



Congratulations and Welcome to District 207!!

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

Forms Checklist for Private Instructors	
	Application
	Current Resume
	Two (2) Forms of Identification for I-9 Form (see attached)
	Receipt of District Policies Form & Anti-Nepotism Awareness Form <ul style="list-style-type: none">• Prohibition of Employee Use of Drugs & Alcohol• Prohibition of Sexual Harassment• Child Abuse/Neglect Reporting• Acceptable Use of Technology• Anti-Nepotism Policy DCFS Acknowledgement of Mandated Reporter Status
	Criminal Background Check <ul style="list-style-type: none">• Schedule appointment with Janice Cacciatore• (847)692-8036 or jcacciatore@maine207.org

Contacts:

EAST/Fine Arts Dept. Secretary – Lisa Disparte - ldisparte@maine207.org 847-692-8500

SOUTH/ Fine Arts Dept. Secretary - Patricia Bannon – pbannon@maine207.org 847-692-8240

WEST/ Fine Arts Dept. Secretary – Joy Klarkowski – jklarkowski@maine207.org 847-803-5895

Criminal Background Check— Janice Cacciatore - jcacciatore@maine207.org 847-692-8036

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

Employment Application

Maine Township High School District 207
1177 South Dee Road
Park Ridge, IL 60068
Phone: 847-696-3600
Fax: 847-696-3254
www.maine207.org



Date:

Name:

Address:

State:

Zip/Postal Code:

Home Phone:

Cell Phone:

Email Address:

Positions Applied for:

Date you can start:

(Hiring and Official Start Dates are Determined
by the Board of Education)

All applicants for employment shall be provided with equal employment opportunity. As a matter of policy, the sex, color, sexual orientation, disabling condition, race, marital status, nationality, age, residence, religion, or religious affiliation of any applicant shall not be considered either a qualification or disqualification.

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
Elementary School			XXXXXXXXXXXX
High School			XXXXXXXXXXXX
College, Business, or Trade School			
Professional or Graduate School			
Other			

Have you ever been convicted of a crime: ☐ NoAre you over the age of 18: ☐ Yes ☐ NoIf yes, please explain ☐ YesAre you legally eligible for employment in the US: ☐ Yes ☐ NoDo you have a drivers license? ☐ yes ☐ no

State of Issue:

Have you had any accidents in the past 3 years?

☐ yes ☐ no

How many?

Do you had any moving violations in the past 3 years?

☐ yes ☐ no

How many?

Previous Employment (list up to 3)

Name of Employer:

Name of last supervisor:

Dates of employment:

Salary:

From:

To:

From:

To:

Complete Address:

Phone #:

May we contact your employer: ☐ yes ☐ no

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: ☐ yes ☐ no

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: ☐ yes ☐ no

Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

I waive any right which I may have to receive written notice from any former employer listed on this application regarding the release to Maine Township High School District 207 of any information concerning any disciplinary report, letter of reprimand, or other disciplinary action taken against me by the former employers listed above.

I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation or omission of facts as stated or implied, on this or any other employment form, will be sufficient reason not to hire me and shall be cause for dismissal. I also agree to have the medical examination required for employment.

Date:

Signature of Applicant:



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>) <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> 1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____
QR Code - Section 1 Do Not Write In This Space

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.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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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		<div>Additional Information</div> <div>QR Code - Sections 2 & 3 Do Not Write In This Space</div>		
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.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)
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)
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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
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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.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (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. 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 		<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 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 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

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.

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.

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)

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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)

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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

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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)

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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)

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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)

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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)

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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

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