



## Congratulations and Welcome to District 207!!

All new employees are required to complete and submit the attached forms.

<b>Forms Checklist for Summer School Certified Staff</b>	
	Online Application <a href="http://www.maine207.org">www.maine207.org</a>
	Current Resume
	Copy of IL Teaching Certificate (copy from ELIS accepted)
	Two (2) Forms of Identification for I-9 Form (see attached)
	Copy of Social Security Card (you will not be paid without this) Exhibit 4:15 2 Identity Protection
	Federal W-4 Tax Form
	State W-4 Tax Form
	Social Security Exemption Form
	Direct Deposit Form (with voided check attached)
	TRS member Information Form & Beneficiary Designation Form
	New Employee Information Sheet
	Receipt of District Policies Form & Anti-Nepotism Awareness Form <ul style="list-style-type: none"> <li>• Prohibition of Employee Use of Drugs &amp; Alcohol</li> <li>• Prohibition of Sexual Harassment</li> <li>• Child Abuse/Neglect Reporting</li> <li>• Acceptable Use of Technology</li> <li>• Anti-Nepotism Policy</li> </ul> DCFS Acknowledgement of Mandated Reporter Status
	Criminal Background Check <ul style="list-style-type: none"> <li>• Schedule appointment with Janice Cacciatore (847)692-8036 or <a href="mailto:jcacciatore@maine207.org">jcacciatore@maine207.org</a></li> </ul>

### Contacts:

HR/Support Staff Personnel – Nancy Vehrs – [nvehrs@maine207.org](mailto:nvehrs@maine207.org) 847-692-8026  
 HR/Teacher Personnel – Ginny Edwards – [vedwards@maine207.org](mailto:vedwards@maine207.org) 847-692-8005  
 HR/Teacher Personnel – Deb Michalik – [dmichalik@maine207.org](mailto:dmichalik@maine207.org) 847-692-8008  
 HR/Benefits Coordinator – Mary Phillips – [mphillips@maine207.org](mailto:mphillips@maine207.org) 847-692-8035

---

*Our Mission is to Improve Learning*

Maine Township High School District 207  
 1177 South Dee Road  
 Park Ridge, IL 60068

Phone: 847-696-3600 Fax 847-692-8007 Web: [www.maine207.org](http://www.maine207.org)



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           QR Code - Section 1            Do Not Write In This Space         </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



*Employer Completes Next Page*





**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

**Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.**

**The employee's first day of employment (mm/dd/yyyy):** \_\_\_\_\_ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

---

## Operational Services

### **Exhibit - Statement of Purpose for Collecting Social Security Numbers**

This Statement of Purpose is being given to you because you have been asked by the School District to provide your social security number (SSN) or because you requested a copy of this Statement.

You are being asked for your SSN for one or more of the following reasons:

- Employment matters, e.g., income reporting to IRS and the IL Department of Revenue, tax withholding, FICA, or Medicare.
- Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, or veterans' programs.
- Filing insurance claims.
- Internal verification or administrative purposes.
- Other: \_\_\_\_\_

In addition, State law authorizes and/or requires the District to use or disclose your SSN in specified circumstances including, without limitation, in the following circumstances:

1. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
2. Disclosing SSNs pursuant to a court order, warrant, or subpoena; and
3. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact the Assistant Superintendent for General Administration.

# Form W-4 (2018)

**Future developments.** For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

## General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

**Filers with multiple jobs or working spouses.** If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to find out if you should adjust your withholding on Form W-4 or W-4P.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

### Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

**Line C. Head of household please note:** Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit.** When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

**Line F. Credit for other dependents.** When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0074 <span style="font-size: 2em; font-weight: bold;">2018</span>	
<b>▶ Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</b>					
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)			3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <b>Note:</b> If married filing separately, check "Married, but withhold at higher Single rate."		
City or town, state, and ZIP code			4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) . . . . .				5	
6 Additional amount, if any, you want withheld from each paycheck . . . . .				6 \$	
7 I claim exemption from withholding for 2018, and I certify that I meet <b>both</b> of the following conditions for exemption.					
<ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b></li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability.</li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶				Date ▶	
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)			9 First date of employment		10 Employer identification number (EIN)

your wages and other income, including income earned by a spouse, during the year.

**Line G. Other credits.** You might be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as the earned income tax credit and tax credits for education and child care expenses. If you do so, your paycheck will be larger but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account.

### **Deductions, Adjustments, and Additional Income Worksheet**

Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App). If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

### **Two-Earners/Multiple Jobs Worksheet**

Complete this worksheet if you have more

than one job at a time or are married filing jointly and have a working spouse. If you don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn \$60,000 per year and your spouse earns \$20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("-0-") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make your withholding more accurate.

**Tip:** If you have a working spouse and your incomes are similar, you can check the "Married, but withhold at higher Single rate" box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the "Married, but withhold at higher Single rate" box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

### **Instructions for Employer**

**Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.**

**New hire reporting.** Employers are

required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9, and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to [www.acf.hhs.gov/programs/css/employers](http://www.acf.hhs.gov/programs/css/employers).

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

**Box 8.** Enter the employer's name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

**Box 9.** If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee's first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer's service for at least 60 days, enter the rehire date.

**Box 10.** Enter the employer's employer identification number (EIN).

**Personal Allowances Worksheet (Keep for your records.)**

- A** Enter "1" for yourself . . . . . **A** \_\_\_\_\_
- B** Enter "1" if you will file as married filing jointly . . . . . **B** \_\_\_\_\_
- C** Enter "1" if you will file as head of household . . . . . **C** \_\_\_\_\_
- D** Enter "1" if: {
  - You're single, or married filing separately, and have only one job; or
  - You're married filing jointly, have only one job, and your spouse doesn't work; or
  - Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.} **D** \_\_\_\_\_
- E Child tax credit.** See Pub. 972, Child Tax Credit, for more information.
  - If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "4" for each eligible child.
  - If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "2" for each eligible child.
  - If your total income will be from \$175,551 to \$200,000 (\$339,001 to \$400,000 if married filing jointly), enter "1" for each eligible child.
  - If your total income will be higher than \$200,000 (\$400,000 if married filing jointly), enter "-0-" . . . . . **E** \_\_\_\_\_
- F Credit for other dependents.**
  - If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "1" for each eligible dependent.
  - If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents).
  - If your total income will be higher than \$175,550 (\$339,000 if married filing jointly), enter "-0-" . . . . . **F** \_\_\_\_\_
- G Other credits.** If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here . . . **G** \_\_\_\_\_
- H** Add lines A through G and enter the total here . . . . . **H** \_\_\_\_\_

For accuracy, **complete all worksheets that apply.**

- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, or if you have a large amount of nonwage income and want to increase your withholding, see the **Deductions, Adjustments, and Additional Income Worksheet** below.
- If you **have more than one job at a time** or are **married filing jointly and you and your spouse both work**, and the combined earnings from all jobs exceed \$52,000 (\$24,000 if married filing jointly), see the **Two-Earners/Multiple Jobs Worksheet** on page 4 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 above.

**Deductions, Adjustments, and Additional Income Worksheet**

**Note:** Use this worksheet *only* if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income.

- 1** Enter an estimate of your 2018 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income. See Pub. 505 for details . . . . . **1** \$ \_\_\_\_\_
- 2** Enter: {
  - \$24,000 if you're married filing jointly or qualifying widow(er)
  - \$18,000 if you're head of household
  - \$12,000 if you're single or married filing separately} . . . . . **2** \$ \_\_\_\_\_
- 3 Subtract** line 2 from line 1. If zero or less, enter "-0-" . . . . . **3** \$ \_\_\_\_\_
- 4** Enter an estimate of your 2018 adjustments to income and any additional standard deduction for age or blindness (see Pub. 505 for information about these items) . . . . . **4** \$ \_\_\_\_\_
- 5 Add** lines 3 and 4 and enter the total . . . . . **5** \$ \_\_\_\_\_
- 6** Enter an estimate of your 2018 nonwage income (such as dividends or interest) . . . . . **6** \$ \_\_\_\_\_
- 7 Subtract** line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses . . . **7** \$ \_\_\_\_\_
- 8 Divide** the amount on line 7 by \$4,150 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction . . . . . **8** \_\_\_\_\_
- 9** Enter the number from the **Personal Allowances Worksheet**, line H above . . . . . **9** \_\_\_\_\_
- 10 Add** lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1, page 4. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 . . . . . **10** \_\_\_\_\_



**Two-Earners/Multiple Jobs Worksheet**

**Note:** Use this worksheet *only* if the instructions under line H from the **Personal Allowances Worksheet** direct you here.

- 1** Enter the number from the **Personal Allowances Worksheet**, line H, page 3 (or, if you used the **Deductions, Adjustments, and Additional Income Worksheet** on page 3, the number from line 10 of that worksheet) . . . . . **1** \_\_\_\_\_
  - 2** Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you're married filing jointly and wages from the highest paying job are \$75,000 or less and the combined wages for you and your spouse are \$107,000 or less, don't enter more than "3" . . . . . **2** \_\_\_\_\_
  - 3** If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet . . . . . **3** \_\_\_\_\_
- Note:** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
- 4** Enter the number from line 2 of this worksheet . . . . . **4** \_\_\_\_\_
  - 5** Enter the number from line 1 of this worksheet . . . . . **5** \_\_\_\_\_
  - 6** **Subtract** line 5 from line 4 . . . . . **6** \_\_\_\_\_
  - 7** Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here . . . . . **7** \$ \_\_\_\_\_
  - 8** **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . . . **8** \$ \_\_\_\_\_
  - 9** **Divide** line 8 by the number of pay periods remaining in 2018. For example, divide by 18 if you're paid every 2 weeks and you complete this form on a date in late April when there are 18 pay periods remaining in 2018. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck . . . . . **9** \$ \_\_\_\_\_

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above
\$0 - \$5,000	0	\$0 - \$7,000	0	\$0 - \$24,375	\$420	\$0 - \$7,000	\$420
5,001 - 9,500	1	7,001 - 12,500	1	24,376 - 82,725	500	7,001 - 36,175	500
9,501 - 19,000	2	12,501 - 24,500	2	82,726 - 170,325	910	36,176 - 79,975	910
19,001 - 26,500	3	24,501 - 31,500	3	170,326 - 320,325	1,000	79,976 - 154,975	1,000
26,501 - 37,000	4	31,501 - 39,000	4	320,326 - 405,325	1,330	154,976 - 197,475	1,330
37,001 - 43,500	5	39,001 - 55,000	5	405,326 - 605,325	1,450	197,476 - 497,475	1,450
43,501 - 55,000	6	55,001 - 70,000	6	605,326 and over	1,540	497,476 and over	1,540
55,001 - 60,000	7	70,001 - 85,000	7				
60,001 - 70,000	8	85,001 - 90,000	8				
70,001 - 75,000	9	90,001 - 100,000	9				
75,001 - 85,000	10	100,001 - 105,000	10				
85,001 - 95,000	11	105,001 - 115,000	11				
95,001 - 130,000	12	115,001 - 120,000	12				
130,001 - 150,000	13	120,001 - 130,000	13				
150,001 - 160,000	14	130,001 - 145,000	14				
160,001 - 170,000	15	145,001 - 155,000	15				
170,001 - 180,000	16	155,001 - 185,000	16				
180,001 - 190,000	17	185,001 and over	17				
190,001 - 200,000	18						
200,001 and over	19						

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and

U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You aren't required to provide the information requested on a form that's subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be

retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



**Note:** These instructions are written for employees to address withholding from wages. However, this form can also be completed and submitted to a payor if an agreement was made to voluntarily withhold Illinois Income tax from other (non-wage) Illinois income.

### Who must complete Form IL-W-4?

If you are an employee, you must complete this form so your employer can withhold the correct amount of Illinois Income Tax from your pay. The amount withheld from your pay depends, in part, on the number of allowances you claim on this form.

Even if you claimed exemption from withholding on your federal Form W-4, U.S. Employee's Withholding Allowance Certificate, because you do not expect to owe any federal income tax, you may be required to have Illinois Income Tax withheld from your pay (see Publication 130, Who is Required to Withhold Illinois Income Tax). If you are claiming exempt status from Illinois withholding, you must check the exempt status box on Form IL-W-4 and sign and date the certificate. Do not complete Lines 1 through 3.

If you are a resident of Iowa, Kentucky, Michigan, or Wisconsin, or a military spouse, see Form W-5-NR, Employee's Statement of Nonresidence in Illinois, to determine if you are exempt.

**Note** If you do not file a completed Form IL-W-4 with your employer, if you fail to sign the form or to include all necessary information, or if you alter the form, your employer must withhold Illinois Income Tax on the entire amount of your compensation, without allowing any exemptions.

### When must I submit this form?

You should complete this form and give it to your employer on or before the date you start work. You must submit Form IL-W-4 when Illinois Income Tax is required to be withheld from compensation that you receive as an employee. You may file a new Form IL-W-4 any time your withholding allowances increase. If the number of your claimed allowances decreases, you **must** file a new Form IL-W-4 within 10 days. However, the death of a spouse or a dependent does not affect your withholding allowances until the next tax year.

### When does my Form IL-W-4 take effect?

If you do not already have a Form IL-W-4 on file with your employer, this form will be effective for the first payment of compensation made to you after this form

is filed. If you already have a Form IL-W-4 on file with this employer, your employer may allow any change you file on this form to become effective immediately, but is not required by law to change your withholding until the first payment of compensation is made to you after the first day of the next calendar quarter (that is, January 1, April 1, July 1, or October 1) that falls at least 30 days after the date you file the change with your employer.

**Example:** If you have a baby and file a new Form IL-W-4 with your employer to claim an additional allowance for the baby, your employer may immediately change the withholding for all future payments of compensation. However, if you file the new form on September 1, your employer does not have to change your withholding until the first payment of compensation is made to you after October 1. If you file the new form on September 2, your employer does not have to change your withholding until the first payment of compensation made to you after December 31.

### How long is Form IL-W-4 valid?

Your Form IL-W-4 remains valid until a new form you have submitted takes effect or until your employer is required by the Department to disregard it. Your employer is required to disregard your Form IL-W-4 if

- you claim total exemption from Illinois Income Tax withholding, but you have not filed a federal Form W-4 claiming total exemption, or
- the Internal Revenue Service (IRS) has instructed your employer to disregard your federal Form W-4.

### What is an "exemption"?

An "exemption" is a dollar amount on which you do not have to pay Illinois Income Tax that you may claim on your Illinois Income tax return.

### What is an "allowance"?

The dollar amount that is exempt from Illinois Income Tax is based on the number of allowances you claim on this form. As an employee, you receive one allowance unless you are claimed as a dependent on another person's tax return (e.g., your parents claim you as a dependent on their tax return). If you are married, you may claim additional allowances for your spouse and any dependents that you are entitled to claim for federal income tax purposes. You also will receive additional allowances if you or your spouse are age 65 or older, or if you or your spouse are legally blind.

**Note:** For tax years beginning on or after January 1, 2017, the personal exemption allowance, and additional allowances if you or your spouse are age 65 or older, or if you or your spouse are legally blind, may **not** be claimed on your Form IL-1040 if your adjusted gross income for the taxable year exceeds \$500,000 for returns with a federal filing status of married filing jointly, or \$250,000 for all other returns. You may complete a new Form IL-W-4 to update your exemption amounts and increase your Illinois withholding.

### How do I figure the correct number of allowances?

Complete the worksheet on the back of this page to figure the correct number of allowances you are entitled to claim. Give your completed Form IL-W-4 to your employer. Keep the worksheet for your records.

**Note** If you have more than one job or your spouse works, your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other IL-W-4 forms.

### How do I avoid underpaying my tax and owing a penalty?

You can avoid underpayment by reducing the number of allowances or requesting that your employer withhold an additional amount from your pay. Even if your withholding covers the tax you owe on your wages, if you have non-wage income that is taxable, such as interest on a bank account or dividends on an investment, you may have additional tax liability. If you owe more than \$500 tax at the end of the year, you may owe a late-payment penalty or will be required to make estimated tax payments. For additional information on penalties see Publication 103, Uniform Penalties and Interest. Visit our website at [tax.illinois.gov](http://tax.illinois.gov) to obtain a copy.

### Where do I get help?

- Visit our website at [tax.illinois.gov](http://tax.illinois.gov)
- Call our Taxpayer Assistance Division at **1 800 732-8866** or **217 782-3336**
- Call our TDD (telecommunications device for the deaf) at **1 800 544-5304**
- Write to  
**ILLINOIS DEPARTMENT OF REVENUE**  
**PO BOX 19044**  
**SPRINGFIELD IL 62794-9044**

# Illinois Withholding Allowance Worksheet

## General Information

Use this worksheet as a guide to figure your total withholding allowances you may enter on your Form IL-W-4.

Complete Step 1.

Complete Step 2 if

- you (or your spouse) are age 65 or older or legally blind, or
- you wrote an amount on Line 4 of the Deductions and Adjustments Worksheet for federal Form W-4.

If you have more than one job or your spouse works, your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other IL-W-4 forms.

You may reduce the number of allowances or request that your employer withhold an additional amount from your pay, which may help avoid having too little tax withheld.

## Step 1: Figure your basic personal allowances (including allowances for dependents)

Check all that apply:

- No one else can claim me as a dependent.
- I can claim my spouse as a dependent.

- 1 Enter the total number of boxes you checked. 1 \_\_\_\_\_
- 2 Enter the number of dependents (other than you or your spouse) you will claim on your tax return. 2 \_\_\_\_\_
- 3 Add Lines 1 and 2. Enter the result. This is the total number of basic personal allowances to which you are **entitled**. You are not required to claim these allowances. The number of basic personal allowances that you choose to claim will determine how much money is withheld from your pay. See Line 4 for more information. 3 \_\_\_\_\_
- 4 Enter the total number of basic personal allowances you choose to claim on this line and Line 1 of Form IL-W-4 below. This number may not exceed the amount on Line 3 above, however you can claim as few as zero. Entering lower numbers here will result in more money being withheld(deducted) from your pay. 4 \_\_\_\_\_

## Step 2: Figure your additional allowances

Check all that apply:

- I am 65 or older.
- I am legally blind.
- My spouse is 65 or older.
- My spouse is legally blind.

- 5 Enter the total number of boxes you checked. 5 \_\_\_\_\_
- 6 Enter any amount that you reported on Line 4 of the Deductions and Adjustments Worksheet for federal Form W-4 plus any additional Illinois subtractions or deductions. 6 \_\_\_\_\_
- 7 Divide Line 6 by 1,000. Round to the nearest whole number. Enter the result on Line 7. 7 \_\_\_\_\_
- 8 Add Lines 5 and 7. Enter the result. This is the total number of additional allowances to which you are **entitled**. You are not required to claim these allowances. The number of additional allowances that you choose to claim will determine how much money is withheld from your pay. 8 \_\_\_\_\_
- 9 Enter the total number of additional allowances you elect to claim on Line 2 of Form IL-W-4, below. This number may not exceed the amount on Line 8 above, however you can claim as few as zero. Entering lower numbers here will result in more money being withheld(deducted) from your pay. 9 \_\_\_\_\_

**IMPORTANT:** If you want to have additional amounts withheld from your pay, you may enter a dollar amount on Line 3 of Form IL-W-4 below. This amount will be deducted from your pay in addition to the amounts that are withheld as a result of the allowances you have claimed.

----- Cut here and give the certificate to your employer. Keep the top portion for your records. -----

## Illinois Department of Revenue IL-W-4 Employee's Illinois Withholding Allowance Certificate

Social Security number \_\_\_\_\_

Name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Check the box if you are exempt from federal and Illinois Income Tax withholding and sign and date the certificate.

- 1 Enter the total number of basic allowances that you are claiming (Step 1, Line 4, of the worksheet). 1 \_\_\_\_\_
- 2 Enter the total number of additional allowances that you are claiming (Step 2, Line 9, of the worksheet). 2 \_\_\_\_\_
- 3 Enter the additional amount you want withheld (deducted) from each pay. 3 \_\_\_\_\_

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Your signature \_\_\_\_\_

Date \_\_\_\_\_

**Employer:** Keep this certificate with your records. If you have referred the employee's federal certificate to the IRS and the IRS has notified you to disregard it, you may also be required to disregard this certificate. Even if you are not required to refer the employee's federal certificate to the IRS, you still may be required to refer this certificate to the Illinois Department of Revenue for inspection. See Illinois Income Tax Regulations 86 Ill. Adm. Code 100.7110.

This form is authorized under the Illinois Income Tax Act. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.

---

**Statement Concerning Your Employment in a Job  
Not Covered by Social Security**

---

**Employee Name** \_\_\_\_\_ **Employee ID#** \_\_\_\_\_  
**Employer Name** Maine Township HS D207 **Employer ID#** 01620770

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

**Windfall Elimination Provision**

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2013, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$395.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

**Government Pension Offset Provision**

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400=\$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

**For More Information**

Social Security publications and additional information, including information about exceptions to each provision, are available at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

**I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security Benefits.**

**Signature of Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

---

## Information about Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse, surviving spouse, or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, [www.socialsecurity.gov/online/ssa-1945.pdf](http://www.socialsecurity.gov/online/ssa-1945.pdf). Paper copies can be requested by email at [ofsm.oswm.rqct.orders@ssa.gov](mailto:ofsm.oswm.rqct.orders@ssa.gov) or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.



## Direct Deposit Authorization

Employee Name: \_\_\_\_\_

SS# (Last Four Digits): \_\_\_\_\_

Location: \_\_\_\_\_

### Instructions:

1. All Direct Deposit Accounts must be opened before completing this form
2. CHECKING ACCOUNTS - A voided check must be attached in order to setup direct deposit.
3. SAVINGS ACCOUNTS - A Direct Deposit Authorization Form with Account Number and Bank Routing Number must be attached

I hereby authorize **Maine Township High School District 207 (the "District")** to direct deposit my future paychecks into the account indicated below. In the event any amounts are credited to my account in error, under this arrangement, I hereby authorize my Bank to make the appropriate adjustments in cooperation with my employer. This authorization will remain in full force and effect until the District has received written notification from me of its termination in such time and in such manner as to afford the District and depository a reasonable opportunity to act on it.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

ATTACH CHECK HERE

*Direct Deposit requests will not be processed without a voided check and/or a Direct Deposit Authorization Form*

**DEPOSIT SLIPS CANNOT BE ACCEPTED**



**Teachers' Retirement System of the State of Illinois**

2815 West Washington Street, P.O. Box 19253  
Springfield, Illinois 62794-9253

(800) 877-7896

members@trs.illinois.gov | http://trs.illinois.gov

For the hearing impaired: (866) 326-0087

## Member Information and Beneficiary Designation Form

First Name	Middle Initial	Last Name	Maiden Name	Member Social Security number <i>(required for tax-reporting purposes)</i>
Date of birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Home telephone number ( )		
Street Address		Work telephone number ( )	Extension	
City		Cell phone number ( )		
State	Zip	Email address		
<input type="checkbox"/> Member of other Illinois public employee retirement system (specify system's name)				

By completing this form, a TRS member or annuitant designates beneficiaries to receive death benefits. Information provided on this form will become part of the member's permanent TRS record and will determine distribution of death and survivor benefits. This designation revokes any prior designation. If this current designation is found to be invalid, the most recent designation on file with TRS will remain in effect. Eligibility is determined by the survivor's status at the time of the member's death. Monthly survivor benefits can be paid only to eligible dependent beneficiaries.\*

If the automatic designation is **selected**, do not complete the Beneficiary Refund or Survivor Benefits sections.

**Automatic Designation** *(commonly selected by members with a spouse or civil union partner and/or minor children)*  
In lieu of designating specific beneficiaries, I elect that my dependent beneficiaries, as determined at my death, receive a beneficiary refund and/or survivor benefits. If no dependent beneficiary survives, benefits will be paid to my estate.

If automatic designation is **not selected**, you must complete the Beneficiary Refund *and* Survivor Benefits sections. Alternate beneficiaries will receive benefits should primary beneficiaries predecease the member. When a beneficiary designation includes more than one person, the benefits are divided equally among the living beneficiaries of that class (primary or alternate).

Beneficiary Refund				Survivor Benefits			
Primary Beneficiaries				Primary Beneficiaries			
First name	Last	Date of birth	Relationship	First name	Last	Date of birth	Relationship
Alternate Beneficiaries				Alternate Beneficiaries			
First name	Last	Date of birth	Relationship	First name	Last	Date of birth	Relationship

If additional space is required, attach a separate sheet designating primary and alternate persons for Beneficiary Refund and Survivor Benefits. Also include the last four digits of your Social Security number, signature, and date.

**Certification:** By signing, I certify that this information is correct. I am aware that pursuant to the Illinois Pension Code, 40 ILCS 5/1-135, any person who knowingly makes any false statement or falsifies or permits to be falsified any record in an attempt to defraud the Teachers' Retirement System is guilty of a Class 3 felony. I am aware that, if the TRS Board has reasonable suspicion that a false record has been filed with TRS, it is required to report the matter to the state's attorney for investigation.

Member's signature (mandatory)	Date
--------------------------------	------

*Signature pursuant to a General Power of Attorney is not accepted by TRS.*

*\*See reverse for more information.*

## **Types of Beneficiaries**

---

The member may designate a beneficiary to receive survivor benefits. If this individual is a dependent beneficiary, then he or she is eligible to receive either monthly benefits or a lump-sum payment. However, if the member designates a nondependent beneficiary, only a lump-sum benefit is payable. Monthly benefits **cannot be paid** to dependent beneficiaries if a nondependent beneficiary is also designated and survives the member.

**Dependent beneficiary.** A spouse to whom the member has been married for at least one year, except where a child is born of the marriage in which case the qualifying period is not applicable; a civil union partner to whom the member has been partnered for at least one year; an unmarried natural or adopted child under 18, or between ages 18 and 22 if he or she is a full-time student in an accredited educational institution, or an unmarried child of any age who is dependent by reason of a physical or mental disability; a dependent parent who received from the member at least half of his or her support for the 12-month period immediately prior to the member's death.

**Nondependent beneficiary.** Any other designated person or entity who is not a dependent beneficiary.

## **Types of Benefits**

---

**Beneficiary Refund.** This benefit is only payable upon death. The member cannot elect to receive this benefit. This refund includes a return of the member's retirement contributions, statutorily required interest on the retirement contributions, and member contributions paid toward the annual increases in annuity. This refund is payable: to a designated beneficiary; if no beneficiary is designated, to the surviving spouse or civil union partner; or if no one is designated and there is no surviving spouse or civil union partner, to the member's estate. After retirement, this amount is reduced by the amount of retirement benefit payments made to the member.

**Survivor Benefits.** A beneficiary is eligible to receive a lump-sum survivor benefit if the member's death occurs during TRS-covered employment or in the 12-month period immediately following the last day of earnings, while on a creditable leave of absence, or while receiving disability benefits.

A dependent beneficiary may also be eligible to receive monthly survivor benefits if certain requirements are met by the member before death.

---

*Please visit the TRS Web site, [trs.illinois.gov](http://trs.illinois.gov), for answers to frequently asked questions or for more copies of this form (fillable online).*

*For instructions on designating a trust, please contact TRS.*

*A Qualified Illinois Domestic Relations Order (QILDRO) on file with TRS when the member dies may affect distribution of survivor benefits. For more information about QILDROs, please consult the QILDRO publication available on the TRS Web site.*

*As with all TRS benefits, death and survivor benefits must be paid in accordance with the Pension Code, 40 ILCS 5/16. If there is any discrepancy between the information on this form and applicable law, the law controls.*





## Maine Township High School District 207

### Summer School Rehire Information

#### Personal Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Last Four Digits Social Security Number or Government ID: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

#### Emergency Contact Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Primary Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Relationship: \_\_\_\_\_

### **Complete the following and return this packet to your designated school:**

- Pursuant to Public Act 093-0909, certified and non-certified applicants for school employment must undergo a fingerprint based criminal history record check as a condition of employment prior to starting work. To complete this part of the employment process, call Janice Cacciatore at 847-692-8036 for an appointment.
- Complete the attached Federal and State W4 forms.
- Read/Confirm you have received a copy of the attached District policies.

**Please know your rehire with District 207 is contingent upon the above results and timely receipt of this packet.**



Maine Township High School District 207

**NEW EMPLOYEE DATA SHEET**

LAST FOUR DIGITS S. S. NUMBER: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Mr./Ms./Miss/Mrs./Dr.)

NAME: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ GENDER: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ HOME SCHOOL: \_\_\_\_\_

POSITION/DEPT.: \_\_\_\_\_

DO YOU CONSIDER YOURSELF TO BE OF HISPANIC/LATINO ETHNICITY?  
(Respondents are instructed to answer either Yes or No.)

- No, I am not of Hispanic/Latino ethnicity  
 Yes, I am of Hispanic/Latino ethnicity.

PLEASE INDICATE YOUR RACE REGARDLESS OF THE ETHNICITY STATUS  
SELECTED ABOVE. (Respondents may choose one or more races or mark "unknown" if  
electing not to report race.)

- American Indian or Alaska Native (Code 12)  
 Asian (Code 13)  
 Black or African American (Code 14)  
 Native Hawaiian or Other Pacific Islander (Code 15)  
 White (Code 16)

SICK DAYS REPORTED TO TRS: \_\_\_\_\_

---

---

FOR OFFICE USE ONLY

FINGERPRINTING: YES  NO  FINGERPRINT DATE: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_

# ACKNOWLEDGMENT OF RECEIPT OF DISTRICT POLICIES:

**Policy 4420 - Prohibition of Employee Use of Drugs and Alcohol**

**Policy 3910 - Prohibition of Sexual Harassment Policy**

**Policy 6630 - Statutory Requirement that School Personnel Report Suspected Cases of Child Abuse and Neglect**

**Policy 6510 - Use of District Technology**

I, the undersigned employee of Maine Township High School District 207, hereby acknowledge my duty as an employee of the District to report any cases of suspected child abuse or neglect.

I understand that I will become a mandated reporter under the Abused and Neglected Child Reporting Act (III, Rev. Stat. 1985, Ch. 23, Pars. 2051 et seq.) This means that I am required to report or cause a report to be made to the **Child Abuse Hotline Number (1-800-25A-BUSE)** whenever I have reasonable cause to believe that a child known to me in my capacity as an employee of District 207 may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I understand that an abused or neglected child means any student under the age of 18 who is abused by a parent, immediate family member, any person responsible for the child's welfare, including another employee of the District, or any individual residing in the same home as the child or a paramour of the child's parent.

I further understand that "abuse" includes the infliction (whether intentional or negligent) of physical injury that causes death, disfigurement, impairment of physical or emotional health, or loss of any bodily function. Abuse also is defined as creating a substantial risk of physical injury to such child or committing or allowing to be committed any sex offense against such child, committing or allowing to be committed an act or acts of torture upon such child or inflicting successive corporal punishment.

"Neglect" means abandonment or withholding or denying nourishment or medically indicated treatment including food or care or other remedial care recognized under state laws as necessary for a child's well-being or other care necessary for his or her well-being, including adequate food, clothing or shelter.

I understand that any school district personnel who report a suspected case of child abuse or neglect have complete legal immunity if the report was made in good faith. The name of the reporter is kept confidential. Also, any school district personnel who willfully fail to report a case of abuse or neglect to the DCFS are guilty of a Class A misdemeanor and subject to a \$1,000 fine or up to one year in prison, or both. Any school district personnel who knowingly transmit a false report to the DCFS are guilty of disorderly conduct and may be fined up to and including \$3,000.

**I acknowledge receiving and reading District 207's policy on child abuse reporting. I further acknowledge that I have received District 207's policy on prohibition of employee use of drug and alcohol and District 207's sexual harassment policy.**

Employee Signature \_\_\_\_\_

Job Title \_\_\_\_\_

Employee Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DRUG- AND ALCOHOL-FREE WORKPLACE; TOBACCO PROHIBITION

4420

4420 All District workplaces are drug- and alcohol-free workplaces All employees are prohibited from engaging in any of the following activities on District premises, while performing work for the District or at a school-sponsored activity:

1. Unlawful manufacture, dispensing, distribution, possession, consumption, or use of a controlled or illegal substance.
2. Dispensing, distribution, consumption, use, possession, or being under the influence of alcohol; being present on District premises or while performing work for the District when the employee's alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Possession or use of medical cannabis.

4420.1 Definitions

For purposes of this policy, a "controlled substance" means a substance that is:

- a) Not legally obtainable,
- b) Being used in a manner different than prescribed,
- c) Legally obtainable, but has not been legally obtained, or
- d) Referenced in federal or State controlled substance acts.

The term "school-sponsored activity" is defined as any school function organized by District employees at which students are present or have been invited.

4420.2 Conditions of Employment and Notice of Conviction

As a condition of employment, each employee shall:

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

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to the prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

4420.3 Notification To Employees

To make employees aware of dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy upon hire;
2. Post notice of the policy on the District website;

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DRUG- AND ALCOHOL-FREE WORKPLACE; TOBACCO PROHIBITION

4420

3. Include a reference to the policy in the employee handbooks;
4. Inform employees of the penalties that the District may impose upon employees for violations of this policy;
5. Make available materials from local, State, and national anti-drug and alcohol abuse organizations;
6. Implement biennial online training for employees and supervisors regarding alcohol and drug awareness.

4420.4 Tobacco Prohibition

The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. Tobacco and tobacco products shall have the meaning provided in section 10-20.5b of the School Code.

4420.3 District Action Upon Violation of Policy

Compliance with this policy is a condition of continued employment. Consequently, any employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to participate in and successfully complete an appropriate alcohol or drug-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

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

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.

Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.

Drug-Free Workplace Act, 30 ILCS 580/1 et seq.

Adopted: 10/1/90  
Revised: 2/11/91  
Revised: 6/7/11  
Revised: 11/2/15

## MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

## SEXUAL HARASSMENT

3910

3910 District employees, students and all persons present on school grounds, at school-sponsored activities or at any activity which bears a reasonable relationship to school are prohibited from sexually harassing any person on school grounds, at any school-sponsored activity or at any activity which bears a reasonable relationship to school.

## 3910.1 Definitions

A. With respect to employees, "sexual harassment" means:

1. sexual advances or requests for sexual favors by a student toward an employee;  
or
2. unwelcome sexual advances or requests for sexual favors or verbal or physical conduct of a sexual nature when:
  - a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
  - b) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual, or
  - c) 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.
3. For purposes of this policy, "employee" includes all persons whose employment, or whose status as a volunteer or chaperon, requires them to be on school grounds, at any school-sponsored activity or at any activity which bears a reasonable relationship to school.

B. With respect to students, "sexual harassment" means:

1. sexual advances, requests for, or acceptance of, sexual favors by an employee or other adult engaged in school business including volunteers and chaperons and/or sexual relationships between a student and an employee or other adult engaged in school business; or
2. unwelcome sexual advances, requests for sexual favors or other sexually oriented verbal or physical conduct when:
  - a) submission to such conduct is made either explicitly or implicitly a term or condition of the receipt of educational or other school-related benefits,
  - b) submission to or rejection of such conduct by an individual is used as the basis for educational or other school-related decisions affecting that individual, or
  - c) such conduct has the purpose or affect of substantially interfering with a student's school performance or creates an intimidating, hostile or offensive working environment.

(Continued)

## MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

## SEXUAL HARASSMENT (Continued)

3910

3. For purposes of this policy, "student" includes students of other districts who are present on school grounds, at a school-sponsored activity or at any activity which bears a reasonable relationship to school.
- 3910.1 C. Sexual harassment prohibited by this policy includes verbal or physical conduct. Examples of sexual harassment include, but are not limited to: sexual innuendo; suggestive comments; insults; threats; jokes about gender-specific traits; sexual propositions; suggestive or insulting noises; leering; whistling; obscene gestures; touching; pinching; brushing the body; or assault. The terms intimidating, hostile or offensive as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Whether sexual harassment has occurred will be evaluated in light of all of the circumstances.

## BOARD OF EDUCATION SEXUAL HARASSMENT REPORTING PROCEDURES

## 3910.2 Sexual Harassment Reporting Procedures

It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. In order to conduct an immediate investigation, any incident of sexual harassment must be reported as quickly as possible, in confidence, as follows:

## A. Employees

Non-certificated employees are encouraged to report any incidents of sexual harassment to their direct supervisor. Certificated employees are encouraged to report any incidents of sexual harassment to the building principal. If the person to whom an employee is direct to report is the offending person, the report should be made to the next higher level of administration or supervision.

## B. Students

Students are encouraged to report any incidents of sexual harassment to a social worker or the building principal. If the complaint involves the building principal, the report should be made to the superintendent.

## C. Third Persons

For purposes of this procedure, third persons are any persons, other than District employees and students, on school grounds, at any school-sponsored activities or at any activity which bears a reasonable relationship to school. Third persons are encouraged to report any incidents of sexual harassment to the building principal. If the building principal is the offending person, the report should be made to the superintendent.

## D. Confidentiality

Reasonable effort will be made to promptly investigate any allegation of sexual harassment in a confidential manner, to the extent appropriate or required by law. The superintendent shall be informed by the supervisor, social worker, or principal of every reported incident of sexual harassment.

(Continued)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BOARD OF EDUCATION SEXUAL HARASSMENT REPORTING PROCEDURES

3910.3 Investigation and Corrective Action

A. Investigation

The principal, or the superintendent if the principal is the alleged offending person, will appoint one or more persons to promptly investigate the charge. Within ten (10) school days from the date the complaint was received, the investigator(s) will produce a report to the principal, or the superintendent if the principal is the alleged offending person, which will include at a minimum the following:

1. the date the complaint was received;
2. the complainant's name;
3. the name of each alleged harasser and a description of all conduct that gave rise to the complaint (written, signed statements by complainants describing relevant events should be obtained whenever possible);
4. a statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews; and
5. a statement of corrective measures recommended, if requested by the principal or superintendent

Within five (5) school days after the investigation is completed, the principal, or the superintendent if the principal is the alleged offending person, will evaluate the report of the investigator(s) to determine the validity of the complaint.

B. Corrective Action

Any District employee who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the District's discipline policy. Any third person who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to restriction from participation in activities on school grounds, at school-sponsored activities or at any activity which bears a reasonable relationship to school. Referral to the Department of Children and Family Services and/or appropriate law enforcement agencies will be made in appropriate cases. Any person who knowingly makes a false accusation regarding sexual harassment will likewise be subject to 1.) disciplinary action up to and including discharge with regard to employees, 2.) suspension and expulsion, with regard to students 3.) restricted participation in activities, with regard to third persons.



MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BOARD OF EDUCATION SEXUAL HARASSMENT REPORTING PROCEDURE

3910.4 Retaliation

The School District prohibits retaliation against a person because the person has opposed that which he or she believes in good faith to be sexual harassment or because he or she, in good faith, has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing regarding sexual harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. A person engaging in retaliatory conduct shall be subject to 1.) disciplinary action up to and including discharge, with regard to employees 2.) suspension and expulsion, with regard to students, or 3.) restricted form participation in activities, with regard to third persons.

Ref. Human Rights Act  
Title VII of the 1964 Civil Rights Act  
Title IX of the 1972 Educational Amendments

Adopted: 05/02/88  
Revised: 02/11/91  
Revised: 10/05/98

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

CHILD ABUSE REPORTING AND INTERVIEWS

6630

6630 all staff members in their capacity as District employees, having reasonable cause to believe a child known to them may be or has been an abused or neglected child, shall immediately report or cause a report to be made to the Department of Children and Family Services.

Legal Reference: Section 4  
Ill. Rev. Stat. 1985 Chapter 23  
P.L. 81-1077  
The Abused and Neglected  
Child Reporting Act

Adopted: 7/11/88  
Revised: 2/11/91

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

CHILD ABUSE REPORTING AND INTERVIEWS

6630

6630 The procedures for reporting and dealing with cases of suspected child abuse or child neglect are as follows:

6630.1 Definition of Abused or Neglected Child

An abused or neglected child means a child under the age of 18 whose physical or mental health or welfare is harmed or threatened with harm by acts or omissions by his/her parent(s), legal guardian(s) or other person(s) responsible for his/her welfare.

Students who are over eighteen (18) years of age and are suspected of being abused shall be counseled and encouraged to seek assistance from local law enforcement agencies and/or the courts.

6630.2 Persons Required to Report

Any employee of the district -- including teachers, counselors, social workers, psychologists, nurses, administrators and support staff -- who has reasonable cause to believe that a child may be or has been an abused or neglected child shall immediately report the suspected case of child abuse or neglect to the building Principal or designee. The Principal may not exercise any discretionary authority over whether or not a report is to be filed with the Department of Children and Family Services.

6630.3 Person or Place of Filing Report

All reports of suspected child abuse or neglect shall be made immediately by telephone to the central register established by the Department of Children and Family Services (DCFS) on their statewide toll-free telephone number, or by telephone to the nearest DCFS office. The Principal or designee shall be responsible for filing written reports as required by the Department of Children and Family Services. The report shall be confirmed in writing to the Principal of the school. Such reports to DCFS must be filed within 48 hours of the occurrence.

If a report of suspected child abuse or neglect is made by an employee of the school District, the Principal or designee shall notify the parent(s) or legal guardian(s) of the child that such a report has occurred unless the Principal deems it to be in the child's best interest not to notify the parents.

(continue)

## MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

## CHILD ABUSE REPORTING AND INTERVIEWS (continued)

6630

6630

## 6630.4 Interviews of Children Who Have Been the Subject of Reports

## 1. Emergencies

If a student is the subject of a report of suspected child abuse or neglect and the STUDENT'S CONDITION IS LIFE THREATENING, an immediate report shall be made to the Department of children and Family Services simultaneously with the local law enforcement agency. When the report is made, the person originating the report and the building Principal or designee shall request that DCFS or the local law enforcement agency take temporary protective custody of that child without the consent of the person responsible for the child's welfare.

## 2. Non-emergency Conditions

- a. When any report has been made concerning a student of the district, student interviews will not be allowed by a representative of DCFS or of a local law enforcement agency until a reasonable effort has been made to notify the parent(s) or legal guardian(s). A written record shall be made of the time and manner of notification, or attempted notification. If a reasonable effort has been made to contact the parent(s) or legal guardian(s) and they are unavailable, the interviewer may proceed with the investigation.
- b. If the parent(s) or legal guardian(s) object(s) to the interview of the child by a representative of DCFS, the interviewer shall be informed of the objection and advised that no further interviews may occur on school premises unless or until DCFS has taken temporary custody of the child. The Department of Children and Family Services' case worker MUST SIGN A WRITTEN STATEMENT ASSUMING CUSTODY.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

CHILD ABUSE REPORTING AND INTERVIEWS (continued)

6630

6630

6630.4 Interviews of Children Who Have Been the Subject of Reports (continued)

2. Non-emergency Conditions (continued)

- c. If a child who is the subject of a report objects to an inspection of his/her body in connection with a report of child abuse or neglect, the person attempting to make the investigation shall be informed that DCFS must take temporary custody of the child for purposes of completing the investigation.
- d. If neither the parent(s) or legal guardian(s) nor the child object(s) to the interview and investigation, including a physical inspection of the child, a staff member of the same sex as the child MUST BE PRESENT at all times during the interview IF THE PARENT(S) OR LEGAL GUARDIAN(S) IS (ARE) NOT PRESENT.

6630.5 Confidentiality

All reports concerning cases of suspected child abuse or neglect must be confidential. No such report shall be included in the child's student record, nor shall any employee or agent of the District disclose any information concerning reports of suspected child abuse or neglect to any person other than an authorized representative of the Department of Children and Family Services or the local law enforcement agency.

6630.6 Immunity from Liability

Any person participating in good faith in the making of a report or in the investigation of such a report shall have immunity from any liability --civil, criminal or that otherwise might result by reason of such actions. For the purpose of any proceedings, civil or criminal, the good faith of any persons required to report cases of suspected child abuse or neglect shall be presumed.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

CHILD ABUSE REPORTING AND INTERVIEWS (continued)

6630

6630

6630.7 Testimony by a Person Making a Report

Any person who makes a report or who investigates a report under the Abused and Neglected Child Reporting Act must, if requested, testify fully at any judicial proceeding resulting from the report as to any evidence of abuse or neglect or the cause thereof.

6630.8 Sanctions

Any certified employee who willfully fails to report an incidence of suspected child abuse or neglect as required by the Abused and Neglected child Reporting Act may be subject to revocation or suspension of his or her certificate.

Legal Reference:       Section 4  
                              Ill. Rev. Stat. 1985 Chapter 23  
                              P.L. 81-1077  
                              The Abused and Neglected  
                              Child Reporting Act

PROCEDURES

Approved: 7/11/88  
Revised: 8/7/89  
Revised: 2/11/91

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207  
 USE OF DISTRICT TECHNOLOGY

6510

## 6510.1 Introduction

The primary purpose of the District 207 electronic communications network (D207net) and technologies which attach to it is to support and enhance learning and teaching that prepares students for success in an information society. These technologies include all computer hardware, software, and network infrastructure owned or operated by District 207 including its internal network, portals, and/or online resources. Use of the system is defined as obtaining access to any D207 technology, software, or services regardless of the technical device, and regardless of whether or not the device is owned or operated by the district. Students, staff, and guests in District 207 who are provided with access to networks (including the Internet), D207net, and other technologies by the District shall be governed by the following policy.

The Internet is a network of networks connecting millions of computer users all over the world. This network enables worldwide connection to e-mail, discussion groups, databases, software, file storage and other information resources, such as libraries and museums. District 207 may provide network access to promote educational excellence in District 207 schools by facilitating resource sharing, innovation, and communication. District 207 firmly believes that the valuable information and interaction available on networks far outweigh the possibility that users may procure material that is not consistent with the educational goals of District 207. The use of D207net is a privilege, not a right, which may be revoked at any time for inappropriate behavior.

Users have no expectation of privacy in their use of D207net. D207 has the right to access, review, copy, delete, or disclose, as allowed by law, any digitally recorded information stored in, or passed through D207net, regardless of the initial intentions of the user. D207 has the right and responsibility to monitor the use of D207net by its users including tracking of internet, network, hardware, and software use. Employees should be aware that any digitally recorded information, even that of personal nature, can be subject to disclosure under the *Illinois Freedom of Information Act*. Users assume responsibility for understanding the policy and guidelines as a condition of using the network. Staff members are accountable to teach and use the network responsibly. Use of the network that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action. Any use of D207net during or after the school day by any student, staff member, or guest that disrupts educational process or goals of the institution is prohibited.

## 6510.2 Philosophy

## 1. Risk:

It is impossible to control all materials on the network. Sites accessible via D207net, particularly networks not under District control, might contain material that is illegal, defamatory, obscene, inaccurate or controversial. With global access to computers and people, there is a risk that students may access material that might not be considered to be of educational value in the context of the school setting. No technology is guaranteed to be 100% error free or dependable. The District makes no warranties of any kind for the service it is providing. The District is not liable or responsible for: 1) any information that may be lost, damaged or unavailable due to technical or

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207  
 USE OF DISTRICT TECHNOLOGY (continued)

6510

other difficulties; 2) the accuracy or suitability of any information that is retrieved through technology; 3) breaches of confidentiality; or 4) defamatory material.

2. Users responsible:

Students and staff should use District technology in a responsible, efficient, ethical, and legal manner in accordance with the District 207 mission. Network users, like traditional library users, are responsible for their actions in accessing available resources. The user is responsible for making sure any information received does not contain pornographic or indecent material, inappropriate information, inappropriate language, or files that are potentially dangerous to the integrity of the hardware/software on school premises. The user is not permitted to install any software that may be used to circumvent network or computer security or to violate any of these policies or break any law.

6510.3 Acceptable use:

All users of the D207net must comply with the District's Acceptable Use Policy (AUP), as amended periodically.

D207net access may be used to improve learning and teaching consistent with the educational mission of District 207. District 207 expects legal, ethical, and efficient use of the network. These policies apply equally to District technology including but not limited to: network services, hardware, software, and other related services currently deployed or to be deployed in the future.

1. Access:

District 207 may issue network accounts to provide access to network resources. The use of the D207net is a part of the curriculum and not a public forum for general use. Incidental personal use of District 207 technologies should be minimized.

2. Privilege:

Use of a personal D207net account, once issued, is a privilege, not a right.

3. Subject to System Administration:

All D207net account usage is subject to examination or investigation as needed without prior notification or consent of the user. All users of the D207net should recognize that mail use, storage capacity or evening/night/weekend access might be limited for technical reasons. Network administrators may review files and communications to maintain system integrity and to ensure that users including students and staff members are using the system responsibly. Users should not expect that e-mail or files stored on District servers will be private. Employees should be aware that any digitally recorded information, even that of a personal nature, and/or documented use of D207net may be inspected and could be subject to public disclosure under the *Illinois Freedom of Information Act*. All users of D207net are guaranteed no level of privacy for any digital information stored or passed through D207net. The content of any digitally recorded information might be cause for disciplinary proceedings.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

USE OF DISTRICT TECHNOLOGY (continued)

6510

4. Retention Policy:

The District may retain all digital information, including all e-mail correspondence, indefinitely. This does not guarantee the storage or integrity of all digitally recorded information.

6510.4 Inappropriate Use:

Inappropriate use includes, but is not limited to, those uses that violate the law, are inconsistent with District 207's educational mission, disrupt the educational process, interfere with an employee's performance or work responsibility, that are not in accord with this policy, or that hamper the integrity or security of D207net or any external networks to which D207net are



connected. No type of computing device can be used by anyone, including students, staff, or guests, in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, unlawful purposes, bully, harass, or otherwise violate staff or student conduct rules. Prohibited conduct also specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of an electronic computing device, mobile or otherwise. Any use of a mobile computing device on school grounds, during or after the school day by any student, staff member, or guest that disrupts educational process, goals of the institution, or violates the acceptable use policy is prohibited.

The use of personal electronic devices that attach to the District's secure network is only permitted in the following instances:

The Technology Department must pre-approve any device before an attempt is made to attach it to the network. Approval will be based on the following requirements:

- . Is the device needed for an educational purpose that cannot be provided with District equipment?
- . Can the device be properly inspected by technology for worms/viruses, hacker software and software or files that in any way violate federal or state law or other provisions of these policies.

The device must be provided to the Technology Department at least one week prior to the planned use so that it can be evaluated. Users cannot attach certain classes of devices by their nature to the network. These include switches, hubs, routers and wireless access points. This regulation applies to any device that connects to the network, including but not limited to cellular telephone, video recording device, personal digital assistant (PDA), electronic paging device, portable gaming system, digital audio or video system, cellular phone, or any other tethered or mobile electronic computing device.

The use of any electronic device to record and/or transmit audio and/or images will not be allowed unless it is part of the curriculum supervised by a teacher or otherwise approved by the Administration. Other devices that do not require a network connection may be governed in other District policies. These include but are not limited to: cell phones, IM (Instant Messaging) devices, text messaging devices, and calculators with advanced communications functions. In addition, any

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

USE OF DISTRICT TECHNOLOGY (continued)

6510

devices for taking pictures and videos or recording audio whether it be stand alone, on a phone, mobile computing device, or wireless, all require advanced approval before they can be used.

Users of D207net may record after school as long as they are following this and other District policies with regard to permissions from their students, and if necessary the student's family, they do not need to have approval to record images, video or sound.

1. Commercial Use:

Use for non-school sponsored private or commercial, income-generating, financial gain or "for-profit" activities or product advertisement or solicitation purposes or fraud is prohibited.

2. Harassment:

Harassment, threatening, intimidating, bullying, or demeaning an individual, or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation is prohibited.

## 3. Profanity or Obscenity:

Users are not allowed to access, retrieve, or view obscene, profane, or indecent materials. "Indecent Materials" are those materials which, in context depict, or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political, or scientific value. Use of profanity or obscenity is prohibited, and all users shall use language appropriate for school situations.

## 4. Offensive or Inflammatory Speech:

Users must respect the rights of others, both in the local community and the network at large. Sharing personal information or personal attacks are an unacceptable use of D207net. If a user is the victim of an inappropriate communication, the incident shall be brought to the attention of a teacher or system administrator.

## 5. Vandalism/Mischief:

Vandalism and mischief are prohibited. Vandalism is defined to include any attempt to harm or destroy data of another user, on the network or on any networks that are connected to D207net or physical damage to District technology. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Mischief includes interference with the work of other users and is prohibited. Any action that disrupts or interferes with the ability of the D207net to carry out its intended function may be considered mischief.

## 6. User ID violations:

Once an account is issued to a user, that user is responsible for all actions taken while using that account. Sharing an account with another person, or disclosing another individual's password, is prohibited. Concealing or misrepresenting one's identity while using D207net is

## MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

## USE OF DISTRICT TECHNOLOGY (continued)

6510

prohibited. Every user is responsible for all inappropriate uses of the user's account by any other person. All users must exercise extreme caution with their passwords. Passwords must be secure (at least seven characters, one character that is not a letter or number, no simple words or names, nothing easily guessed). Passwords that use two words separated by a non-alphanumeric character are good i.e. cub\$anto. Logging on, or attempting to log on, in the name or account of another person or entity is prohibited. If a user suspects that any account on the D207net has been compromised it is their responsibility to immediately contact the network manager.

## 7. Electronic Mail Violations:

Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited. Sending E-mail that is unsolicited junk, rumor, harassment, obscene, or chain letters is prohibited. E-mail that is used to promote a cause for profit or charity must be approved by a building or district administrator. The use of mass

mailing should be minimized, and approval for mass messages may be required by a building or district administrator.

## 8. File/Data Violations:

Users are not allowed to access, retrieve, view, or disseminate any material in violation of any federal or state laws or regulation or District 207 policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of files or information on D207net to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any district employee, student, or user. All users of D207net are responsible for protecting personal records held in an electronic format. All users of D207net are not allowed to download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these guidelines.

9. Non-Academic Use:

District technology is a valuable, scarce resource. It is not to be used for non-academic purposes such as game playing unless approved by the Superintendent or the Superintendent's designee. Unauthorized intentional downloads to a single computer, network drive or external media of movies or video files; MP3s; shareware; freeware; pirated software; or other .exe or application files (unless a part of the curriculum) are not allowed. It is not to be used to access pornography or obscene materials under any conditions, nor can it be used to forward chain letters.

10. System Interference/Alteration:

Attempts to exceed, evade or change resource quotas that may be established are prohibited. Quotas are limits on local hard drive storage space or network time or storage space which are designed to allow all users an equitable opportunity to access

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

USE OF DISTRICT TECHNOLOGY (continued)

6510

resources. Causing network congestion through mass consumption of system resources is prohibited. Any attempt to circumvent security on desktop machines or mobile computing devices is prohibited. Transfer of software to or from D207net is not allowed without authorization by the Chief Technology Officer or designee.

11. Electronic Communication:

Any use as a forum for communicating by e-mail or other medium with other school users or outside parties to solicit, proselytize, advocate, advertise, or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-profit are all prohibited uses of D207 net. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Any communication that represents personal views as those of the school system or any school unit or that could be misinterpreted as such is not allowed. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from their immediate supervisor;

12. Software Licensing:

The district must own and maintain a license, or have on record evidence of acceptable use, for any software installed on a school owned computer. Users of district owned computing devices may not install any software, licensed or otherwise, without permission from the Chief Technology Officer or designee.

13: Websites and Social Networks:

Users of D207net also agree to follow the Website guidelines outlined in Maine Township High School District 207 Board Policy 6511 regarding websites and social networks.

14. Educational Process:

Any action that takes place on D207net or external networks that may disrupt the educational process, including use that is reasonably foreseeable to result in disruption, or interfere with the rights of others at any time, either during the school days or after school hours, is prohibited.

6510.5 Violation of Law:

Transmission of any material in violation of any international, U.S., or state law is prohibited. This includes, but is not limited to: copyrighted material; music; software; threatening, harassing or obscene material; or material protected by trade secret. Any attempt to break the law while using District 207 facilities may result in prosecution or litigation against the offender. If such an event should occur, District 207 will fully cooperate to the extent permitted by law with the authorities to provide any information necessary in connection with prosecution.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

USE OF DISTRICT TECHNOLOGY (continued)

6510

6510.6 Consequences of Policy Violation:

A user's network access privileges may be interrupted or terminated for any violation or attempted violation of this policy.

A user's network privileges may be interrupted or suspended by a technology department staff member, administrator, or the Chief Technology Officer while a suspected violation is being investigated and while determination of any appropriate discipline is in progress. During such an investigation and determination, alternative opportunities for the user to complete assignments will

be made available where appropriate and reasonably possible. Before suspension or termination of network privileges, the user will be advised of the suspected violation and given an opportunity to respond as part of the discipline procedures (which are part of Board Policy and are contained in the Discipline Procedures booklet).

Violators will also be subject to disciplinary measures, such as suspension from school or expulsion for students or appropriate penalties for staff in accordance with the Discipline Procedures, Collective Bargaining Agreement between the Board of Education and the Maine Teachers' Association, or staff handbooks. Guests that violate the acceptable use policy may be barred from using D207net or from being present on school grounds.

6510.7 Security:

When using any part of D207net a user agrees to maintain security and to the District enforcing security in the following ways:

High Priority:

Security on any computer system is a high priority, especially when the system involves many users, provides access to personal data, or can be used to view, edit, or delete student records.

Reporting Security Problems:

If a user identifies a security problem on the network it is expected that he or she will notify the District Director of Technology or a designee. The user must not share the security problem with other users.

User Responsibilities:

The user is accountable for reasonably responsible behavior to ensure security. The user must follow network guidelines in the selection of an appropriate password. The user must protect the confidentiality of their password.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

WEBSITE POLICY (continue)

6510

D207net Net Filtering and Monitoring

District 207 has the right to filter any content from D207net that is deemed inappropriate by the administration. District 207 may monitor any D207net users, and the information gathered may become public under the *Illinois Freedom of Information Act*.

Security Risks Denied Access:

Any user identified as a security risk or having a history of violations with other computer systems may be denied access to D207 net through District 207 facilities. It is the intent of District 207 to prohibit access to such persons.

6510.8 Disclaimer:

District 207 makes no warranties of any kind, whether expressed or implied, for the network facilities it is providing. District 207 will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. District 207 is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the network is at the user's risk. District 207 specifically denies any responsibility for the accuracy or quality of information obtained through its network facilities. The district is not responsible for any user's intentional or unintentional access of material through D207net which may be obscene, indecent, or of an appropriate nature.

Adopted: 5/2/2011

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ANTI-NEPOTISM

1030

- 1030 The District strives to hire the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The intent of this policy is to limit any negative effects of nepotism.

The Assistant Superintendent of General Administration shall review all District hires below the level of Building Assistant Principal, including all certified staff, and shall make hiring recommendations to the Superintendent and Board, and shall endeavor to insure compliance with the District's hiring policies, subject to final approval of hiring by the Board. The District generally shall not hire family members of any person employed by the District, unless there are exigent circumstances. Subject to the preceding sentence, two or more members of a family or relatives may be employed by the District in exigent circumstances and in the event of marriage of two District employees. However, good order, efficiency, fairness, and the appearance of fairness must be maintained and all substantive or apparent conflict of interest must be avoided. In order to avoid such conflicts, no person shall be placed or serve in a certificated or support position where a family member or relative has authority to supervise, appoint, terminate, discipline, evaluate or audit the work of such person, or to recommend such actions. For the purposes of this policy, family members are defined as mother, father, son, daughter, brother, sister, step-parent, child or sibling, wife, husband legal guardian, domestic partner and any person residing in the employee's household. Relatives include mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, grandparent, and grandchild.

This policy shall not apply to substitute assignments or assignments to volunteer, committees, task forces, or other assignments not directly related to the employee's regular work. This will not apply to the right of an employee's family or relatives to become a duly elected Board member, to the extent state law permits.

The Board has sole discretion to determine if exigent circumstances exist and retains right to make exceptions and waive this policy in particular situations.

Adopted: 3/4/13

**MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207  
ANTI-NEPOTISM POLICY #1030**

The District generally shall not hire family members of any person employed by the District, unless there are exigent circumstances. Subject to the preceding sentence, two or more members of a family or relatives may be employed by the District in exigent circumstances and in the event of marriage of two District employees. However, good order, efficiency, fairness, and the appearance of fairness must be maintained and all substantive or apparent conflict of interest must be avoided. In order to avoid such conflicts, no person shall be placed or serve in a certificated or support position where a family member or relative has authority to supervise, appoint, terminate, discipline, evaluate or audit the work of such person, or to recommend such actions.

For the purposes of this policy, family members are defined as mother, father, son, daughter, brother, sister, step-parent, child or sibling, wife, husband legal guardian, domestic partner and any person residing in the employee's household. Relatives include mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, grandparent, and grandchild.

This policy shall not apply to substitute assignments or assignments to volunteer, committees, task forces, or other assignments not directly related to the employee's regular work. This will not apply to the right of an employee's family or relatives to become a duly elected Board member, to the extent state law permits.

The Board has sole discretion to determine if exigent circumstances exist and retains right to make exceptions and waive this policy in particular situations.

I have read the above policy and attest that I am not related to a current Maine Township High School District 207 employee, as defined in the policy. I understand that providing false or inaccurate information in an attempt to secure employment in the school district would be considered grounds for my immediate dismissal as employee in District 207.

\_\_\_\_\_  
First and Last Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS**

I, \_\_\_\_\_, understand that when I am employed as a  
(Employee Name)

\_\_\_\_\_, I will become a mandated reporter under the  
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under but not limited to the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

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

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date

CANTS 22  
Rev. 8/2013