

MHS FACULTY HANDBOOK 2024-2025

MISSION

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

VISION

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

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1:1 Initiative Guidelines

With the implementation of the 1:1 Initiative, teachers shall create a policy for technology use in the classroom and publish these policies in the course syllabus.

It is required that Classroom policies address:

- How to communicate to students when it is and is not appropriate to be on technology devices in class?
- What to do when students do not bring their Chromebook to class?
- What happens when students are not using their computer time appropriately?
- How to address inappropriate student comments made online through Google Docs or other applications?

What are the expectations for students as they use the device?

- Just like traditional classroom management, have clear expectations for student behavior when working with the Chromebooks during lessons.
- Be explicit about expectations and model them consistently.

Chromebooks cannot be taken away as a disciplinary measure.

Students who forget Chromebooks must get a loaner from Technology at the beginning of **each class period**.

Students will not be able to print from their Chromebooks. If student work needs to be printed, it can be printed through school laptops, available classroom desktops, or Media Center computers.

Absence Procedure

Faculty members should make every effort to be in school every day. When a faculty member finds it necessary to be absent due to an emergency or illness, they should use the following procedure:

1. **Before 6:25 AM** - If a faculty member becomes ill or an emergency develops overnight and (s)he will be unable to attend school that day, the faculty member should contact her/his immediate supervisor **and** create an absence in AESOP/FROTLINE.
After 6:25 AM - Faculty members should contact substitute coordinator (ext. 1250) and immediate supervisor.
 - All lesson plans should be uploaded into AESOP/FROTLINE **and** sent to the Department Chair and a “sub buddy” (as directed by the Department Chair).
2. If a faculty member becomes ill or an emergency develops after the school day has begun, (s)he should contact her/his immediate supervisor (or the Associate Principal) and the substitute coordinator (ext. 1250) as soon as possible. Faculty members should not, under any circumstances, provide their own substitutes on a daily basis or by period.
3. If a faculty member knows in advance that (s)he will be absent for sick/personal leave, (s)he should create a request in AESOP/FROTLINE for approval by immediate supervisor and/or Principal. (See Personal Leave and Sick Leave)
4. Substitute teachers must have sufficient information available to them to adequately conduct classes. Lesson plans should be e-mailed, or given to the Department Chair and a “sub buddy” (as directed by Department Chair) and uploaded into AESOP/FROTLINE to provide the most valuable learning experience for the students in the teacher’s absence. The substitute coordinator will not print or make copies of lesson plans or materials. Class lists and seating charts should also be available for substitute teachers and include preferred names when applicable. Emergency lesson plans for each course should be maintained in departmental offices by the Department Chair in the event of an absence with no opportunity for the most timely lesson plan.

Illness During the School Day

If a staff member is feeling unwell during the school day, they are encouraged to check in with the nursing office for advisement. The nursing office will not distribute any over-the-counter-medications to staff members.

Accessing Sick and Vacation Leave Data in SDS

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

Upon accessing SDS, users will be asked for a User ID and Password. The User ID is the employee number found next to the employee name on D120 pay records/vouchers. The password is the last 4 digits of the

employee's social security number. Other District User ID or passwords will not work.

After entering the system, choose "View Your Information" under Employee Portal, along the left side of the screen. Tabs will be displayed showing personal demographics, detailed payroll information, payroll registers/checks, the gross pay detail, as well as attendance detail. Employees can also see an electronic version of their W2 forms and past direct deposit vouchers.

Assemblies

Assemblies are a part of the educational program. Therefore, when an assembly is announced and groups of students are scheduled into these activities, it is a faculty member's responsibility to accompany their class and to supervise. Faculty members who don't have a class during the period of the assembly should sit in the section of the gym that corresponds to the class which is predominant in their teaching area (freshman, sophomore, junior, or senior). In the auditorium, they should sit among students or stand on the perimeter to supervise students. Supervision at assemblies consists of monitoring student behavior, redirecting students to courteous and attentive behavior, and appropriately removing students who are a distraction to the overall assembly.

Bell Schedule

See <https://www.d120.org/resources/bell-schedule/>

Branding

In 2016, the district adopted standard imagery and symbols to represent the school. The MHS Branding Guide describes the symbols, colors, and acceptable use of the symbols. When ordering t-shirts or other items displaying school symbolism, the rules outlined in the Branding Guide must be followed. Staff members will find necessary branding criteria at <https://www.d120.org/about-mhs/branding-guidelines/>.

Care and Maintenance of Rooms

It is the custodial staff's responsibility to clean the floors, dust the desks and windows, clean the chalkboards/whiteboards, and complete other standard tasks for school cleaning at the end of the day. It is the faculty member's responsibility to inform the maintenance staff if these tasks are not performed. It is also the faculty member's responsibility to exercise care and maintenance over all instructional equipment. If something becomes damaged, the faculty member should submit the proper requisition so work may be completed. The faculty member should make sure that the lights are turned off, the windows are closed, the books and desks are neatly arranged, and the door is locked before leaving classrooms and/or offices. Teachers may allow food and/or drinks within a classroom for the purpose of enhancing a classroom activity; it should be approved by a teacher's direct supervisor before the event. All food in classrooms should be appropriately cleaned up afterward. *Keep in mind that some students have life-threatening food allergies.*

Child Abuse Reporting

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

If you suspect child abuse or neglect, act immediately. Do not delay. If you are teaching a class, ask your direct supervisor or another adult to supervise your class. Speak to the student's school counselor or social worker. If they are not available, speak to the Department Chair, Director of Counseling, Assistant Principal of Student Life, Associate Principal or Principal. A school counselor, social worker, or school administrator will assist you in making the report to DCFS. When you need to call DCFS, the call can be made with an administrator present or written confirmation should be given to the administrator when the call is completed. Then you must send written confirmation to the appropriate DCFS field office within 48 hours.

DCFS provides a form to use when sending this confirmation. Click on the link to review the [Reporter Manual](#). Click on the link to submit an [online report of Child Abuse or Neglect](#).

Concern for Student Safety

If you become aware of or have concern about a student's safety or well-being, your action should be immediate. Follow the steps outlined on the [Student Safety Concern](#) document, taking note of whether you are at school during the school day, with a student outside of the school day, or off-campus and the student is not with you. In an emergency situation when the student is not with you, call 911.

Conference Presentations

If a faculty member is interested in presenting at an educational conference or facilitating a professional presentation, the faculty member must seek approval by the Assistant Superintendent of Teaching and Learning and Principal. Approval must be secured **before applying** to present. All conference registration materials including a travel proposal form must be submitted to the Assistant Superintendent of Teaching and Learning at the time of the requested approval and received approval by the department chair.

Presentation topics which align to district initiatives as determined by the Assistant Superintendent of Teaching and Learning and Principal will only be considered. If a faculty member is approved to present at a conference, District 120 will cover conference registration and all travel costs.

Confidentiality

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

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

Copy Room

Faculty members who need instructional materials duplicated should drop off the materials in the Copy room. This is a workroom, and the instructional materials should be ready within 48 hours. Request forms are located in the Copy room. When duplicating for a class or more, faculty should use the copy room machines. Copy machines in the departmental offices should be for quantities less than a class.

Correspondence

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

Course Overloads and Drops

Students can only be added or dropped from a class by a school counselor with the approval of the Counseling Department Chair in consultation with the student and the parent.

Course Syllabus Requirements

Every teacher is required to create a course syllabus for each course they teach. Each course syllabus should be submitted to the department chair at the start of each semester. All course syllabi should include the following components:

1. Description of course content covered with approximate time requirements

2. Grading description (category weighting) and reassessment policy
3. Times when students may receive assistance from classroom teacher
4. A policy stating technology expectations. This statement should address when technology (including District issued technology, cell phones, music listening devices, etc) may and may not be used.
5. Criteria for final exam exemptions (if applicable to students in your class): Semester 8 seniors must be included in order for a teacher to extend exemptions to seniors. Individual teacher criteria must include the following criteria for final exam exemptions:
 - a. A senior must have at least a grade of "C" for the semester.
 - b. The senior is expected to be in attendance until the last designated senior attendance day.
6. [Sample syllabus 24-25](#)

Dress Code

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

- Mundelein High School certified employees are given the autonomy to wear the clothing of their choice so long as they meet the general guidelines detailed below. Certified employees should note that their appearance matters when representing the school in front of students, colleagues, and visitors. An employee's appearance can create a positive or negative impression that reflects on the school and the school's culture. Dress should exceed the standards established in the student dress code.
- Certified employees are expected to be clean and well-groomed. Grooming styles dictated by religion and/or ethnicity are not restricted.
- All clothing must be work-appropriate, clean, and in good shape. **Discernible rips, tears, holes, or stains are not permitted.**
- All clothing must project professionalism. Clothing that has offensive wording, logos, symbols, or images are not appropriate. Examples of inappropriate clothing include, but are not limited to, profanity, depictions of or references to drug or alcohol use, and depictions of or references to sexual acts or nudity.
- Physical Education teachers will have to adjust their dress on a regular basis. Dress may occasionally be adjusted to reflect the classroom activities for the day, such as a certain science experiment or art project.

E-Learning Procedures

Should an e-learning day be implemented, see [here](#) for distance learning instructions.

Emergency Procedures

Faculty members should make sure that an updated Emergency Card is posted in each classroom in which they teach or the office in which they work. If there is not an updated Emergency Card, contact the Dean's Office to receive one.

Staff are responsible for completing the online ALICE e-training each year.

There are two emergency days built into the school calendar. If an emergency closing occurs before one of those emergency days, students will be expected to attend school on the emergency day.

Errands (Students)

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

Ethical Employee Behavior

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

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

Expectations for Communicating Electronically with Students

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

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

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

The following is a set of expectations that all members of District 120 professional community are expected to adhere to when communicating with students electronically.

Does the communication pass the TAP Test?

Electronic communication with students should always be **T**ransparent, **A**ccessible, and **P**rofessional as defined below.

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

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

Acceptable Communications Methods

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

District 120 Email and Listserv – Use of District email and listservs is always a very appropriate way to communicate directly with students and parents. District email and listservs provide the staff member with a record of the communication. For this reason, only the district-provided email system (your@d120.org)

address) should be used. Please refer to the D120 Acceptable Use Policy for best practice guidelines in its use. **School Websites, Hapara, Google Apps for Education (GAFE) and Canvas** – The use of these District-provided tools are strongly encouraged. Their accessibility is ubiquitous and their content is highly transparent. With Hapara, GAFE and Canvas teachers can provide some of the same types of communication that commercial social media websites provide while also providing access to your curriculum beyond your classroom walls. GAFE and Canvas allow for effective online learning by supporting online discussions, secure chat rooms, online delivery of assessments, and the sharing of documents, images, and other media, all in a secure, password protected environment. All of the content is backed up or cloud based. Unlike Facebook, Canvas and GAFE meet all three of the TAP criteria detailed above.

Less Acceptable Communications Methods

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

Unacceptable Communication Methods

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

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

Important Reminders for Employees who use Facebook, Twitter, or other Social Media Sites for Personal Purposes

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

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

All social media and technology accounts that educators are choosing to govern that represent MHS should be maintained and monitored regularly. Staff members should contact their Principal, Communications Director, or Director of Technology with any questions.

Extracurricular Activities

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

Faith's Law

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

Professional Expectations of Conduct

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

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

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

Photos/Videos of Students

- Employees are not permitted to take a photo or video of a student for their personal use. Photos and images of students for District sponsored activities used to further the District are permitted as follows:
 - All photos/video images of students shall be used in accordance with the authorization provided by parents/guardians to the District.

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

Transporting Students

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

Contacting Students Outside the Employee’s Professional Role

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

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

Field Trips

The field trip procedure and all appropriate forms can be found [HERE](#). This information is also linked on the intranet under “main office-forms.”

We recognize the value and importance of curriculum-related, authentic experiences outside of the classroom. There is much to be gained by utilizing the community and the world around us as a learning environment.

In order to reduce the impact of lost instructional time, we will continue to monitor the number of approved

field trips for the school year. Those field trips associated with established programs (AVID, Title I, Title III, etc.) or with Special Education will be approved. All other field trips will be reviewed for transportation, substitute, and other related costs. Please consider creative ways to teach “beyond the classroom walls.”

Field trips during the school day should be kept to the length of a typical class period. If it involves more than one class period, it is considered disruptive to other learning environments because the student misses other classes. Curricular field trips must be approved first by the **Department Chair** and then **followed by** the Associate Principal of Operations. Co-Curricular field trips must be approved by the Assistant Principal of Student Life. Athletic field trips must be approved by the Athletic Director.

1. The field trip must be essential to the curriculum. Field trips will not be approved when student groups are performing at any location where alcohol is served during the performance (i.e. country club, restaurant/bar, etc.). When the venue is one with historical and/or educational significance, this policy may be reconsidered by the Associate Principal. Chaperones and on duty staff may never partake in alcohol beverages at these events.
2. All Student Field Trip Request forms (available on the Intranet) must be turned in to the Associate Principal by **September 15**. At this time, the Associate Principal will review all proposals, secure transportation quotes, and assess substitute costs. Finally, the Associate Principal’s office will inform each teacher as to whether their proposal was accepted.
3. Field trips will not be allowed during the first ten or the last ten days of each semester. In addition, field trips will not be allowed during state testing or AP testing weeks.
4. Students should only submit financial transactions for field trips in the Bookstore. Faculty should not collect money.
5. The teacher submits a roster of students participating in the field trip with the Attendance Office at least five days prior to the field trip.
6. Students must turn in a *Field Trip Permission Form* (available on the Intranet) to their teacher at least 24 hours prior to the field trip.
7. No later than the day of the field trip, the teacher scans and sends all completed Field Trip Permission Forms to the Attendance Clerk of the students attending the trip prior to leaving. The teacher must carry with them all completed student *Field Trip Permission Forms* on the field trip for emergency purposes.
8. Immediately after students board the bus (transportation), the teacher must submit to the Attendance Clerk an attendance record of all students who boarded the bus. The teacher must arrange supervision for students who are unable to attend the field trip.
9. Chaperones should supervise students at all times during the field trip. The ratio of chaperones to students should be 1:15 or less. In order to be a chaperone, individuals must be:
 - a. 21 years or older
 - b. Approved by the building principal
 - c. Listed on the field trip request form
 - d. *Background checks are required for overnight chaperones

The following activities are not considered field trips because they are considered to be beyond the control of the teacher and/or student:

- school administered testing
- county, district, regional, sectional, or state level academic, athletic, or extracurricular competition
- student services meetings requiring student attendance

Final Exam Exemptions for Seniors

Faculty may decide to exempt 8th semester seniors from final exams as long as the following requirements are followed:

- The senior is expected to be in attendance until the published “last day for seniors” date.
- The senior has at least a grade of C or better.
- The teacher must inform students via the course syllabus at the start of the school year to the criteria

used to exempt students from a semester 8 final exam.

- Final exam exemptions must be consistent for all sections of the same course.

Firearm Concealed Carry Act

The Firearm Concealed Carry Act requires the Principal to report to the Illinois State Police, within 24 hours, when a student has been determined to pose a “clear and present danger” to himself/herself or others. The Act defines “clear and present danger” as a person who “demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official”. If employees have a concern regarding a student, they should talk with the Deans of Students, Social Workers, Nurse, or School Resource Officer to begin an investigation.

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

Fundraising/Handling Money

All financial transactions should take place in the Bookstore/Payment Center (fee payment, purchase of consumable books, field trip payment, etc.)

Academic Department Fundraising must be approved by the Associate Principal of Operations.

Extracurricular Fundraising must be approved by the Assistant Principal of Student Life.

Athletic Fundraising must be approved by the Athletic Director.

Grade Book / Grade & Attendance Reporting

All teachers are required by state law to keep grade books that are complete and up-to-date. Mundelein High School’s official grade reporting system is PowerTeacher. Teachers must update grades weekly by the end of each Tuesday. Teachers must record progress report and semester grades by the established deadline. A teacher must have enough substantiating evidence to support the grade for the 6 week & 12 week progress report and 18 week report card.

A teacher cannot assign a D or F grade for the term unless they have spoken with the parent/guardian by phone or in person. Teachers must document the date, time, and summary of the conversation in the student log of PowerSchool. Language translation is available.

Teachers must follow the Mundelein High School grading policies. [Updated grading policies](#)

Student attendance should be taken in the first 10 minutes of class.

Guidelines for Creating a New Club or Activity

Any teacher or student having an interest in starting a new club or activity needs to complete a [“New Club/Activity Proposal”](#) form by April 15 (see page 3 of this document). Clubs/Activities may not start mid-year. Individuals interested in starting a new club/activity must apply by April 15 to be considered for pilot status the following school year. The completed form should be returned to the Main Office.

Hall Passes

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

Teachers should limit the use of hall passes. Students are expected to bring books and other class materials to class on time. Students are also expected to use the bathrooms during passing times. When issuing hall passes, complete all the information on the corridor pass. No other materials are to be used in lieu of a hall pass. Passes will include the student name, date, and time.

Students found to be roaming the halls and/or not in the correct locations will be returned to class.

Handle With Care

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

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

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

Home Phone Numbers

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

Homebound Instruction

Homebound instruction is arranged by the school counselor with approval from the Counseling Department Chair. Faculty members should forward any requests for homebound instruction to the Counseling Office.

Identification Cards

Faculty members are provided an identification card. All faculty members must take a current picture for the identification card each school year. Faculty members should be able to show their ID to any first responder at any time while on duty at MHS. A faculty member should never give their ID card to a student. Lost ID cards should be reported immediately to Security.

Jury Duty

When a faculty member is informed of jury duty, they should create an absence in AESOP/Frontline with an attached copy of the jury duty summons and submit these documents to the immediate supervisor.

Keys/Fobs

Staff members will be issued a key and fob, which are coded to certain areas of the building. Lost keys and fobs jeopardize the security of the building and its contents. Lost or stolen keys or fobs should be reported immediately to the Security Office (x1410). If a student is suspected in a theft of keys or a fob, this should also be reported to the Dean's Office. **Students should never be given keys or a fob for any reason.** A replacement brass key costs \$25.00, and a replacement fob costs \$7.50.

Lesson Plans

Lesson plans are an important measure of professional preparation. Quality plans and careful preparation lead to instructional effectiveness. Teachers must develop lesson plans that align with the instructional objectives of the course and include formative assessments to inform instruction. Teachers need to communicate the instructional objective(s) to students each day. A teacher's direct supervisor may ask to see their lesson plans at any time.

Note: If a teacher would like to include the use of an 'R' rated film in their lesson plan, they must seek approval from both the Immediate Supervisor and each student's parent/guardian. The Rated 'R' Movie permission slip link can be found here and on the Intranet. ['R' rated film permission slip. You must make a copy of this to use for your own class.](#)

Liability

A faculty member or administrator is always in the possible situation of having a suit filed for negligence as a result of accidents at school. If this should occur, the faculty member must show that their actions were based upon sound principles and good judgment. Extreme care and close supervision must be exercised in those areas where accidents most often occur, such as gymnasiums, cafeteria, field trips, industrial technology classrooms, and science labs.

Student should not be left Unsupervised

This applies to students in locker rooms, shower rooms, classrooms, etc., when students are engaged in school activities, after school activities, or on field trips. Students should not be asked to sit or stand out in the hall unless they are properly supervised.

In the rare case that a student does not appropriately respond to a teacher's request to exit the classroom with a pass to the Dean's Office, the teacher should do the following:

1. Call Security (front desk) at extension 1056.
2. Check the corridor immediately outside your classroom to see if another staff member can locate Security or an administrator and ask them to immediately report to your classroom. In this way, you will not need to leave your classroom unsupervised.
3. Send a student with a pass to the Dean's Office with a message that immediate response is requested in your classroom.
4. Press the "Classroom Emergency" button on your classroom phone.

A primary responsibility of all teachers is to care for the safety of her/his pupils and, in case of an accident, they should render emergency treatment until professional aid can be secured. **CONTACT 911 OR THE NURSE'S OFFICE IMMEDIATELY.** The student's parent/guardian will be notified immediately by the nurse in the case of an accident in school. The faculty member should fill out an Accident Form (available in the Nurse's Office) immediately.

In case of building evacuation, teachers should have class rosters available with them to take attendance when meeting with students outside of the building.

Mail/Email/Voicemail

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

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

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

Mandated State Training Activities

Each year, certified staff are required to complete mandated state training activities in order to remain current with job related regulations and legal updates. Each year, certified staff will be provided a list of training activities and a completion date at the start of the school year. Certified staff members are expected to have the training activities completed by the stated due date.

Multi-Tiered System of Support (MTSS)

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

Multi-tiered instruction at MHS

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

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

Academic supports available to all students at MHS include:

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

In addition to supporting students' academic needs, MHS is committed to the development of students' social-emotional skills and overall well being. To support students in all academic and social-emotional domains, students will have access to social-emotional learning opportunities within the classroom, in small groups, and within individual meetings. All students are assigned a school counselor, school social worker, school psychologist and dean of students. For assistance identifying additional supports for a student, please contact the student's school counselor. If any faculty member has continued concerns about a student's academic or social-emotional functioning, they should complete the Request for Support form, which can be found on the Intranet.

Problem-Solving and Data-Based Decision-Making

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

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

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

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

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

As MTSS is an integrated framework, staff members, teachers, and administration will partner to support students in a consistent school wide behavior management process. Please reference the framework below to assist and guide while re-teaching/redirecting student behaviors.

In the case of an emergency, a faculty member may request permission from the Principal to be absent from Open House and/or Parent – Teacher Conferences. Faculty members will be charged with personal leave time in the case of such an absence. The administration will make an effort to not schedule professional development activities on the mornings following Open House and Parent-Teacher Conferences.

Overseas Travel / Out of Country

District 120 does not endorse or is affiliated with overseas or out of country travel. Faculty are not allowed to conduct any business associated with overseas or out of country travel, including room rentals, advertisements, recruiting, or money collection using school equipment or on school property. Any overseas or out of country travel opportunities offered by a private vendor that include MHS students must sign the District 120 Release of Liability form obtained in the Superintendent’s Office.

Parking

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

Personal Leave and Sick Leave

Personal leave with pay can be taken by any employee for personal business, which cannot be conducted on any other day than a school day. The employee shall give advance notice to the Principal except in emergency situations.

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

Personal leave days cannot be used the day prior to or day immediately after winter break, spring break, or summer break.

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

Personal Leave is computed in two-hour increments for sick and personal leave. This is not applied to other leave types ie: medical, military, extended childcare, etc.

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

Preparation Period

Teachers are expected to utilize their preparation period for professional activities: meeting with students, colleagues, and/or supervisor, planning lessons, gathering resources, reviewing student work, attending in-school workshops, contacting parents, etc. During preparation periods in which a teacher has no supervisory responsibilities, the teacher may leave the school building. Teachers shall be in the building for the first and last 45 minutes of the school day. Non-instructional certified staff may work with the immediate supervisor for designating comparable time. The certified employee must notify their direct supervisor of the leave before exiting the building.

Press Releases

Faculty members should not speak to or communicate with members of the press. All press releases should be produced by the Public Information Coordinator. All facts pertaining to an event or accomplishment should be submitted two weeks in advance to the Public Information Coordinator so newspaper deadlines can be met.

Professional Behavior

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

Professional Growth

● Professional Workshops and Conferences

We aim to provide a high-quality professional development program for all faculty members by bringing experts in the field to MHS and by providing time for faculty members to learn from each other. However, we also recognize the value of professional meetings on regional, state, and national levels. A faculty member who wishes to attend such an event should speak with their immediate supervisor. The purpose of the event must *directly* relate to the District strategic plan or core values. In particular, it should relate to our building-wide focus on curriculum alignment (instructional objectives, common assessments), research-based instructional strategies, engaging lessons, differentiation, professional learning communities, and/or progress monitoring.

● Procedures for Travel

At least two months before a trip, the faculty member submits a Conference/Travel Request form to the Principal or Assistant Superintendent of Teaching & Learning. Faculty must have a conversation with the immediate supervisor before submitting the form to the Principal or ASTL. Attach a conference schedule, bulletin, or brochure. If approved, the Principal submits it to the Business Office. The person making the request will receive a copy of the approval form, once it is fully processed.

Travel Arrangements: For auditing purposes, the district prefers to complete conference registration and reserve hotel accommodations for the faculty member. Reimbursements for mileage and meals will be available upon presentation of receipts. The Board of Education must specifically approve all travel arrangements which exceed \$1500.00 for one individual. Certified staff must ensure the correct information is submitted to the Board of Education for their approval.

● Mileage and Meal reimbursement

- o The following payments will be allowed:
 - Meals - District 120 will reimburse for meals for a maximum of \$50 per day.
 - All meals must be approved in advance on the Conference/Travel Request form.
 - This dollar amount will not roll over to another day on a multiday trip.
 - Alcohol will not be reimbursed.
 - \$50 per day pertains to a full day at an out of town (requiring overnight accommodations) conference.
 - o \$50 per day is the maximum reimbursement for a full day. It may be allocated between breakfast, lunch or dinner as desired.
 - If faculty member is not attending the full day and a meal is approved by the Principal, the following amounts apply to the individual meals:

o Breakfast	\$10.00
o Lunch	\$15.00
o Dinner	\$25.00
 - Lodging
 - Reasonable rates

- Overnight lodging in Chicago will not be approved except in extreme emergencies.
- Transportation
 - Actual expenses if mode of travel other than automobile is used.
 - Automobile: \$0.655/mile
 - The least expensive mode of travel will be used if it will not cause any hardship on the traveler.
 - Any mode of travel other than the least expensive must be designated, justified, and approved in advance.
- Gratuities
 - To be included in the item to which they apply.

Progress Reports and Report Cards

- **Progress Reports**

Student grades and comments need to be updated in PowerSchool at the end of Week 3. Progress reports will be generated from this information and sent to the student's home before the end of Week 6. A "P" should not be used to communicate the grade for the entire semester (unless the course is a designated P/F course). A "P" should be changed to a letter grade by 4 weeks within the semester.

- **Report Cards**

Student exam and term grades need to be updated in PowerSchool by the following dates this year by faculty:

Purchasing Furniture

District 120 will purchase all classroom and office furniture critical for the educational environment. Faculty may not purchase their own classroom or office furniture.

Recording Student Attendance

Teachers are required to take exact attendance during the first ten (10) minutes of each class (including Freshman Advisory) for which they are assigned. MHS teachers use PowerTeacher to record attendance; it is expected to be correct and up-to-date at all times. Teachers with questions regarding a student's attendance should contact the Attendance Office. Teachers should keep a copy of their attendance rosters at all times in case of emergency.

Relationship to Students

1. Faculty members and administrators are jointly responsible for the promotion of professional adult-student relationships.
2. Faculty members should not use any form of corporal punishment when working with and/or disciplining students. Work collaboratively with administration and parents/guardians to resolve conflicts.
3. Students occasionally assume that a teacher with whom they have no classes has no right to question their conduct. This is an erroneous assumption since the entire faculty is responsible for encouraging appropriate behavior on the part of students. Every faculty member has a right and duty to question any student for misconduct. Every faculty member should make this clear to all students in their classes. If this is explained by each teacher to their own students, we will avoid misunderstandings and encourage smooth building operations.

Sexual Harassment Policy

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

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

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

Sexual Harassment/Sexual Violence Definition

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

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

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

Reporting Procedures

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

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

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

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

Special Education Services and 504 Services

Educators are ***required to implement*** all modifications and/or accommodations listed in a student's 504 Plan or Individualized Education Program (IEP). ***This is not a choice as IEP's are legal documents. See case manager with questions.*** Our Counseling Department Chair and Director of Special Education, along with special education personnel and school counselors, are prepared to support teachers in their efforts to meet the learning needs of our students with disabilities.

Case Managers will reach out to the necessary teachers for information for the IEP process. Staff ***must*** provide the necessary information in the requested time frame indicated by the Case Managers.

Social-Emotional Learning (SEL)

MHS is committed to developing students academically, socially, and emotionally. All educators have a role in helping advance students' social-emotional competencies and in supporting mental health. Activities focused on SEL will take place in the classroom as well as within smaller settings, with the support of school-based mental health professionals.

Staff/Department Meetings

Staff meetings are held approximately once a month or on teacher institute days. Attendance at these meetings is mandatory. Absence from a meeting will only be allowed with the approval of the immediate supervisor and Principal. Department meetings may be held between 7:30am - 8:30am or institute days. Attendance at these meetings is required.

Student Teachers/Interns

MHS provides opportunities for pre-service educators to complete student teaching or other internships in the District. The Department Chair screens applicants, conducts interviews, and is responsible for selected interns' orientation, assignment, and training program. The Principal must approve all student teaching/internship placements.

Supervision

All faculty members are responsible for maintaining appropriate student behavior and for seeing that all school rules are actively enforced. In order to maintain a safe learning environment, all faculty members should be in the halls to assist with student traffic. If a student is causing a major disturbance, a faculty member should immediately contact a security staff member or bring him/her to the Dean's Office.

Certified staff are assigned supervision as outlined in the MEA Contract. Supervision activities may vary but are differentiated from other assignments as not involving lesson development or grading on the part of the certified staff member. Faculty who are currently nursing are released from supervision while accessing the lactation room.

Each spring, administration will inquire with individual certified staff members of their interest in particular supervision assignments. Administration will assign certified staff to particular supervision assignments taking into consideration the certified staff members' preferences and the best fit for a particular supervision assignment.

Supervision assignments will be completed before the new school year and communicated to certified staff via PowerSchool. Certified staff members should contact the Principal and/or Associate Principal of Operations regarding any questions or concerns regarding supervision assignments.

- The Associate Principal of Operations will oversee supervision assignments for Study Hall and Hallway supervisions.
- The Assistant Principal of Student Life will oversee supervision assignments related to the MHS Systems of Supports.

Supplies

Simple supplies are available in the Main Office. Other supplies must be requested through the immediate supervisor and/or the Associate Principal of Operations.

Surveys

Any survey administered to students, whether in a classroom, on a caseload, or as part of a larger student group, must be approved by the Principal. Please submit a draft of the survey at least two weeks in advance of the potential distribution date.

Teachers' Lunch Assignments

Teachers' lunch assignments will be determined by the Associate Principal of Operations and distributed at the start of the school year. Lunch times are assigned based on the number of students that can safely be in the cafeteria at one time. Lunch assignments will be changed only for extenuating circumstances. The Associate Principal of Operations must approve any change in a teacher's scheduled lunch.

Technology Assistance

If technology doesn't work the way you expected:

For problems you think you *can* handle:

- Try having the student log out and log back in.
- Ask the student to clear browser history and/or cache.

For problems you cannot handle:

- Send the student and his or her Chromebook to Technology I in the Media Center.
- The Technology extension is x1300.

Technology - Personal Devices

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

All staff must abide by the most recent [cell phone expectations](#).

Textbook Loan Procedure

Room A-138 is our textbook inventory room. The Assistant Superintendent of Teaching and Learning and the Textbook Inventory Instructional Assistant will distribute a schedule for teachers to bring their classes to Room A-138 during the first few days of each semester. In Room A-138, Instructional Assistants will assign books to students using student IDs and a scanning system. Students should appropriately write their names and the current school year inside the text cover. Students are expected to return the assigned text or materials at the completion of the course. Any student who leaves a class in the middle of a term is expected to return the assigned textbook back to Room A-138. Students who lose a book will be billed accordingly.

When textbooks are assigned to individual students, textbooks should NOT be stored in the classroom. Teachers may request a classroom set of textbooks prior to the start of each semester.

Textbook and Literature Novel Selection Process

All textbooks and literature novels must be approved by the Board of Education.

Faculty should request textbooks to be reviewed from the Department Chair or the Assistant Superintendent of Teaching and Learning. All eligible textbooks should be evaluated using the [Textbook Evaluation Form](#) from the Assistant Superintendent of Teaching and Learning. The completed Textbook Evaluation Forms, along with a completed [Textbook Adoption Form](#) (Intranet) should be submitted to the Department Chair before March 15 each year.

The purchase of textbooks and other curriculum related resources are dependent upon the curriculum review cycle. Resources for courses on review will be given priority over other resource requests.

Use of School Equipment

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

Visitors

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

Work Hours

- **Regular Attendance Days**

The certified staff member's work day is from 7:25 a.m. to 3:25 p.m.

Faculty members should be working and available to work with students from 7:30 a.m. - 8:30 a.m. All faculty must remain until 3:25 p.m.

Faculty members are expected to remain in the school building during the school day except during their designated lunch periods or in the case of an emergency. Teachers may leave campus during a preparation period where the teacher does not have any supervisory duties (See Preparation Periods

for full description). Teachers taking personal days or those planning to be away from school for the purpose of attending workshops, conferences, institutes, jury duty, etc., should obtain approval from their immediate supervisor and notify the substitute coordinator; teachers should leave complete lesson plans and seating charts for a substitute.

- **Final Exam Days**

Final exams will be held for two days in December and in May.

Teachers need to make arrangements for student make-up exams necessary for the completion of the semester.

For all Final Exams, faculty members are expected to be in attendance 15 minutes before and after their final exam periods.

In addition to the above, for May Final Exams, faculty members are required to be in attendance from 1:25pm to 3:25pm on the first day of final exams.