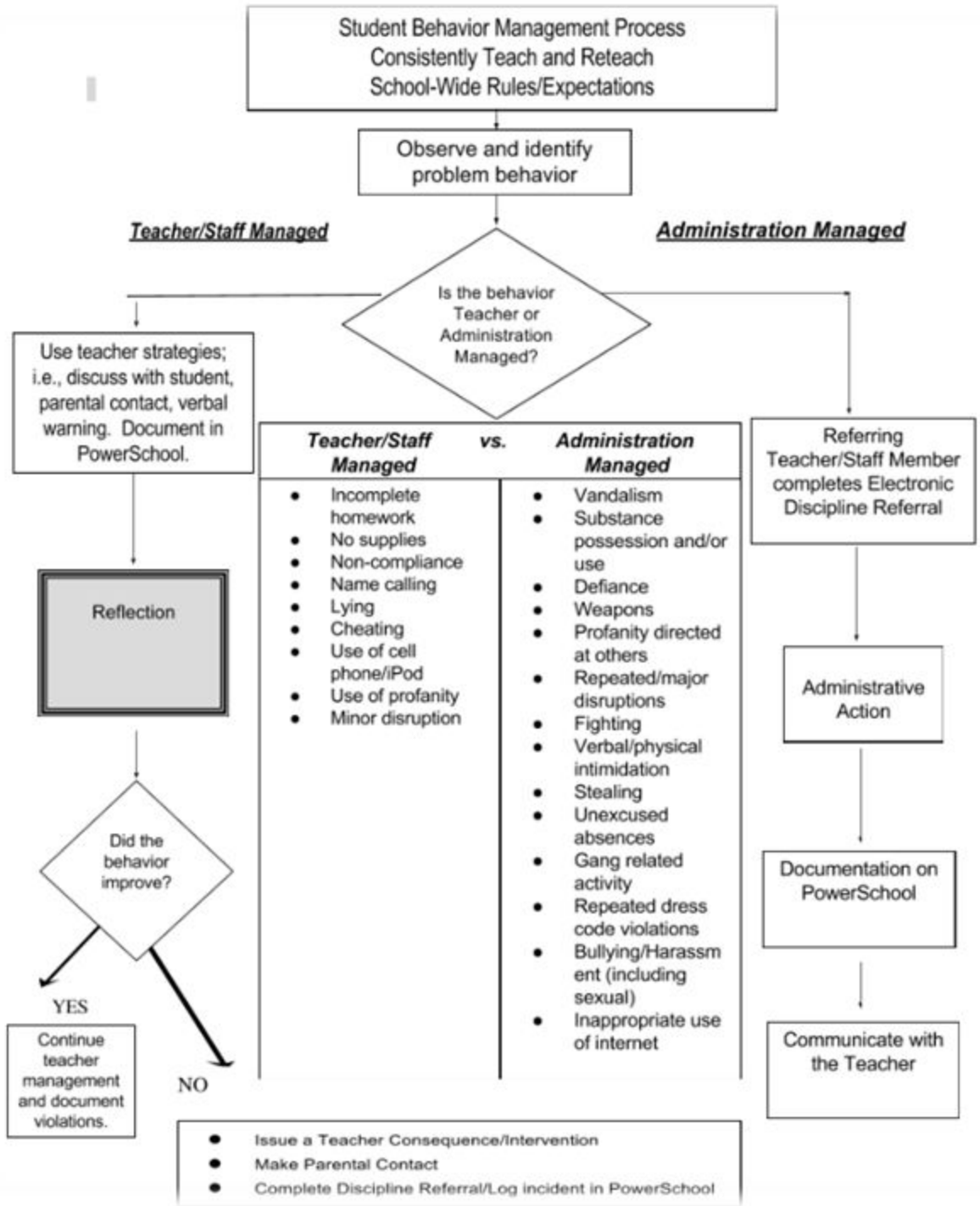
students. The problem solving process is an important vehicle in continuous school improvement. By collecting and analyzing high-quality data, teams can use the problem solving process to examine large groups of students (school-wide), smaller groups of students (grade level, department-wide, or course-wide), 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:

- District MTSS Steering Team
- School-Based Leadership Team (SBLT)
- Teacher Teams (PLCs/ Departmental Problem Solving Teams)
- Individual Problem Solving Team (PST)



**Professional Learning**

The fundamental purpose of MTSS is to improve the educational outcomes for each student. In order to ensure that all students have equitable access to the highest level of instructional expertise and pedagogy across the continuum of supports, ongoing professional learning is essential. Faculty, staff, and administration will engage in ongoing professional learning in order to continue providing all of our students a high quality, meaningful education. MHS staff, faculty, and students will continue to meet regularly to ensure we are supporting educators in the classroom and focusing on the success of MHS students. **All of our students are all of our students.**

## **Parking**

All staff members should use parking designated for staff use (West, North, and Annex lots). Students are not permitted in these areas. Parking permits (obtained from the Security Office) must be displayed on cars at all times during the day.

## **Personal Leave and Sick Leave**

Personal leave with pay can be taken by any employee for personal business, which cannot be conducted on any other day than a school day. The employee shall give notice to the Principal, no later than ten (10) school days in advance except in emergency situations. The following categories are suggested guidelines:

1. Legal business that cannot be conducted outside of school hours including court appearance
2. Wedding of self, son, daughter, brother, sister, family, and friends
3. Funeral
4. Moving—one day for each occurrence
5. Graduation of self, son, daughter, spouse, brother, sister, family
6. Other categories

Personal leave is only to be used in those instances not covered by some other type of leave.

Personal leave days may not be used for the purpose of extending vacations.

Personal Leave (or Sick Leave days) can be used in the event of an unknown/ unexpected absence following a vacation period or weekend, provided the employee can provide documentation that the absence was not due to his/her lack of planning.

Sick leave shall be interpreted to mean personal illness, quarantine at home, illness, death in the immediate family or household, or religious observances. Misuse of sick leave shall be subject to discipline, pursuant to Article 6 of current MEA contract.

## **Personal Technology Devices**

Any computer/laptop/printer or device, not purchased by the district is considered a personally owned device. A personally owned device cannot be connected to or access the district's wired or wireless networks for reasons of data integrity and network security. A personally owned device can be connected to an authorized district provided staff or public wireless network, if the district chooses to provide one. The district's IT staff will not provide support or troubleshooting services for personal devices.

## **Press Releases**

Staff members should not speak to or communicate with members of the press. All press releases should be produced by the Public Information Coordinator. All facts pertaining to an event or accomplishment should be submitted two weeks in advance to our Public Information Coordinator so newspaper deadlines can be met. In addition, any website postings must be approved by the Public Information Coordinator in advance.

## **Professional Behavior**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. This policy is not limited to working hours or the school day.

## **Professional Growth**

The District plans a high-quality staff development plan, tailored to the unique needs of each ESP category: secretaries, instructional assistants, and security personnel. All educational support personnel are expected to attend the staff development sessions, unless approved by the immediate supervisor.

## **Relationship to Students**

1. Staff members and administrators are jointly responsible for the promotion of wholesome adult-student relationships.
2. Staff members should not use any form of corporal punishment when working with and/or disciplining students. Work collaboratively with other staff members, administration, and parents/guardians to resolve conflicts.
3. Students occasionally assume that a staff member with whom they have no classes has no right to question their conduct. This is an erroneous assumption since the entire staff is responsible for encouraging appropriate behavior on the part of students. Every staff member has a right and duty to question any student for misconduct.

## **Sexual Harassment**

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, (as amended, 42 U.S.C. 2000e, et seq.), and the Illinois Sex Equity Rules (23 Illinois Administrative Code 200). Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is the policy of Mundelein Consolidated High School District 120 to maintain a learning and working environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee of School District 120 to harass a student or employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District 120 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

## **Sexual Harassment/Sexual Violence Definition**

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

2. Sexual harassment may include but is not limited to:
  - a. verbal harassment or abuse;
  - b. subtle pressure for sexual activity;
  - c. inappropriate patting or pinching;
  - d. Intentional brushing against a student's or an employee's body;
  - e. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
  - f. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
  - g. any sexually motivated unwelcome touching; or
  - h. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

### Reporting Procedures

Any person who believes she or he has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to the appropriate School District office as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the School District office.

1. The School Board designates an appropriate administrator as the School District Complaint Managers to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence. If the complaint involves both of the Complaint Managers, the complaint shall be filed directly with the Superintendent.

The Complaint Managers have offices at 1350 West Hawley Street, Mundelein, Illinois 60060, 847-949-2200.

2. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.
3. Use of formal reporting forms is not mandatory. The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

### **Staff/Department Meetings**

Staff meetings are held approximately once a month on late arrival days or institute days. Attendance at these meetings is mandatory. Absence from a meeting will only be allowed with the approval of the immediate supervisor and Principal.

### **Student Supervision**

There are no assigned supervision periods during the school day. However, all staff members are responsible for maintaining appropriate student behavior and for seeing that all school rules are actively enforced. In order to maintain a safe learning environment, all staff members must be in the halls and washrooms during passing periods to assist with student traffic. If a student is causing a major disturbance, a staff member should immediately contact a security staff member or bring him/her to the Dean's Office.

### **Technology**

Every staff member at MHS will be asked to sign an Acceptable Use Policy (AUP) on the first day of school. It is critical that each staff member read this policy carefully and follow it accordingly. If a staff member has any questions regarding the AUP, he/she should contact the Director of Technology.

Staff members should not install any software onto district computers without prior approval from their immediate supervisor and the Director of Technology. The Technology Staff will install the software.

### **Use of School Equipment**

School property shall not be removed from the school premises except with approval by the Principal.

### **Visitors**

All visitors should enter the building at the main entrance and report directly to the security desk, where they will be required to show identification and register in the Raptor system. Any visitor that does not comply with these rules will be considered a trespasser and will be arrested.

### **Work Hours**

A full-time support staff employee is one who is regularly scheduled to work at least thirty seven and one half (37.5) hours per week. Instructional Aides work a seven and one half hour day (7.5). Secretaries/Security work an eight (8) hour day. Immediate supervisors will clarify start and end times for individual employees.