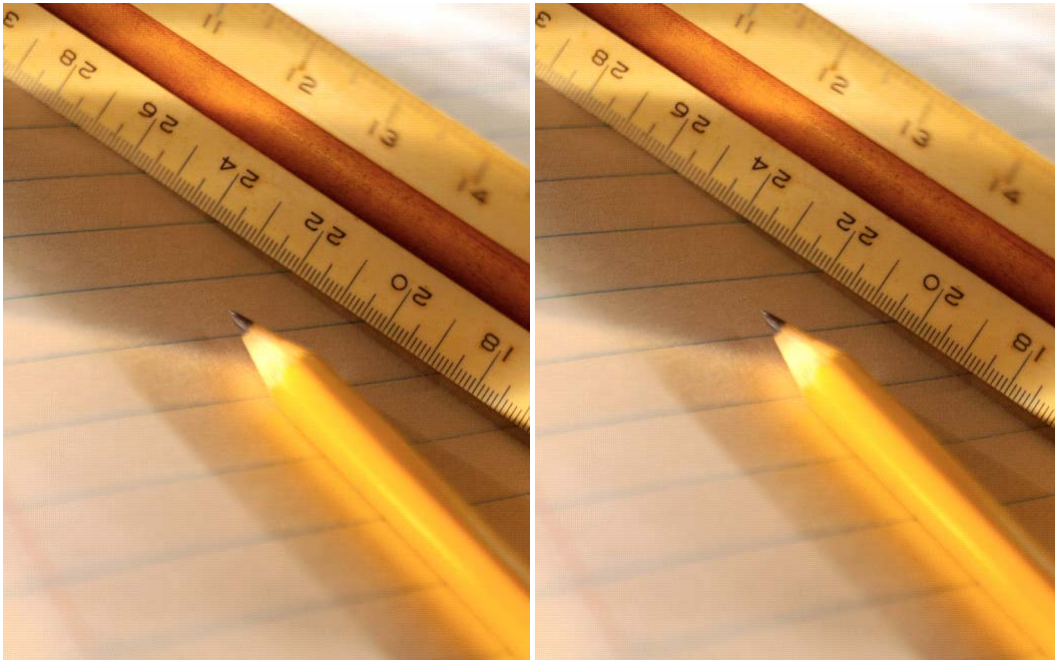


SUBSTITUTE TEACHER HANDBOOK 2010-2011



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 146

6611 W. 171st St.
Tinely Park, IL 60452
708-614-4500
www.district146.org

WELCOME BACK TO SCHOOL

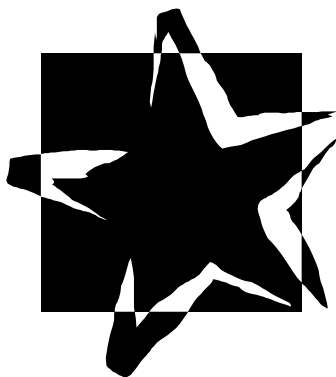
The role played by a substitute teacher in School District 146 is a vital one. It involves assuring that the instructional process will proceed in as near to normal fashion as possible in spite of the absence of the regular classroom teacher.

In this booklet, we have attempted to outline general information about the school district and general requirements for substitute teaching. In addition, you will find specific information about your substitute responsibilities.

The information presented in this handbook can be consistently followed in all schools in the district. However, each building may have additional procedures with which the substitute should become familiar. Please make it a point to discuss with the building principal any matter pertaining to your work and/or the educational program.

Substitute teaching is a challenging assignment. We're here to help to make your assignment meaningful for you and profitable for the students you will be working with.

Thank you for your willingness to substitute and your contribution to the education of our youngsters.



Dr. Marion Hoyda
Superintendent of Schools

CALLING CENTER

District 146 will utilize a Substitute Calling Center for the 2010/2011 school year. **Jennifer Stawick** is our substitute coordinator who will contact substitute teachers. On occasion, school secretaries may also contact substitutes directly. If you accept a last minute substitute request from a school secretary, please be sure to let Ms. Stawick know. She may be reached at the following number:

708-921-7459

Substitutes will be contacted as far in advance as possible. When an individual becomes a substitute teacher for District No. 146, it is expected that he/she will be available for substitute work on a regular basis. If an emergency situation arises and the substitute cannot work at all, the HR Office should be informed in advance so that the Substitute Center can be notified.

Substitute teachers with a Type 39 Substitute Teaching Certificate are limited by School Code to working a maximum of 90 days in any one district. Certified and retired certified teachers can work a maximum of 120 days in any one district. The District will be monitoring the days that you work, however you are ultimately responsible for tracking the days that you work in any given district. TRS retirees in particular, need to watch their days closely to keep from jeopardizing their pension.

All substitute teachers are compensated at the rate of \$90 per day for days 1 through 15, \$95 for days 16 through 35, and \$100 per day for days 36 through 90.

Substitutes with a Substitute Certificate (Type 39) who accept a long term assignment of at least 20 days for the same teacher (i.e. childcare or medical leave) are compensated at a rate of \$155 per day. A short term assignment (less than 20 days) of consecutive subbing for one teacher which evolves into a long-term assignment, will be paid \$155 per day retroactive to day 1 of that assignment.

Effective November 18, 2009 certified teacher substitutes who accept a long-term assignment or one which evolves into a long term assignment, will be paid at a daily rate based on the salary schedule of the Teacher's Contract. For 2010-2011, this daily rate is \$244.12. Substitute Social Workers or Psychologists, or any other position which requires a Masters Degree, will be compensated at a daily rate of \$261.43.

Remuneration for substitute work completed will be delayed by one pay period. Pay periods are every other Friday for all district employees. Please see the pay period chart attached.

PAY PERIOD CHART

2010/2011

PAY DATES	PAY PERIOD COVERED
9/3/2010	8/7/2010 - 8/20/2010
9/17/2010	8/21/2010 - 9/3/2010
10/1/2010	9/4/2010 - 9/17/2010
10/15/2010	9/18/2010 - 10/1/2010
10/29/2010	10/2/2010 - 10/15/2010
11/12/2010	10/16/2010 - 10/29/2010
11/26/2010	10/30/2010 - 11/12/2010
12/10/2010	11/13/2010 - 11/26/2010
12/24/2010	11/27/2010 - 12/10/2010
1/7/2011	12/11/2010 - 12/24/2010
1/21/2011	12/25/2010 - 1/7/2011
2/4/2011	1/8/2011 - 1/21/2011
2/18/2011	1/22/2011 - 2/4/2011
3/4/2011	2/5/2011 - 2/18/2011
3/18/2011	2/19/2011 - 3/4/2011
4/1/2011	3/5/2011 - 3/18/2011
4/15/2011	3/19/2011 - 4/1/2011
4/29/2011	4/2/2011 - 4/15/2011
5/13/2011	4/16/2011 - 4/29/2011
5/27/2011	4/30/2011 - 5/13/2011
6/10/2011	5/14/2011 - 5/27/2011
6/24/2011	5/28/2011 - 6/10/2011

Ad Center Administrative Staff

Dr. Marion Hoyda, Superintendent.....	708-614-4500
Ms. Denise Bettenhausen, Asst. Superintendent	708-614-4545
Ms. Nancy Schwab, Curriculum Director.....	708-614-4500
Mr. Mark Schilling, Director of Business Service.....	708-614-4500
Ms. Debra Brennan, Student Services Coordinator.....	708-614-4525
Mr. Skip Paulson, Systems Administrator.....	708-614-4500
Mr. Scott Slager, Director Buildings & Grounds.....	708-614-4500

Ad Center Support Staff

Ms. Laura Bachman, Assistant to the Superintendent.....	708-614-4500
Ms. Terri Stahulak, HR Specialist.....	708-614-4500
Ms. Lisa Stein, Payroll.....	708-614-4500
Ms. Jina Dunn, Assistant to the Business Director.....	708-614-4500
Ms. Cheryl Witas, Accounts Payable.....	708-614-4500
Ms. Janice DeBoer, Assistant to the Assistant Superintendent.....	708-614-4545
Ms. Trisha Honkoski, Assistant to the Curriculum Director.....	708-614-4545
Ms. Karen Jemilo, Student Information Systems.....	708-614-4545
Ms. Linda Ferguson, Building Secretary.....	708-614-4500
Ms. Colleen Ryan, Early Learning Clerk.....	708-614-4545

TELEPHONE SYSTEM

Community Consolidated School District 146 has direct calling to each of its schools. The district and school telephone numbers are:

Administrative Office.....708-614-4500
6611 West 171st Street
Tinley Park, IL 60477

Central Middle School.....708-614-4510
18146 So. Oak Park Avenue
Tinley Park, IL 60477

Fierke Education Center.....708-614-4520
6535 West Victoria
Oak Forest, IL 60452

Fulton School.....708-614-4525
6601 W. 171st St.
Tinley Park, IL 60477

Kruse Education Center.....708-614-4530
7617 Hemlock Drive
Orland Park, IL 60462

Memorial School.....708-614-4535
6701 West 179th St.
Tinley Park, IL 60477

Special Services.....708-614-4545
6611 West 171st St.
Tinley Park, IL 60477

REQUIREMENTS FOR SUBSTITUTE TEACHERS

Application

Currently, the District prefers that individuals interested in substitute teaching come in to the District office in person to request an application packet. A packet can also be obtained either by writing or telephoning the Administration Center. Applications submitted through the website online application system must be supplemented by additional materials. Please contact the HR office for more information.

It is anticipated that at some point during the 10/11 school year, substitute applications with the requisite blank forms (such as state and federal tax forms, TRS application, direct deposit form, etc.) will be available electronically as printable PDF documents.

Certification

The law requires that all teachers, including substitute teachers, hold a valid Illinois teaching certificate appropriate for the grade levels or subjects to be taught. A teaching (or substitute teaching) certificate may be secured through the Illinois State Board of Education.

A current valid teacher's or substitute teacher's certificate must be registered in Region 7 (formerly Suburban Cook County). A copy of the certificate, as well as official transcripts, must be on file at the School District 146 Administration Center prior to employment as a substitute.

Health

Substitute teachers new to the District must provide documented evidence of physical fitness, and that they are free from tuberculosis. The TB test must be conducted within a period 90 days prior to initial employment and if one is not available, must be documented no later than 15 days from the date of initial employment.

Background Check/Fingerprinting

Section 21.9 of the Illinois School Code requires a fingerprint-based criminal background check, and a check of the Statewide Sex Offender Database as a condition of employment. These checks will be arranged through the District HR Department. At some point, Substitute Teachers will be able to be fingerprinted at the Region 7, South Cook ISC which will release results to specified districts. Employment is contingent upon positive results to the background and sex offender checks.

Professionalism

It is expected that all persons accepted for substitute teaching will strive to promote the image of the school district within the community, and will use proper channels available within the school to articulate various concerns.

Aimsweb Testing:

Substitute teachers and retired teachers are often utilized for Aimsweb Testing. It is a union that enables us to have certified staff overseeing students and assisting the non-certified tutors. Aimsweb testing days are paid as sub days and must be counted against the 90 or 120 day limits. Retirees going over the 120 day limit, are putting their pensions in jeopardy.

403(b) Tax Deferred Annuity

Recent legislation requires that the District make its 403(b) plan available to all qualified employees. If you have an interest in making tax deferred contributions to a 403(b) annuity, and to see if you qualify, please contact Terri Stahulak in Human Resources.

PLANNING YOUR DAY



PROCEDURES BEFORE SCHOOL

1. Upon entering the building, the substitute teacher should report to the principal or secretary at the K-5 buildings or the principal or assistant principal at Central Middle School.
2. The principal will take you to the teaching station and help in organizing materials for the day.
3. The principal will provide instructions to you regarding music, physical education, band or speech classes and advise you as to whether you will be providing the instruction for these classes.
4. The principal will discuss information related to building regulations, fire drills, lunch periods, recess, bus duty, restroom use, planning period, etc.
5. The principal will advise you if any reports need to be completed.
6. The principal will provide you with some or all of the following:
 - Substitute folder
 - Lesson plans

- Teacher's copy of texts
- Grade book
- Class list
- Seating chart
- Class or unit schedule
- Daily attendance form
- Special duties assigned to children, such as safety patrol, tutoring, and lunchroom responsibilities
- Rules and regulations for the school.

PROCEDURE DURING THE DAY

1. Report to the principal immediately if an accident occurs which needs his/her attention. In all buildings, report to the Health Clerk or the building secretary.
2. Correct all papers and workbooks unless otherwise instructed by the principal or teacher (note teacher's instructions in the substitute folder.)
3. The teacher escorts his/her class to and from special activities that include: music, physical education, restroom breaks, lunch area and building exits at dismissal.
4. Substitutes may be assigned to a class during a scheduled planning period.

CLOSE OF THE SCHOOL DAY

1. Complete any required reports.
2. The substitute teacher serving a limited number of days will not record grades in the teacher's record book.
3. Children who ride the bus are not to be detained at the end of the day unless prior arrangements have been cleared with the principal.
4. Before leaving, the teaching station should be in good order and all children shall have left. The windows should be closed and window coverings adjusted.

5. Report to the principal, secretary, or assistant principal, before leaving the building at the close of the day to deliver a report on the day's work and to sign the attendance sheet.

OTHER SUGGESTIONS

1. Acquaint yourself with basic texts used in all grades so that instructional procedures will be familiar to you.
2. Acquaint yourself with the operation of computers, DVD players, and other media. District 146 has a technology rich curriculum. Be prepared to get hands-on experience with various equipment and software.
3. If called upon for first or second grade, you should be able to teach manuscript writing.
4. Understand that you are the teacher for the length of your stay. Follow and complete assignments as given in the teacher's plan. Take charge of the classroom.
5. Be understanding. Children must be given a chance to adjust.
6. Teachers are not permitted to administer corporal punishment. If a child's behavior is beyond your ability to control, take him/her to the principal's office.
7. Be prepared for bus and recess duty. If you are substituting for a teacher who has either of these or any other extra duties, **this is a part of your day's work.**
8. When your class is scheduled to go to music, physical education, the learning center or the lunchroom, you must accompany them to their destination and pick them up at the appropriate time.

Community Consolidated School District 146 2010-2011 Calendar

July, 2010							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
Total							0

August, 2010							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	S	25	26	27	28	4
29	30	31					2
Total							6

September, 2010							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			1	2	3	4	3
5	6	7	8	9	10	11	4
12	13	14	15	16	S	18	5
19	20	21	22	23	24	25	5
26	27	28	29	30			4
Total							21

October, 2010								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
					1	2	1	
3	4	5	6	7	S	9	5	
10	11	12	13	14	15	16	4	
17	18	19	20	21	22	23	5	
24	25	26	27	28	29	30	5	
31	Total							20

November, 2010							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	1	2	3	4	5	6	5
7	8	9	10	11	12	13	5
14	15	16	17	18	19	20	5
21	S	*	24	25	26	27	1
28	29	30					2
Total							18

December, 2010							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			1	2	3	4	3
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	5
19	20	21	S	23	24	25	3
26	27	28	29	30	31		0
Total							16

January, 2011									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total		
						1	1		
2	3	4	5	6	7	8	3		
9	10	11	12	13	14	15	5		
16	17	S	19	20	21	22	4		
23	24	25	26	27	28	29	5		
30	31	Total							18

February, 2011							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		1	2	3	4	5	4
6	7	8	9	10	11	12	5
13	14	15	16	17	18	19	5
20	*	22	23	24	25	26	3
27	28						1
Total							18

March, 2011							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		1	2	3	4	5	4
6	7	8	9	10	11	12	4
13	14	15	16	17	18	19	5
20	21	22	23	24	25	26	5
27	28	29	30	31			0
Total							18

April, 2011							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
					1	2	0
3	4	5	6	7	8	9	5
10	11	12	13	14	15	16	5
17	18	19	20	S	22	23	4
24	25	26	27	28	29	30	4
Total							18

May, 2011							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	5
15	16	17	18	19	S	21	5
22	23	24	25	26	27	28	5
29	30	31					1
Total							21

June, 2011							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			1	2	3	4	2
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			
Total							2

School Begins	August 25, 2010
School Closes	June 9, 2011
School Closes -- If no snow/emerg. days are used	June 2, 2011
Pupil Attendance Days	176
Institute Days	3
P/T Conf. Days	1
Total	180
 Includes 5 Emergency Days	 5
	185

2010-2011 Public School Holidays	
Independence Day	July 4, 2010
Labor Day	September 6, 2010
Columbus Day	October 11, 2010
Veterans' Day (Observed)	November 24, 2010
Thanksgiving Day	November 25, 2010
Christmas Day	December 25, 2010
New Years Day	January 1, 2011
M. L. King's Birthday	January 17, 2011
Lincoln's Birthday	February 12, 2011
Casmir Pulaski Day	March 7, 2011
Memorial Day	May 30, 2011

Report Card Dates: 11/12/2010 1/28/2011, 4/15/2011, 6/2/2011 Aide Training Dates: 8/17, 8/18/10 Aide Exchange Dates: 10/8/10 11/22/10, 1/18/11, 5/20/11 Nurse Exch Dates: 11/22/10, 5/20/11
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Calendar Legend	
(1/2)	Institute Day
(1/2)	Not in Attendance by Board Action
(1/2)	First Day of School for Students - 1/2 Day
(1/2)	School Ends if <u>no</u> emergency days are used
(1/2)	School Ends if emergency days are used
(1/2)	Legal School Holiday
(1/2)	End of Grading Period
(1/2)	School Improvement Day - Non Attendance for Students
(1/2)	Faculty released at 11:00 a.m. on 12/22/2010 and 4/21/2011
(1/2)	Parent/Teacher Conferences

Approved by State 5/5/10
Approved by Board
02/25/10

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 146 SUBSTITUTES' USE OF INTERNET

The Technology Use Agreement is part of the initial paperwork that is completed by everyone who is employed by District 146.

By accepting a substitute assignment with Community Consolidated School District 146, you are stating that you agree to abide by the Technology Use Agreement and will use district resources only as they relate to district educational practices.

SEXUAL HARASSMENT POLICY

Sexual harassment of employees is prohibited by Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act. Sexual harassment of students is prohibited by Title IX. Sexual harassment of minors may also constitute criminal sexual abuse. Additionally, lawsuits alleging sexual harassment have asserted that it violates an individual's rights under the Equal Protection Clause of the Fourteenth Amendment. Victims may also assert a state law tort claims such as intentional infliction of emotional distress.

Persons accused of sexual harassment also have legal protections. Alleged harassers have First Amendment free speech rights and Fourteenth Amendment due process rights. Certificated employees are protected by teacher tenure rights. Unionized employees usually have the right to be disciplined only for just cause under applicable collective bargaining agreements. Persons accused of harassment who believe that their reputations have been damaged by false claims may also bring claims against the accuser or the School District under various state tort theories such as invasion of privacy, libel or defamation or intentional infliction of emotional distress.

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II. Definition of Sexual Harassment: The definition of sexual harassment is the same under both Title VII (employee harassment) and Title IX (student harassment). "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of sexual nature where:

Submission to that conduct is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or educational benefits;

Submission to or rejection of that conduct is used as a factor in decisions affecting employment or education; or

Such conduct unreasonably interferes with an individual's job/school performance or creates an intimidating, hostile or offensive environment.

There are two types of sexual harassment under Title VII and Title IX:

Quid pro quo - This is harassment by an individual who has decision-making power that affects employment/educational benefits. Typically, quid pro quo harassment occurs in the employment setting when a supervisor makes promotions or continued employment contingent upon the granting of sexual favors. For students, quid pro quo harassment can include making grades dependent on sexual favors. A single advance is enough to constitute harassment in a quid pro quo case.

Hostile environment - This is verbal or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working/educational environment. The conduct must substantially affect the work or educational environment to constitute harassment. Such a claim usually requires a pattern of conduct with a repetitive and debilitating effect. Unless a single instance is extremely severe - for instance, the touching of intimate body areas - one instance is not enough to constitute harassment. Some of the factors to consider when attempting to ascertain whether a hostile environment exists are:

- Whether the conduct is verbal, physical or both
- How frequently the acts are repeated
- Whether the conduct is hostile or patently offensive
- Whether the conduct is perpetrated by a person in a position of authority
- Whether other people joined in the activity
- Whether the conduct was directed at an individual or a group

IV. Examples of Behavior That Could Constitute Sexual Harassment

- Conditioning a job benefit on accepting a sexual advance
- Crude jokes and pictures
- Unwelcome sexually-oriented comments or compliments
- Unwelcome touching, requests for dates, displays of affection
- Comments to another regarding one's sexual experiences
- Teasing related to physical characteristics
- Spreading rumors regarding a person's alleged sexual activities

Remember, not all sexual conduct is sexual harassment. By definition, sexual conduct that is "welcome" is not prohibited sexual harassment under Title XII (employee harassment). However, harassment against a student is almost always deemed "unwelcome".

Further, conduct outside of school hours and/or off school property may constitute sexual harassment if it affects an individual's working or educational environment. Title IX protects students at all school programs, including extracurricular programs and athletic events, and may encompass conduct on a school bus or at a school sponsored event occurring off campus.

V. Potential Victims of Harassment: Anyone can be the victim of harassment. Sexual harassment in the school setting can involve students, staff and even third parties (e.g., parents, volunteers, vendors) including:

- Sexual harassment of employees by administrators, co-workers, students or third parties;
- Sexual harassment of students by staff or third parties;
- Sexual harassment of students by other students ("peer sexual harassment")

Further, both men and women can be the victims of sexual harassment.

VI. District Liability: Under the Title VII (employee harassment) a School District is automatically liable for quid pro quo harassment by a supervisor when an employment decision such as pay, promotion, or discipline is based on an individual's acceptance or rejection of sexual advances. A School District is liable for a hostile work environment created by supervisory misconduct unless the District can prove that:

- it exercised reasonable care to prevent and promptly correct any sexually harassing behavior, and
- the complaining party unreasonably failed to take advantage of preventative or corrective opportunities by the District or to avoid harm otherwise.

The mere existence of a sexual harassment policy is not enough to shield a District from liability. Rather, the School District must ensure that its employees know of the policy. Finally, hostile environment harassment by a co-worker or non-employee may result in School District liability when the School District knew or should have known of the harassing conduct.

Under Title IX (student harassment), a School District will be liable for sexual harassment of a student by a teacher if a District official with authority to institute corrective measures had actual notice of, but was deliberately indifferent to, the teacher's misconduct. A School District will be liable for peer-to-peer sexual harassment if:

- the School District had actual knowledge of the alleged harassment;
- school personnel was deliberately indifferent to the sexual harassment; and
- the harassment was so severe, pervasive, and objectively offensive that it deprived the victim of access to educational opportunities or benefits offered by the school.

It is unclear whether "actual knowledge" must be held by an administrator, or if a teacher's knowledge is enough to establish liability. Under either statute, if liability is established, a School District may owe the victim compensatory damages, back pay and/or attorney's fees.

VII. District's Obligation to Correct Existing Problems: School Districts have a duty to reasonably respond to, investigate, and remedy claims of sexual harassment. The District should promptly, adequately and completely respond to a problem or complaint no matter how it learns of the problem, documenting its investigation along the way. Remedial action against a harasser should be appropriate in light of the evidence uncovered.

Courts evaluate a School District's response by looking at:

- Whether the District had a policy prohibiting sexual harassment
- The mechanism for complaining of such conduct
- The District's specific response to a complaint
- The promptness of the District's response after it learned of the harassment

The School District's response must be prompt. Tacit approval of the harassment by delay may be as damaging to the District as the conduct itself. If the harassment is sufficiently open, widespread or notorious, a court may conclude that the school should have known of it even if no actual complaint was filed.

Also, School Districts are required under Title IX to implement comprehensive grievance procedures that students can use to complain of alleged sex discrimination, including sexual harassment. All School Districts must designate at least one employee as a Title IX Coordinator.

VIII: Honoring Complainant's Request for Confidentiality: Often a student or employee will ask that his or her name be kept confidential during a sexual harassment investigation. In such a case, the School District may attempt to protect the confidentiality of the complainant or informant as much as possible without compromising the investigation or failing to pursue the complaint. In addition, the person requesting confidentiality should be informed that the District's policy protects them from retaliation.

IX. District's Additional Duties: The law imposes on School Districts an affirmative duty to prevent sexual harassment and a duty to know or make a reasonably diligent inquiry about potential sexual harassment. The District cannot wait for a problem to occur. Some preventive actions the District should adopt include:

- Affirmatively raising the subject with all employees and students
- Expressing strong disapproval of the misconduct
- Informing employees and students of their rights and potential sanctions
- Developing appropriate sanctions

- Developing methods to sensitize all employees and students to the problem

The most important action the District can take to prevent harassment and to minimize liability is to develop and effectively implement an explicit policy against sexual harassment and to communicate this policy clearly and regularly to staff and students.

Employees should report claims of sexual harassment to the Title IX Coordinator and/or use the Uniform Grievance Procedure, Board policy 2:260. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

Whom to Contact with a Report or Complaint

Title IX Coordinator

Name: Denise Bettenhausen
 Assistant Superintendent
 Address: Community Consolidated School District 146
 6611 W. 171st St.
 Tinley Park, IL 60477
 Telephone: 708-614-4545

Complaint Managers

Denise Bettenhausen
 Asst. Superintendent
 CCSD 146
 6611 W. 171st St.
 Tinley Park, IL 60477
 708-614-4545

Ron Gonser
 Principal
 Fulton School
 6601 W. 171st St.
 Tinley Park, IL 60477
 708-614-4525