

DISTRICT 87 POLICY MANUAL



INTRODUCTION

Public education is a function of the state government. Through the legislature, the state delegates control over the operations of schools to the school boards of local districts. The electors in local districts select the representatives of the community to serve on the school boards.

The laws of the State of Illinois prescribe much of the policy structure under which the school board must perform its functions. In addition to prescribed laws of a mandatory and regulatory nature, the local board must exercise a multitude of functions under permissive legislation and its own discretionary authority.

Defined procedures for implementing the state laws governing education, along with the permissive and discretionary authorities granted local school boards, constitute the educational policies of the local school district. The policies of the local school board reflect the attitudes and best thinking on matters of importance to schools and education in the community.

Written policies concerning many of the board's functions and operations provide an agreed upon, clear record of the thinking of the administrative and legislative deliberations pertinent to the local overall concerns of public education. The defined policies of the board, written or otherwise, constitute the foundation for arriving at decisions on all matters related to local schools.

Based on the foregoing premises, the Board of Education, with the cooperation of citizens, teachers, and administrators, has sought to formulate general statements of policy as a means of enabling it to discharge its functions more expeditiously. The policy descriptions which follow are an expression of the attitude of the board toward educational problems, practices, and procedures to all employees and to the citizens.

This statement has been guided by the following principles:

1. The school board's two major functions are policy-making and appraisal. The board depends upon the personnel of the district to implement and carry out its policies.
2. Formulated policies should reflect the cooperation, contributions, and best thinking of interested citizens and school patrons in the community.
3. Written policies should be flexible enough to be workable and specific enough to be clearly understandable.
4. The ultimate goal of school board policies is the provision for the education of children.

OVERVIEW

The need for clear and concise statements of policy is imperative to the operation of an efficient, effective, and economical school system. The codification system utilized in this manual is intended to facilitate the policy development and implementation processes.

An up-to-date policy manual is to be maintained for employee and public reference in the following locations:

With each member of the Board of Education;
In the Board Room;
In each Administrator's office;
In each Teachers' Lounge; and
In each library/learning center located in the school buildings of the district.

In addition, the presidents of the Berkeley Education Association and of the IEA/BEA Berkeley Education Association Support Staff shall be given a copy for reference.

DEFINITIONS

Definitions of terms: Basic to understanding this or any classification system are the definitions of bylaw, policy, and rule. These are:

BYLAW - A bylaw is a rule which governs the Board's internal operations. Like any other rule, it specifies required actions, leaving little room for individual judgment.

Making bylaws is one method the board uses to hold itself in line. Good bylaws build stability into board operations, prevent the excitement of a moment from pushing the board into behavior it may later regret.

POLICY - A policy is a guide for discretionary action. It must be narrow enough to give clear guidance to the superintendent as he makes decisions. But it must be broad enough to leave room for him to maneuver as necessary in meeting the circumstances of individual cases.

Policy-making is the board's job. A policy is the Board's way of saying what it would do if it were sitting behind the Superintendent's desk all day long. Of course, the board cannot sit behind his desk and so it cannot know the knots he has to untangle. The board must tell him what to do, yet not tie his hands utterly. This is what policy does. Policy-making is a way --probably the only way-- for the board to give the Superintendent the sense of direction he needs without neutralizing the professional skills he is paid for.

RULE - A rule is a specification of a required action. It tells exactly what is to be done, and it usually tells who is to do it and when. It leaves little room for individual judgment.

Rule-making is the administrator's job. It is one of the methods he uses to carry out the board's intentions as expressed in board policies. The Superintendent makes rules when he wants to leave little or no room for individual deviations -- when he wants to be positive that certain things will be done by certain people at certain times. A rule is a type of administrative regulation or procedure.

SCHOOL DISTRICT #87
BERKELEY, ILLINOIS
SCHOOL BOARD POLICIES

<u>Section</u>	<u>Series</u>
I. School District Organization.....	100
II. Board of Education.....	200
III. General School Administration.....	300
IV. Operational Services.....	400
V. Personnel.....	500
VI. Instruction.....	600
VII. Students.....	700
VIII. School-Community Relations.....	800

CORPORATE NAME

The corporate name of this school district is School District 87, Cook County, Illinois.

The name of the official governing body shall be The Board of Education, School District No. 87, Cook County, Illinois.

Legal Reference: Ill. Rev. Stat., ch. 122, par. 10-10

Policy Adopted: 03/23/92

ACCESS TO DISTRICT PUBLIC RECORDS

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver.

All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

Notwithstanding the above, the Freedom of Information Officer shall respond to requests for *commercial purposes* and to *recurrent requesters* (as those terms are defined in Section 2 of FOIA) according to Sections 3.1 and 3.2 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No copying fee shall be charged for the first 50 pages of black and white, letter or legal sized copies, or for electronic copies other than the actual cost of the recording medium—except if the response is to a “voluminous request” as defined in FOIA.

Fees for Responding to a Request for a Commercial Purpose

In addition to copying fees, persons making a request for a *commercial purpose*, as defined in FOIA, must pay a fee of \$10 for each hour spent by personnel in searching for and retrieving the record. However, no fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. The District also charges the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage facility under contract with the District. Whenever the District charges any fees to a requester making a commercial request, the Freedom of Information Officer shall provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records.

Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF: 5 ILCS 140/, Illinois Freedom of Information Act.
 105 ILCS 5/10-16.
 105 ILCS 5/24A-7.1
 820 ILCS 40/11
 820 ILCS 130/5.

Policy Adopted: 03/23/92
Policy Revised: 05/24/10
Policy Revised: 09/26/11
Policy Revised: 03/26/12
Policy Revised: 09/28/15

ORGANIZATION INFORMATION STATEMENT

This document has been prepared in accordance with the Illinois Freedom of Information Act. It may be inspected during regular business hours at each of the administrative offices of School District #87. Copies of this document may be obtained by mail.

I. Summary of District's Purpose

School District #87 is organized under the Illinois School Code for the purpose of providing public education through the eighth grade level to persons who reside within the District's boundaries.

II. Organization Diagram

A block diagram indicating the functional subdivisions of the District is attached hereto.

III. Operating Budget

The total amount of the District's operating budget for the year 2016-2017 is \$39,118,548.

IV. Location of District Offices

1. Board of Education/Central Administration, 1200 N. Wolf Road, Berkeley, Illinois 60163
2. Northlake Middle School, 202 S. Lakewood Avenue, Northlake, Illinois 60164
3. MacArthur Middle School, 1310 Wolf Road, Berkeley, Illinois 60163
4. Sunnyside Intermediate School, 5412 St. Charles Road, Berkeley, Illinois 60163
5. Riley Intermediate School, 123 S. Wolf Road, Northlake, Illinois 60164
6. Whittier Primary School, 338 E. Whitehall Avenue, Northlake, Illinois 60164
7. Jefferson Primary School, 225 S. 46th Avenue, Bellwood, Illinois 60104

V. Number of Employees

The District employs approximately 283 full-time and 35 part-time employees.

VI. Board Membership

The members of the School Board of District # 87 are as follows:

1. Margaret O'Connell, President
2. Calvin Hightower, Vice President
3. Rose Mason, Secretary
4. Carlos Chavez
5. Dennis Jackson
6. Nancy Mora
7. Alejandro Sosa

The following standing committees have been organized to serve the School Board in an advisory capacity:

1. Education and Finance
2. Facilities
3. Policy and Legislation
4. Health, Safety and Transportation
5. Public Relations
6. Parent-Teacher Advisory
7. Food Service
8. Bilingual

The District is required to report to the Illinois State Board of Education whose members are as follows:

1. Darren Reisberg, Chairman
2. Donna Leek, Vice Chair
3. Jaime Guzman, Secretary
4. Christine Benson
5. David Lett
6. Susie Morrison
7. Jacqueline Robbins
8. Roger Eddy

Legal Reference: 5 ILCS 140/

Policy Revised: 11/22/10

Policy Revised: 12/17/12

Policy Updated: 12/12/16

RETENTION AND MANAGEMENT OF RECORDS

Policy:

The Board of Education is a corporate and public body governed by the *Local Records Act*, [50 ILCS 205/1 et seq.], *Illinois School Student Records Act* [105 ILCS 10/1 et seq.] and the *Family Educational Rights and Privacy Act* [20 U.S.C. 1232g et seq.].

I. Public Record

The *Local Records Act* [50 ILCS 205/1] defines a “Public Record” as any book, paper, map, photograph, digitized electronic material, or other official documentary material regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to the law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, operations or other activities of the agency or because of the informational data contained therein. E-mail and voice mail are transitory methods of communication. E-mail and voice mail are not to be used by Board employees as Public Records.

II. Records Retention and Disposal

The Administration shall establish a Records Retention Schedule approved by the Local Records Commission. Temporary and permanent student records shall be retained for the length of time required by the *Illinois School Student Records Act*. Except as otherwise provided by law, no public record shall be disposed of by any officer or agency unless the written approval of an appropriate Local Records Commission is first obtained.

The Business Manager or his/her designee is responsible for the administration, retention and management of business records. The Superintendent or his/her designee is responsible for the administration, maintenance and retention of the District’s remaining public records, including, but not limited to, School Student Records. All questions related to records retention, records management and records destruction should be directed to the Superintendent or his/her designee.

The disposal of Official Public Records shall be performed in the natural course of business, and pursuant to the Board’s Records Retention Schedule and the rules and regulations of the Local Records Commission. The Superintendent or his/her designee shall establish a time each year to dispose of records eligible for destruction pursuant to the Records Retention Schedule. The destruction of records shall be certified and comply with all environmental regulations and rules of the Local Records Commission.

Disposal of the public records shall be done only after an *Application for Authority to Dispose of Local Records* provided by the Secretary of State of Illinois has been approved by the Local Records Commission. Prior to actually destroying any Official Public Records or Files, the Local Records Commission must be given written notice of such destruction; the Commission will then issue a Records Disposal Certificate (“Certificate”). After 60 days from issuance of the Certificate, and providing no contrary instruction is received from the Commission, the records may be destroyed. No records shall be destroyed prior to said approval. Destroying records prior to approval for destruction will be considered tampering with official records.

Where several copies of a record exist, the Superintendent, Business Manager or their respective designees shall determine which copy is the “Official Record Copy”. All other copies shall be considered “Informational Copies”.

“Informational Copies” of a record may be disposed of at any time they are no longer needed for

operational reference without the approval of the Local Records Commission. At no time shall an "Informational Copy" be kept longer than the "Official Record Copy".

Records shall be destroyed as soon as they are eligible for destruction.

Records destroyed by fire, flood, or natural disaster shall be reported to the Superintendent within forty-eight (48) hours of the discovery of such destruction. The Superintendent or his/her designee will submit a report to the Local Records Commission and the State Archivist documenting the damage or destruction of the records prior to their scheduled destruction date.

Official record copies that are maintained in electronic format shall be authenticated and kept available in a readable format for the duration of the record life. Official record copies that are maintained in electronic format shall be subject to the authorized records retention schedule.

The Board may declare some records as having historical value, and will work with the Local Records Commission and the State Archivist to preserve and catalogue these historic records. These archival records shall not be subject to the normal destruction cycle.

It is a Class 4 felony to knowingly tamper with records. [720 ILCS 5/32-8].

Legal References: *Local Records Act*, 50 ILCS 205/1 et seq.; *Illinois School Student Records Act*, 105 ILCS 10/1 et seq.; *Family Educational Rights and Privacy Act*, 20 U.S.C. 1232g; 23 Illinois Administrative Code Part 375; 34 C.F.R. Part 99

Policy Adopted: 02/28/05

SCHOOL BOARD ASSOCIATIONS

The School Board shall ordinarily hold membership in the following:

1. Area School Board Associations
2. Illinois Association of School Boards
3. National Association of School Boards
4. Proviso Area for Exceptional Children

Individual Board members are encouraged to participate in the various activities sponsored by these organizations.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-22.40

Policy Adopted: 03/23/92

Policy Updated: 03/25/09

SCHOOL BOARD LEGAL STATUS

The School Board serves as a legal instrument of the State of Illinois and derives its powers from the state constitution and acts of the general assembly. The School Board governs the school district through powers and duties mandated by law, including the authority "to adopt and enforce all necessary rules for the management and government of the public schools of their district".

The School Board, as an elected body, represents the wishes of its constituents and in that capacity exercises control of the District's educational goals and direction.

Legal Reference: III.Rev.Stat., ch. 122, par. 10-10
 III.Rev.Stat., ch. 122, par. 10-20.5

Policy Adopted: 03/23/92

POWERS AND DUTIES OF THE BOARD

The powers and duties of the School Board are enumerated in *The School Code of Illinois*. The powers of the Board of Education include the authority and discretion to develop, articulate, revoke and monitor all Board policies, procedures, and handbooks, subject only to mandatory collective bargaining obligations. The School Board also functions within the framework of laws, court decisions, standards and directives of the State Board of Education, and similar mandates from the state and national levels of government.

Members of the Board, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions regarding the school district. Staff members, parents, and community members should submit questions or communications for the School Board's consideration to the superintendent. The Superintendent shall provide the Board with a summary of these questions or communications and provide, as appropriate, his or her feedback regarding the matter.

Board members individually will refer compliments, suggestions and constructive criticism about operational matters directly to the Superintendent of Schools for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board Meeting agenda for consideration by the Board as a whole.

Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members individually, whether sent by letter, email, or other means.

Unless so authorized by the Board, no Board member individually will speak for, or in the name of, the total Board.

The major powers and duties of the Board include, but are not limited to:

- A. To employ a Superintendent of Schools to serve as the executive officer of the District.
- B. To adopt policies and approve rules and regulations as necessary, giving due consideration to the recommendations of the Superintendent.
- C. To adopt an annual School District budget, an annual audit and approve other aspects of the financial operation of the District.
 1. To provide for the levy of taxes in order that funds may be available for the operation of the schools
 2. To approve action to borrow money and issue bonds.
 3. To approve major expenditures, payment of bills, obligations and payroll.
- D. To appraise the efficiency of school administration in terms of services rendered children and the community, and evaluate the effectiveness of the educational program through consideration of appropriate studies and reports.
 1. To determine and interpret the educational needs of the community.
 2. To study and approve the educational program, including, but not limited to, courses of study, textbooks and educational services to be provided.
 3. To assume responsibility for keeping the citizens informed concerning the purposes, needs, programs, services and financial conditions of the district.

4. Approve required school or district improvement plans.
 5. Provide for the construction and maintenance of adequate physical facilities.
- E. To employ people for positions in the District giving due consideration to the recommendations of the Superintendent.
- To dismiss, suspend or otherwise discipline employees for incompetence, cruelty, negligence, immorality, failure to report an instance of suspected child abuse or neglect, or other sufficient cause giving due consideration to the recommendations of the Superintendent.
- F. To adopt textbooks.
- G. To adopt a school year and school calendar.
- H. To enter into contracts on behalf of the District in accordance with applicable law.
1. To sign joint agreements with special education cooperatives.
 2. To sign intergovernmental agreements with other public bodies.
 3. To purchase and dispose of school sites and properties.
- I. To establish attendance boundaries within the District, and properly assign pupils to schools within those boundaries, wherever possible maintaining the assignment of children within the area in which they reside.
- J. To discipline, suspend or expel pupils in accordance with the laws of the State of Illinois.
- K. To provide required pupil transportation in accordance with the laws of the State of Illinois.
- L. To never accept gifts from any person, group, or entity doing or desiring to do business with District 87. All business-related gratuities are specifically prohibited.
- M. To comply with applicable requirements of the *Abused and Neglected Child Reporting Act*, and direct or cause the Board to direct the Superintendent or equivalent administrator to comply with the requirements of the Act if an allegation that a student is an abused or neglected child (as defined by the Act) is raised during any meeting of the Board.
- N. To conduct an annual self-evaluation in coordination with the Illinois Association of School Boards.
- O. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance.
- P. To perform such other duties and execute such powers as may be authorized or required by state and federal laws and regulations.
- Q. To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et. Seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

Legal References: 105 ILCS 5/10-16.7; 105 ILCS 5/10-20 et seq.
105 ILCS 5/2-3.25d, 5/10-1 et seq., 5/17-1, and 5/27-1.
115 ILCS 5/1 et seq.
325 ILCS 5/4.

Policy Adopted: 03/23/92
Policy Revised: 10/23/95
Policy Revised: 04/24/04
Policy Revised: 02/26/07
Policy Revised: 02/28/11
Policy Revised: 01/28/13
Policy Revised: 09/28/15
Policy Revised: 02/24/20

NUMBER OF MEMBERS AND TERMS OF OFFICE

The Board shall consist of seven (7) members serving terms of four (4) years, as determined and required by law, upon taking the required oath of office.

Legal Reference: 10 ILCS 5/1-3, 5/2A-1.1 et seq., 5/10-9, 5/22-17, 5/22-18, 5/28-1 et seq.
105 ILCS 5/9-1 et seq.
105 ILCS 5/10-10
105 ILCS 5/10-16.5

Policy Adopted: 03/23/92
Policy Revised: 07/24/06
Policy Revised: 02/26/07

BOARD MEMBER QUALIFICATIONS AND TRAINING

The legal qualifications for School Board membership are prescribed by *The School Code of Illinois*:

“Each member, on the date of his or her election or appointment, shall be a citizen of the United States of the age of 18 or over, shall be a resident of the State and the territory of the District for at least one year immediately preceding his or her election or appointment, shall be a registered voter as provided in the general election law, shall not be a school trustee or hold any other incompatible office and shall not be a child sex offender as defined in Section 11-9.3 of the *Criminal Code of 1961*.”

Mandatory Board Member Qualifications and Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member taking must complete at least 4 hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term that begins after that date. This requirement is applicable to Board members who are elected after June 13, 2011 or who are appointed to fill vacancies of at least one year's duration after that date.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of certificate of completion with Board. The training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a dismissal based on an optional alternative evaluative dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Legal Reference: Ill. Constitution, Art.2, Sec. 1
105 ILCS 5/10-10

Policy Adopted: 03/23/92
Policy Revised: 02/23/04
Policy Revised: 03/22/10
Policy Revised 06/25/12
Policy Revised: 09/22/14

BOARD MEMBER CONFLICT OF INTEREST

No School Board member shall have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law. No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a member of the Board member's immediate family or household; ^{[[]]}_{SEP}
2. The Board member's business partner; or ^{[[]]}_{SEP}
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

School Board members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each School Board member is responsible for filing the statement with the county clerk of the county in which the District's principal office is located by May 1.

No School Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position. The Board policy on Ban on Receipt of Gifts, No. 420.00, applies to Board members.

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107, and 425/1 et seq.
30 ILCS 708/
Corrupt Practices Act (50 ILCS 105/3)
105 ILCS 5/10-9

CROSS REF.: Policy 208.00
Policy 420.00

Policy Adopted: 03/23/92
Policy Revised: 12/18/95
Policy Revised: 04/24/00
Policy Revised: 05/19/03
Policy Revised: 02/28/11
Policy Revised: 02/24/20

DISTRICT ELECTIONS

Elections to membership on the Board shall be held in accordance with the Illinois Election Code and the *Illinois School Code*.

Legal Reference: 10 ILCS 5/1-3, 5/2A, 5/9, 5/10-9, 5/22-17, 5/22-18, and 5/28.
105 ILCS 5/9 and 5/9-1.5.

Policy Adopted: 03/23/92
Policy References Revised: 06/28/21

VACANCIES ON SCHOOL BOARD – FILLING VACANCIES

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent;
2. Resignation in writing filed with the Secretary of the School Board;
3. Legal disability of the incumbent;
4. Conviction of a felony, bribery, perjury, or other infamous crime, or of any offense involving a violation of official oath;
5. Removal from office;
6. The decision of a competent tribunal declaring his or her election void;
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in The School Code are violated;
8. An illegal conflict of interest; or
9. Acceptance of a second public office that is incompatible with School Board membership.

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within 5 days after its occurrence and shall fill the vacancy until the next regular school election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term before the next regularly scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held.

Members appointed by the remaining members of the Board to fill vacancies shall have the same residential qualifications as their predecessor. Should the Board fail to act within sixty (60) days after the vacancy occurs, the Regional Superintendent of Schools shall within thirty (30) days after the remaining members have failed to act, fill the vacancy in accordance with the provisions described above. Should the Regional Superintendent fail to fill the vacancy within the prescribed timelines, the vacancy shall be filled at the next regular election.

Legal Reference: 10 ILCS 5/25-2 and 105 ILCS 5/10-11

Policy Adopted: 03/23/92

Policy Revised: 12/18/95

Policy Revised: 04/24/00

Policy Revised: 02/24/20

STATEMENT OF ECONOMIC INTEREST

School Board members shall file annually a "Statement of Economic Interest" as required by the Illinois Government Ethics Act. It shall be the School Board member's responsibility to file the statement with the County Clerk by May 1.

Legal Reference: Ill.Rev.Stat., ch. 127, par. 601-101 et seq.
Ill.Rev.Stat., ch. 127, par. 604A-105,
604A-106 and 604A-107

Policy Adopted: 03/23/92

ORGANIZATIONAL MEETING/ELECTION OF OFFICERS

Within twenty-eight (28) days following the election of Board Members or at the end of a Board officer's term of office, the Board shall hold an organizational meeting at which time newly elected or re-elected Board Members will take their oath of office and be seated, a President, vice President and a Secretary shall be elected from the membership, each to serve a one-year term unless a two-year term is indicated in the Board action to elect its officers, and the Board shall fix a time and place for its regular meetings for the ensuing year.

The agenda for the organizational meeting shall be as follows:

1. Call to order by Superintendent
2. Select an Interim Chairperson
3. Chairperson appoints Interim Secretary
4. Roll call by Interim Chairperson
5. Oath of Office for new members
6. Seat new members
7. Election of President
8. Elected President takes chair
9. Election of Vice President
10. Elected Vice President assumes duties
11. Set compensation for Secretary
12. Election of Secretary
13. Secretary assumes duties
14. Motion to approve existing Board Policies and Administrative Procedures
15. Motion to set time and place for holding monthly meetings for coming year
16. Regular matters of business to come before the Board
17. Adjournment

The oath of office shall be as follows:

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Berkeley School District No. 87, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in School District 87;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for School District 87;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law; and

I shall serve as education's key advocate on behalf of students and our community's schools to advance the vision for School District 87.

The Board President/Secretary will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

Legal Reference: 10 ILCS 5/2A-1et seq.
 105 ILCS 5/9-18
 105 ILCS 5/10-5
 105 ILCS 5/10-16
 105 ILCS 5/10-16.5
 Organization of the Board

Policy Adopted: 03/23/92
Policy Revised: 07/27/98
Policy Revised: 01/25/99
Policy Revised: 05/19/03
Policy Revised: 07/24/06
Policy Revised: 02/26/07
Policy Revised: 04/29/19

PRESIDENT (DUTIES OF)

- A. The president shall preside at all meetings of the Board at which he/she is present, and serve as head of the public body for purposes of the Open Meetings Act and the Freedom of Information Act.
- B. He/she shall appoint all committees, and serve as ex-officio member thereof.
- C. He/she may call special meetings of the Board of Education, consistent with the law, whenever he/she deems it necessary.
- D. He/she shall sign all orders drawn by the Board upon the treasurer for school money, Board minutes and certificates.
- E. He/she shall be spokesman for the Board at times when the Board is not in session unless some other member has been specifically designated to act in certain matters.
- F. He/she shall represent the Board on other boards or agencies.
- G. He/she shall perform all other duties as prescribed by law or required by the Board.

Legal Reference:105 ILCS 5/10-13

Policy Adopted: 03/23/92
Policy Revised: 03/20/10
Policy Revised: 09/22/14
Policy Revised: 09/23/19

PRESIDENT PRO TEMPORE

- A. If the President and the Vice President of the Board of Education are absent from any meeting or refuse to perform their duties, a President Pro Tempore shall be appointed.
- B. When the appointment of a President Pro Tempore is necessary the Secretary of the Board shall serve as temporary chairman, for the purpose of receiving nominations for President Pro Tempore from the membership of the Board present at the meeting. In the absence of the President, Vice President, and Secretary, the senior member of the Board of Education shall act as temporary chairman, for the purpose of receiving these nominations.
- C. He shall perform the duties of the President for the meeting for which he is appointed including signing official copies of the minutes.

Policy Adopted: 03/23/92

VICE PRESIDENT

When the President cannot be present at a meeting of the Board, is unable to perform the office's duties or there is a vacancy in the office of president, the Vice President shall perform all of the duties of the President.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-13.1

Policy Adopted: 03/23/92

Policy Revised: 09/23/19

SECRETARY

The secretary shall keep an accurate record of all Board actions in the Board minutes. A secretary pro-term will be elected from among the Board members in the absence of the Secretary. Compensation, if any, of the Secretary shall not exceed \$500.00 per year and shall be fixed at least one hundred eighty (180) days prior to the election of the Secretary.

- A. The Secretary shall perform his duties as prescribed by law or by the Board.
- B. He shall be custodian of books, records, receipts, and all papers and correspondence transmitted to him pertaining to the business of the District. The Board records shall be kept in the business office of the Board of Education.
- C. He shall notify each member of the Board and the Superintendent of regular and special meetings.
- D. He shall countersign all orders or statements of the Township Treasurer in payment of claims at a duly called meeting of the board.
- E. He shall keep a true and correct record of minutes of all transactions of the Board in regular and special meetings, including reports, presented in writing, keeping the same in well-bound books with numbered pages, convenient for reference; and, keep verbatim records of all closed Board meetings as required by law.
- F. He shall sign the official minutes of the Board and other official documents requiring the signature of the Secretary.
- G. He shall send a copy of the minutes of each regular meeting to each Board Member and the Superintendent prior to the next regular meeting.
- H. He shall keep a record in organized files of all official correspondence of the Board.
- I. He shall serve as the local election authority, as required by law.
- J. He may delegate the recording of the minutes to the recording secretary.
- K. He shall, in addition to the duties listed herein, perform such other duties as the Board may order.
- L. He shall cooperate in the performance of his duties with the business office which shall perform such ministerial and administrative functions as directed by the Board of Education.
- M. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent.

Legal Reference: 105 ILCS 5/10-14
105 ILCS 5/10-8

Policy Adopted: 03/23/92
Policy Revised: 07/22/96
Policy Revised: 03/22/10
Policy Revised: 02/28/11
Policy Revised: 03/28/11
Policy Revised: 09/22/14

SECRETARY PRO TEMPORE

- A. If the Secretary of the Board is absent from any meeting or refuses to perform his duties, a Secretary Pro Tempore who shall be a member of the Board shall be appointed by the President.
- B. He shall perform the duties of the Secretary for the meeting for which he is appointed including signing the official copies of the minutes.

Policy Adopted: 03/23/92

INDIVIDUAL MEMBERS

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of the individual Board member except when such statement or action is in pursuance of specific instructions from the Board.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-12

Policy Adopted: 03/23/92

ACTIONS OF THE BOARD

All actions of the Board shall be taken only in official Board meetings called, scheduled, and conducted according to these policies and the statutes of the state.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-7
Ill.Rev.Stat., ch. 122, par. 41 et seq.

Policy Adopted: 03/23/92

BOARD COMMITTEES

The School Board may create Board committees as deemed necessary. The Board President makes all Board committee appointments unless specifically stated otherwise. The president shall outline the duties and responsibilities of each member at the time of appointment. Special committees shall be considered dissolved upon submission of a final report or on a date specified by the Board President. Standing committees shall be reappointed or dissolved at reorganization meetings.

Notice of committee meetings shall be given in compliance with and conducted in accordance with the *Open Meetings Act*.

The Committees of the Board are as follows:

- A. Standing Committee. As soon as it is expedient after the Board has been organized, and not later than the next Regular Meeting, a chairperson and a co-chairperson for each of the following standing committees shall be appointed by the President: (1) Education and Finance; (2) Policy & Legislation; (3) Health, Safety & Transportation; (4) Public Relations; (5) Buildings and Grounds; and, (6) Behavioral Intervention Committee. The membership of each committee shall consist of the chairperson, co-chairperson, and all other members of the Board.
- B. Special Committee. Special committees may be appointed by the President at such times as he considers it desirable and he shall assign specific duties to them. Such temporary committees shall be dissolved when the duties assigned to it are completed, or at an earlier date, at the discretion of the President.
- C. Parent-Teacher Advisory Committee. This committee, which assists the development of student discipline policy and procedure, is comprised of parents and teachers, and may also include persons whose expertise or experience is needed. The committee reviews such issues as student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
- D. Functions of Committees. The function of standing and special committees of the Board shall be fact finding, deliberative, and advisory, but never legislative or administrative.
- E. Duties of Standing Committees. The duties of the standing committees shall be to investigate or deliberate topics relative to the designation of the individual committee. The Board may assign relative subjects to the individual committees. They shall consider all alternatives and present these in writing to the Board of Education listing the alternatives considered. The written report shall include the pros and cons which were considered and the committee's recommendation to the Board.
- F. Board President. The Board President shall be a member of all special and standing committees, unless otherwise specifically stated in Board Policy or otherwise determined by the Board.
- G. Delegates and Representatives. In a like manner to the appointment to committees, delegates or representatives shall be appointed to organizations requiring such membership by a board member. These groups include but are not limited to the following:

1. Proviso Area for Exceptional Children (PAEC);
2. Illinois Association of School Boards (IASB);
3. DuPage/West Cook Regional Cooperative (D/WC);
4. Teachers/Administrators/Board Members Committee (TAB);
5. Citizens' Advisory Committee (CAC);
6. Food Services Advisory Committee (FSAC);
7. Bilingual Advisory Committee (BPAC);
8. Parent/Teacher Advisory Committee (PTAC).

Legal Reference: 5 ILCS 120/
105 ILCS 5/10-20.14
105 ILCS 5/14-8.05

Policy Adopted: 03/23/92
Policy Revised: 04/24/00
Policy Revised: 12/17/12
Policy Revised: 09/22/14
Policy Revised: 12/12/16

SCHOOL BOARD MEETINGS

The only mechanism for official action by School Board members is a duly called and legally conducted meeting as defined by law in which a quorum is physically present. "Meeting" is defined as any gathering of the majority of a quorum of School Board members for the purpose of discussing school district business. Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically at the meeting.

All meetings of the School Board shall comply with the requirements of the *Illinois Open Meetings Act*. Every meeting of the School board must be public unless the subject matter of the meeting falls within the exceptions provided by the *Act* for closed meetings. No final action may be taken in a closed session.

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. Each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

(Electronic Communication (including, but not limited to, email, electronic chat, instant messaging, texting, and any form of social networking) to, by, and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing District business. Electronic Communication among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. Electronic Communication may contain:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual responses to questions posed by community members, subject to the other limitations in this policy.

Legal Reference: 5 ILCS 120/1 et seq.; 105 ILCS 5/10-12, 10-165/10-1, 10-10, 10-12, 10-16.5, 10-16.7, and 10-20.5

Policy Adopted: 03/23/92
Policy Revised: 02/26/07
Policy Revised: 09/26/11
Policy Revised: 06/25/12
Policy Revised: 07/26/21

TIME AND PLACE OF REGULAR MEETINGS

Regular meeting time and place of the Board for the ensuing year shall be established at the annual organizational meeting.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-6
Ill.Rev.Stat., ch. 102, par. 41 et seq.

Policy Adopted: 03/23/92

SCHOOL BOARD MEETINGS – ADJOURNED

Any meeting (regular, special, adjourned) may be adjourned by passing a motion to that effect, stating the date, time and place at which the meeting will be reconvened. No adjournment shall be made to a date beyond the date of the next scheduled meeting.

Public notice of an adjourned meeting shall be given in the same manner as that prescribed for a special meeting, except when the adjourned meeting is to reconvene within twenty-four (24) hours of the original meeting or when an announcement of the time and place of the adjourned meeting was made at the original meeting and there is no change in the agenda.

Legal Reference: Ill.Rev.Stat., ch. 102, par. 42.02 et seq.

Policy Adopted: 03/23/92

SPECIAL MEETINGS

Special meetings of the School Board may be called by the President or by any three members of the School Board by giving to the other Board members notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice shall be served by mail 48 hours before such meeting or by personal service 24 hours before such meeting.

A public notice shall be posted at the principal office of the School District and at the location at which the special meeting is to be held at least forty-eight (48) hours before the meeting is to begin. Local news media which have filed a written request for notice shall be provided notice in the same manner as provided for the notification of School Board members.

The public notice shall include an agenda of the items to be considered at the special meeting. No matters shall be discussed, considered, or brought before the School Board at any special meeting other than such matters as were included on the agenda or which are germane to a subject on the agenda.

Legal Reference: 105 ILCS 5/10-6
 5 ILCS 120/2.01,2.02

Policy Adopted: 03/23/92
Policy Revised: 12/18/95
Policy Revised: 01/28/13

MEETINGS BY AUDIO OR VIDEO CONFERENCEQuorum and Participation by Audio or Video Means

The Board of Education (or any committee thereof) may conduct meetings or portions of meetings, including discussions and actions, by means of a conference telephone call or video conference subject to the following rules:

1. A quorum of the members of the Board must be physically present at the place designated in the notice of the meeting.
2. Members may attend the meeting by audio or video conference only if they are prevented from physically attending the meeting because of personal illness or disability, employment or District business, or a family or other emergency.
3. Members who may attend the meeting by audio or video conference and who wish to do so must notify the Superintendent or recording secretary at least 24 hours prior to the meeting unless advance notice is impractical.
4. The call shall be broadcast over a speakerphone, video conference device or other similar device permitting members to hear all other members participating in the meeting. The device shall be located at the place designated for the meeting.
5. Such broadcast shall be open to the public for those portions of the meeting open to the public and open to all members participating in the meeting for the open and closed portion of the meeting.
6. Members not physically present at the designated place shall be given the same opportunities to participate in discussions, to vote, and to make motions as those members who are physically present and shall be counted as present during the call. However, no member not physically present may preside or act as Secretary at the meeting.
7. No one shall terminate a member's audio or video conference link without the member's consent before the adjournment of the meeting.
8. The minutes shall designate those members who are not physically present but who are participating by audio or video conference.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the Quorum and Participation by Audio or Video Means subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

Any determination made under this subheading shall be in writing and included on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes. The person making the determination will ensure that the Board meets every Open Meetings Act requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Legal Reference: 5 ILCS 120/1.02 *et seq.*
105 ILCS 5/10-20.5

Policy Adopted: 07/22/96
Policy Revised: 02/26/07
Policy Revised: 03/23/09
Policy Revised: 07/27/20

QUORUM

A majority of the full membership of the Board of Education shall constitute a quorum. Unless otherwise provided by law, when a vote is taken upon any measure before the Board, a quorum being physically present, a majority of the votes of the members present and voting on the measure shall determine the outcome thereof.

Legal Reference: 10 ILCS 120/1
105 ILCS 5/10-12

Policy Adopted: 03/23/92
Policy Revised: 02/26/07

MINUTES - OPEN MEETINGS

The Secretary shall keep in a punctual, orderly and reliable manner, a record of the official acts of the School Board, which shall be signed by the President and the Secretary.

The minutes shall record the members present and absent, a general description of all matters discussed and all motions, showing the member making the motion, the second, and the result of the voting. On all matters requiring a roll call vote, the yeas and the nays shall be recorded by name.

The minutes of the preceding meeting, with any changes made by a motion properly made and carried, or as directed by the President without objection, shall be approved by the School Board.

The official minutes shall be in the custody of the Secretary. They shall be available to citizens for inspection during regular office hours, in the office of the Superintendent, in the presence of the Secretary, the Superintendent, or any member of the School Board. Only approved, official minutes shall be made available. The official record shall not be removed from the Superintendent's office except by vote of the School Board.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-7
Ill.Rev.Stat., ch. 102, par. 42.06

Policy Adopted: 03/23/92

MINUTES -- CLOSED MEETING

The Secretary shall keep in a punctual, orderly and reliable manner a general description of all issues discussed.

The School Board shall review the minutes of closed sessions at least once every six months to determine whether or not they should be made available to the public for inspection. Closed session minutes or audio recordings will not be released, except in compliance with this policy and applicable law.

After 18 months have passed since being made, the audio recording of a closed meeting shall be destroyed provided the Board has approved: (1) its destruction, and (2) minutes of the particular closed meeting. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Minutes of closed meetings may become available to any person for inspection if the School Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. Once the School Board has determined the minutes of a closed meeting should no longer be kept confidential, they shall become available for inspection at the office of the Superintendent during regular business hours in the presence of either the School Board Secretary, the Superintendent, or any School Board member.

Legal Reference: 105 ILCS 5/10-7
5 ILCS 120/2.06

Policy Adopted: 03/23/92
Policy Revised: 02/23/04
Policy Revised: 02/28/05

CLOSED SESSIONS

The School Board, School Board committees, and sub-committees may meet in a closed session for the purposes specified in the *Open Meetings Act*. The specific reason for the closed session must be clearly stated in the motion to enter into closed session and the minutes must include the vote of each member on the motion to go into closed session and the reason for the closed meeting with a citation to the specific exception contained in the *Open Meetings Act*. The Superintendent, or the Board Secretary when the Superintendent is absent, shall make an audio recording of all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

All School Board committees and advisory committees appointed to provide the School Board with professional consultation on matters germane to its field of competence may hold a closed session for appropriate reasons.

Closed sessions may be held as an entire regularly scheduled meeting or any part thereof, an adjourned meeting, or a special meeting whether or not specifically listed on the agenda of such meeting.

Nothing in this section shall be construed to require any meeting to be closed to the public.

A single resolution calling for a series of closed meetings may be adopted by a School Board quorum when such meetings will involve the same concerns. The vote of each School Board member present shall be recorded in the School Board minutes. The series of closed meetings shall be scheduled within a period no longer than three (3) months from the original closed meeting date.

All final School Board action shall only be taken at an open meeting.

Legal Reference: 5 ILCS 120/2a

Policy Adopted: 03/23/92

Policy Revised: 02/23/04

CONSTRUCTION OF AGENDA/ADVANCE DELIVERY OF MEETING MATERIALS

The Superintendent in consultation with the President shall prepare an agenda for each meeting. Such agenda, together with supporting information, shall be delivered to each Board member at least seventy-two hours prior to each regular or special meeting. Any Board member wishing to include items for the agenda or submit information for dissemination to Board members at any regular meeting, shall provide the Superintendent with such agenda items or information at least ninety-six hours before the Board meeting.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda.

The Board will take final action only on items contained in the posted agenda.

Legal Reference: 5 ILCS 120/2.01, 2.02

Policy Adopted: 03/23/92
Policy Revised: 01/28/13

PUBLIC PARTICIPATION

The School Board shall designate a portion of each School Board meeting which is open to the public to recognize visitors and to provide them with an opportunity to address the School Board. Members of the community who seek this opportunity shall be subject to the following:

1. At the appropriate time as indicated on the agenda and when recognized by the School Board President, such person shall be provided an opportunity to address the Board.
2. The School Board President may deny a person the opportunity to speak for more than three (3) minutes. The President may also deny such opportunity to a person who has previously addressed the Board on the same subject.
3. The portion of the Board meeting dedicated to providing an opportunity to the public to address the Board shall be limited to ten (10) minutes.
4. The School Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board Policy.

Any person may record an open School Board meeting by tape, film or other means. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 2 hours before the meeting. Such requests shall be accommodated to the extent that they are not unduly burdensome and do not disrupt the orderly conducting of the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

Legal Reference: 5 ILCS 120/2.05
5 ILCS 120/2.06
105 ILCS 5/10-16

Policy Adopted: 03/23/92
Policy Revised: 03/28/11

CODE OF CONDUCT

The School Board subscribes to the Code of Conduct of the Illinois Association of School Boards, to wit:

CODE OF CONDUCT FOR MEMBERS OF SCHOOL BOARDS

As a member of my local Board of Education, I shall do my utmost to represent the public interest in education by adhering to the following commitments:

1. I shall represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I shall avoid any conflict of interest or the appearance of impropriety which could result from my position, and shall not use my board membership for personal gain or publicity.
3. I shall recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
4. I shall take no private action that might compromise the board or administration and shall respect the confidentiality of privileged information.
5. I shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

In addition, I shall encourage my Board of Education to pursue the following goals:

1. The development of educational programs which meet the individual needs of every student, regardless of ability, race, creed or social standing.
2. The development of procedures for the regular and systematic evaluation of programs, staff performance, and board operations to ensure progress toward educational and fiscal goals.

3. The development of effective school board policies which provide direction for the operation of the schools and delegate authority to the Superintendent for their administration.
4. The development of systematic communications which ensure that school board, administration, staff, students, and community are fully informed and that the staff understands the community's aspirations for its schools.
5. The development of sound business practices which ensure that every dollar spent produces maximum benefits.

Legal Reference: Code of Conduct adopted by the Illinois Association of School Boards Board of Directors, November 21, 1971

Policy Adopted: 03/23/92
Policy Revised: 04/29/19

BOARD EXPENSES

As permitted by law, the School Board shall reimburse Board Members for actual and necessary expenses incurred through participation in education meetings as approved by the School Board. Expenses shall be reimbursed as follows:

1. Transportation - in accord with current rate for staff members;
2. Fees and registration as required for participation at meetings;
3. Cost of hotel or motel, and
4. Reasonable expenses for meals.

Expenses that are otherwise eligible for an advancement of funds or reimbursement which exceed the maximum allowed under this policy or regulations adopted by the Board due to emergency or other extraordinary circumstances may be advanced or reimbursed upon approval of the Board.

No advancement or reimbursement shall be made for entertainment expenses. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private amusement, unless the entertainment is ancillary to the purpose of the program or event.

In General

- A. Each Board member shall obtain approval of the Board of Education prior to receiving an advancement for or attending any event for which that Board member will be seeking advancement of or reimbursement from School District funds. Requests for advancement of funds or reimbursement must be submitted in accordance with this policy and regulations adopted by the Board in Administrative Procedure 229.00AP-1, *Regulations for the Reimbursement of Travel, Meal, and Lodging Expenses*. Approval of advancement or reimbursement requests are not guaranteed.
- B. The Superintendent or designee shall review all submitted vouchers for compliance with this policy and regulations adopted by the Board. If any voucher's compliance appears uncertain, the Superintendent or designee shall notify the Board President, or Vice-President if the voucher is submitted by the Board President, as well as the Board member who submitted the voucher. If the voucher seeks reimbursement of expenses for travel, meals, or lodging that exceed the maximum allowed under this policy or regulations adopted by the Board, the Board member must also include a written explanation of the emergency or other extraordinary circumstances which resulted in said maximum being exceeded.
- C. No School District funds shall be used (advanced or reimbursed) for expenses of any person not an employee or member of this Board of Education.
- D. School Board member use of School District credit cards, rental cars, or common carriers must be actual and necessary in the transaction of School Board business. Such use shall be documented in accordance with the Sections below entitled Advances and Reimbursement of Expenses.
- E. The Business Office shall assign each Board member a vendor number or name for School District accounting purposes. All expenditures made by each Board member shall be identified on the School District's pertinent financial record by the said vendor number or name. In addition, the Business Office shall post to one general ledger account entitled "Board Travel" all Board expenses incurred under this policy.

- F. Whenever possible, checks for Board member expenditures shall be issued directly to the vendors.
- G. No checks from Imprest Funds shall be issued for Board member expenditures.
- H. All checks issued for Board member expenditures shall be included on the regular listing of bills submitted to the Board of Education for approval.

Advances

In accordance with the provisions of Section 10-22.32 of the School Code, the Board may authorize the advancement to Board members the anticipated actual and necessary expenses incurred in attending meetings sponsored by the county, or regional meetings, the Annual Meeting sponsored by the Illinois Association of School Boards and meetings sponsored by a national organization in the field of public school education.

Such advanced actual and necessary expenses are those reasonably anticipated to be incurred on the days necessary for travel to and from and for attendance at such meetings.

- A. No advance of funds shall occur unless requested in writing, which request shall be approved by the Board prior to the advancement being made, and kept on file by the Business Office.
- B. An advance to a Board member for any one event shall not exceed \$500.00.
- C. Within thirty (30) days after a meeting for which money was advanced to a Board member, such member shall submit for each expenditure exceeding \$25.00 an original receipt or invoice detailing the date incurred, the place, amount expended, parties present and business purpose. For each expenditure of \$25.00 or less, produce an original receipt or invoice, or an itemized accounting detailing the date incurred, amount expended, parties present and business purpose. If the actual reasonable expenses exceed the amount advanced, the member shall be reimbursed for the amount not advanced, up to the maximum reimbursement permitted by Board policy and regulations. If the actual expenses are less than the amount advanced, the member shall refund the excess amount to the Board within 30 days after the meeting.
- D. Failure of a Board member to comply with the accountings, reimbursement, and timelines identified in C. above will result in no further advancements being made to that Board member.

Reimbursement of Expenses

To be reimbursed for expenses incurred in attending a meeting (in addition to the approval required as mentioned above), the Board member must:

- A. Produce for each expenditure exceeding \$25.00 an original receipt or invoice detailing the date incurred, the place, amount expended, parties present and business purpose. For each expenditure of \$25.00 or less produce an original receipt or invoice, or an itemized accounting detailing the date incurred, amount expended, parties present and business purpose.
- B. The production of receipts and accountings to the Business Office detailed above in par. A. shall occur within thirty (30) days of the education meeting. All such documentation will be date stamped upon their submission to the Business Office. No expenses shall be reimbursed for which receipts and accountings are not submitted in accordance with the 30-day timeline.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board Administrative Procedure 229.00 AP-1, *Regulations for the Reimbursement of Travel, Meal, and Lodging Expenses*. Travel expenses include costs for transportation, lodging, meals, and related items.

Legal Reference: 105 ILCS 5/10-22.32
30 ILCS 708/
50 ILCS 150/

Policy Adopted: 03/23/92
Policy Revised: 12/12/16
Policy Revised: 07/27/20

BOARD MEMBER PROTECTION

The School Board has the duty to indemnify and protect the District, members of the School Board, employees, volunteer personnel and student teachers against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the School Board. In no event, however, will the School Board indemnify or pay an employee for any portion of a judgment representing an award of punitive or exemplary damages.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-20.20
Ill.Rev.Stat., ch. 85, par. 2-302

Policy Adopted: 03/23/92

BOARD POLICY DEVELOPMENT

Adoption of new policies or changing of existing policies is the responsibility of the School Board.

Proposals for new policies or changes to existing policies may be initiated by the School Board, any School Board member or by the Superintendent. Citizens of the District, members of the staff or organizations may initiate consideration of policies which shall be processed through regular administrative channels. The proposals shall be made in writing to the Superintendent and shall be placed on the agenda of a regular or special meeting for consideration.

Policies or policy revisions may be adopted at the Board meeting at which they are first introduced, when appropriate for consent agenda because no Board discussion is required, or necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Otherwise, the procedure for adoption, repeal, amendment or revision of policies and rules is as follows:

1. The draft prepared by the Superintendent shall be included in the Board materials which are delivered to Board Members prior to any Board Meeting.
2. At the first meeting of the Board after the Superintendent's draft has been received by the Board Members, a first reading of the draft shall be held, and the Superintendent shall be instructed by the President regarding any changes that need to be made in the draft.
3. At the next regularly scheduled meeting of the Board, a second reading shall be held at which time the policies and rules shall be adopted, repealed, amended, or revised by a majority vote of a quorum of the Board.
4. Copies of policies and rules adopted, amended, or revised shall be distributed to appropriate persons as soon as possible.
5. The Superintendent shall develop appropriate administrative procedures to implement School Board policies in the operation of the School District. These administrative procedures will be submitted to the School Board for its approval

Throughout this policy manual, words importing the masculine or feminine gender shall include all gender neutral/inclusive pronouns, unless the context clearly indicates otherwise.

Legal Reference: 105 ILCS 5/10-20.5

Policy Adopted: 03/23/92

Policy Revised: 07/26/21

SUSPENSION OF POLICIES

School Board policies not established by law or contract may be temporarily suspended by a majority vote of Board Members present at a meeting.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-20.5

Policy Adopted: 03/23/92

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the *Americans with Disabilities Act*;
2. Title IX of the *Education Amendments of 1972*, excluding Title IX sexual harassment complaints governed by policy 233.03, *Title IX Sexual Harassment Grievance Procedure*;
3. Section 504 of the *Rehabilitation Act of 1973*;
4. Title VI of the *Civil Rights Act*, 42 U.S.C. §2000d *et seq.*;
5. *Equal Employment Opportunities Act* (Title VII of the *Civil Rights Act*), 42 U.S.C. §2000e *et seq.*;
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), Illinois Human Rights Act, 775 ILCS 5/, and Title VII of the Civil Rights Act of 1964, 42 USC § 2000e *et seq.* (Title IX sexual harassment complaints are addressed under policy 233.03, *Title IX Sexual Harassment Grievance Procedure*;
7. Bullying, 105 ILCS 5/27-23.7;
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. *Victims' Economic Security and Safety Act*, 820 ILCS 180;
11. *Illinois Equal Pay Act of 2003*, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174;
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff *et seq.*;
15. Employee Credit Privacy Act, 820 ILCS 70/;
16. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29).

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure, if a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g. criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

1. Filing a Complaint

A person (hereinafter "Complainant") who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and revise the complaint according to Board policy 722.02, *Preventing Bullying, Intimidation and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 511.00 *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, ~~or~~ this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, {or by the student if the student is 18 years of age or older}.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

3. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by U.S. mail, first class, as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of the evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

4. Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Mr. Joe Byrne
1200 N. Wolf Road
Northlake, IL 60163
708-449-3350
jbyrne@berkeley87.org

Complaint Managers:

Mrs. LaTesh Travis
1200 N. Wolf Road
Berkeley, IL 60163-1219
(708) 449-3350
ltravis@berkeley87.org

Mr. Joe Byrne
1200 N. Wolf Road
Berkeley, IL 60163-1219
(708) 449-3350
jbyrne@berkeley87.org

LEGAL REF.: *Age Discrimination in Employment Act*, 29 U.S.C. §621 *et seq.*
Americans With Disabilities Act, 42 U.S.C. §12101 *et seq.*
Equal Employment Opportunities Act (Title VII of the *Civil Rights Act*), 42 U.S.C. §2000e *et seq.*
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff *et seq.*
Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*
McKinney Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*
Rehabilitation Act of 1973, 29 U.S.C. §791 *et seq.*
Title VI of the *Civil Rights Act*, 42 U.S.C. §2000d *et seq.*
Title IX of the *Education Amendments*, 20 U.S.C. §1681 *et seq.*

Equal Pay Act of 2003, 820 ILCS 112/
Employee Credit Privacy Act, 820 ILCS 70/.
Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill. Admin. Code Part 280.
Illinois Genetic Information Privacy Act, 410 ILCS 513/,
775 ILCS 5/1-101.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7 and
45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
23 Ill. Admin. Code §§1.240 and 200-40.

Policy Adopted: 11/20/06
Policy Revised: 02/25/08
Policy Revised: 02/28/11
Policy Revised: 03/28/11
Policy Revised: 09/26/11
Policy Revised: 06/25/12
Policy Revised: 02/22/16
Policy Revised: 03/19/18
Policy Revised: 02/24/20
Policy Revised: 08/31/20
Policy Revised: 06/28/21

TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following: A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

1. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
2. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30). Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 613.00, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 611.01, *Student Social and Emotional Development*.

2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Mr. Joe Byrne

Name

1200 N. Wolf Rd.

Address

Berkeley, IL 60163-1219

Email

(708) 449-3350

Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 233.02, *Uniform Grievance Procedure*; 511.00, *Workplace Harassment Prohibited*; 523.00, *Abused and Neglected Child Reporting*; 506.03, *Employee Ethics; Conduct; and Conflict of Interest*; 701.00, *Harassment of Students Prohibited*; 722.02, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 722.05, *Teen Dating Violence Prohibited*; and 722.00, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person’s status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District’s *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant’s* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 233.02, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

Policy Adopted: 08/31/20

Policy Revised: 06/28/21

BOARD MEMBER SERVICES, PRIVILEGES, ORIENTATION, AND RECOGNITION OF SERVICE

On the day following the election of board members, an Orientation and Reference Materials Packet shall be made available to each member, so elected.

Said packet shall contain the materials as outlined below.

Prior to the preparation of said packet by the administration, each newly elected member of the board shall be presented with a copy of this policy for review in an effort to reduce duplication costs for materials which they may already have or do not desire.

The Orientation and Reference Material Package shall consist of the following:

A. School-Community Relationships and General Responsibilities

1. A personal copy of written Board Policies and Administrative Procedures of the District,
2. A personal copy of the most current *Illinois School Code*,
3. Minutes from all of the past year's Board Meetings,
4. A list of Board Member development opportunities throughout the year,
5. An explanation of how Board Meetings are conducted, including parliamentary procedures,
6. A copy of *Robert's Rules of Order* of the edition currently adopted in Board Policies,
7. A written explanation, as defined by Board Policy, of the authority and responsibilities of the Board, the Superintendent, Administrators, and individual Board members,
8. A written explanation, as defined by Board Policy, of how the chain of command works within the District,
9. A written explanation of programs, activities, and interests of education-oriented groups and associations which impact the District, and,
10. An explanation of the District's Public Relations Program, how it is coordinated, and what activities regularly take place.

B. School Finance

1. A copy of the District's current budget with an explanation of the following:
 - a. How, when and by whom it is prepared;
 - b. How educational needs are translated into a dollar- and-cents plan;
 - c. Where the money goes; and,
 - d. How the money is spent.
2. A copy of the District's most recent audit;
3. An explanation of the District's accounting system including its expenditure codes;
4. An explanation of the State of Illinois's funding and how it affects the District;
5. Data on the District per pupil cost and expenditures;
6. An explanation of the assessed valuation and tax structure of the District;
7. A description of the District's student enrollment trends and projections;
8. Data on the existing bond indebtedness of the District and when various debts will expire; and,
9. Information on Federal aid available and how it does or could affect the District's educational program.

C. School Curriculum and Instruction

1. A copy of the District's written statement of educational philosophy.
2. A copy of the District's latest short- and long-range goals, along with the latest needs assessment results,

3. An explanation of curriculum standards required by State Law and implemented by rules of the State Department of Education,
4. Copies of recent evaluations from the State Department of Education,
5. An explanation of the District's overall curriculum program,
6. An explanation of the educational organization of the District including such things as student groupings, departmentalization, team teaching, special programs, etc.,
7. An explanation of how the District's curriculum is coordinated with the secondary schools,
8. Information on standardized testing, recent test results, and the utilization of test results,
9. Documents showing teacher/pupil ratio and median class sizes for the District and for the appropriate subgroupings,
10. An explanation on the District's program for exceptional children: those with higher or lower than normal mentality, impaired sight or hearing, and emotional, neurological or other problems,
11. Data on the ages and condition of textbooks and school equipment,
12. A description of libraries and instructional materials centers in use now or planned for the future, and,
13. A statement of the Board's philosophy regarding extra and co-curricular activities in the future.

D. Administration and Staff

1. A copy of all job descriptions and employment contracts,
2. A current organization chart of the District's management structure,
3. An explanation of recruitment procedures,
4. A copy of staff salary schedules and fringe benefit programs, including data on average and median salaries of teachers and school administrators,
5. Data on staff/administrator ratios,
6. A copy of the District's collective bargaining procedures for administrators, teachers, and support staff,
7. An explanation of the District's evaluation criteria and procedures for administrators, teachers, and support staff,
8. An explanation of the District's orientation program for new teachers, and
9. An explanation of the District's Staff Development Program.

E. School District Facilities

1. A list showing the description, location, and condition of all real estate owned or leased by the District.
2. A description of construction projects contemplated and in progress.
3. A description of the building maintenance program,
4. An explanation of the student transportation system, and,
5. A description of the geographic limits and attendance zones of the District.

A two-drawer file cabinet shall be provided to each Member of the Board upon their first election to the Board. One additional two-drawer file may be requested of the Board by any Member who has need for it.

The School Board shall present a memento of recognition of services rendered during his term to each Board Member who retires from the Board.

Policy Adopted: 03/23/92

BOARD AGENDA AVAILABILITY

The Board publishes its agenda through the Superintendent's Office. The meeting is posted, and the agenda is on view in the District Office on the Friday prior to the Board Meeting.

The Board maintains a list of organizations and news services desiring to have an agenda, and any accompanying public information available, at Board Meetings. These agendas are set aside for pick-up at Board Meetings. Agendas and appropriate materials are available for the general public at the meetings.

The Superintendent shall maintain a mailing list of the names and addresses of persons who request to be on such a list. These persons will be mailed copies of Board agenda, school budgets, audits, and within ten days after approval, a copy of the official Board minutes.

Persons desiring to be on the mailing list shall make such request in writing to the Superintendent at 1200 N. Wolf Road, Berkeley, Illinois, 60163-1219.

The annual subscription fee, which covers the cost of reproduction and mailing of the material, is established at \$50.00 per school year.

The Board reserves the right to amend its agenda for any meeting at any time.

Legal Reference: Ill.Rev.Stat., ch. 122, Section 10-21.6

Policy Adopted: 03/23/92

GIFTS OR DONATIONS TO THE DISTRICT

Appropriate grants, gifts, donations or legacies of cash, personal property or real property may be received by the School District. Appropriate gifts/donations less than \$1,000 in value may be accepted by the Superintendent or designee and reported to the Board of Education. All other proposed gifts shall be presented by the Superintendent to the Board of Education for its consideration and approval. No actions, expenditures or appropriations should be made or taken by the District or a prospective donor with respect to a proposed gift until it has been approved by the Board.

Proposed gifts shall be considered using the following general guidelines:

- whether the Superintendent and appropriate school principal or other administrator were consulted as to the acceptability of the proposed gift;
- whether the proposed gift would require an additional or matching expenditure of District funds, and if so, the anticipated nature, duration and amount of such expenditure;
- whether it is consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board Policy 701.01, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities;
- whether it is viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property;
- the likelihood that the proposed gift could otherwise be acquired or received by the District;

Title to all gifts made to the District shall be vested in the Board, subject to the provisions of applicable law.

Gifts shall be used for the general benefit of the District, unless otherwise specified. The Board has determined as a matter of general policy that it is not possible, practical or prudent to promote and carry into effect an expression of intent that a proposed gift be used for the benefit of a particular District attendance center or facility. Exceptions to this general policy may be made on a case-by-case basis, taking into account such factors as the identity of the donor, the relationship (if any) between the donor and the specified attendance center/facility, the amount of the gift, the total value of all other gifts received by the District, the total value of other gifts used for the benefit of the specified attendance center or facility and the reason for the requested exception.

Policy Adopted: 03/23/92

Policy Revised: 12/13/04

Policy Revised: 02/22/16

Policy Revised: 12/12/16

SOLICITATIONS

In order to prevent any appearance of impropriety and in order to insure the integrity of the educational environment of the schools and the privacy of personal information:

1. School records of names, addresses, telephone numbers or other enrollment or employment information may be used only for necessary school business as directed by the School Board.
2. No teacher, student, non-certified personnel or other persons shall be permitted to make commercial solicitations on school premises at any time without prior express written authorization from the School Board.
3. No commercial or private interest material shall be distributed to teachers, students, non-certified personnel or parents on school premises without prior express written consent of the School Board.
4. Only those materials which are prepared by the school district or organizations directly connected with the school district may be distributed by the schools to teachers, students, non-certified personnel or parents. The exceptions to this policy are the Park and High School Districts that lie wholly or partially within the boundaries of the District and certain non-profit organizations when disseminating information about educational and recreational programs.

All materials that are intended for system-wide distribution, from whatever source, must be approved by the Superintendent or his designee before any principal may accept the material in the school offices.

5. Students, teachers, and non-certified personnel of the schools are to be protected from intrusions on their time during the school day by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the school.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-20.5

Policy Adopted: 03/23/92

VISITS TO THE SCHOOLS

The School Board and staff of the school district welcome members of the community and other interested persons to visit the schools.

The Superintendent is authorized to establish regulations regarding such visitations.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-20.5
Ill.Rev.Stat., ch. 122, par. 24-25

Policy Adopted: 03/23/92

BOARD DIRECTIVES

Board directives are issued to emphasize priority tasks. Directives are to be proposed and voted on at regular or special Board Meetings in a fashion similar to motions and resolutions.

Once acted upon in the affirmative by the Board, the directives will be reduced to writing, signed by the President or designated Board Member, and delivered to the Superintendent.

The Superintendent of Schools shall be responsible for the implementation or initiation of all such directives. In a timely fashion, or as requested by the Board in the directive, the Superintendent shall report to the Board on the progress of the directives. A file of such directives will be maintained in the Superintendent's office with other board matters.

In the event there is insufficient time to act at a Regular or Special Board Meeting, the President or, in his unavailability, the Secretary shall poll the Board on the issue. If there are four concurring Board Members, an administrative directive will be written, signed and delivered to the Superintendent on behalf of the Board.

Policy Adopted: 03/23/92

FLOWERS

The Board shall send a flower arrangement (or comparable memorial) not to exceed an amount established annually by the Board in the case of death of the spouse, parent, child, brother, sister, father-in-law, mother-in-law, or any family member living in the same household of a School Board Member or any District 87 employee.

The Board shall send a flower arrangement (or comparable memorial) not to exceed an amount established annually by the Board in the case of the death of a retired District 87 employee, the spouse of a retiree, or any family member living in the same household with a retired District 87 employee.

The Board shall send flowers or comparable gift not to exceed an amount established annually by the Board in the case of hospitalization or death of any District 87 employee, school board Member, or student.

Policy Adopted: 03/23/92

Policy Revised: 03/28/94

DUTIES/ORGANIZATION

The Board shall determine the policies to guide the decision-making process governing all activities of the schools.

The administration is charged with the responsibility for organizing the staff for effective administration of the schools and for preparing in detail, where applicable, the rules and regulations for implementing the approved policies. If a situation demanding decision is not covered by an existing policy or by regulations, the Superintendent or his designee is empowered to make the decision he deems best, later reporting to the Board.

The general administrative organization of the District shall be the Board as the governing body and with all activities under the direction of the Superintendent of Schools.

Administrators shall provide the appropriate certification for the administrative position held, according to the certification law and rules of the State of Illinois.

Upon initial employment, administrators are required at their own expense to furnish a physician's statement of medical history, health, and fitness to perform teaching responsibilities. The Board may require annual or more frequent physical examinations. If such examinations are required, the Board will assume the cost.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-21.4
Ill.Rev.Stat., ch. 122, par. 27.1 et seq.
Ill.Rev.Stat., ch. 122, par. 24-5

Policy Adopted: 03/23/92

SUPERINTENDENT OF SCHOOLS

Duties and Authority

The School Board directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. This includes formulating and implementing any and all necessary requirements and/or procedures necessary to provide educational services and/or to permit individuals to be on school property during any period of time in which the Governor or the Director of the Illinois Department of Public Health has issued a declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency while any portion of the District area is covered by the disaster area.

The Superintendent's responsibilities include, but are not limited to, the following:

1. Effectively and efficiently manage the District's programs and buildings.
2. Provide educational expertise.
3. Develop and maintain channels for communication between the school and community.
4. Develop an administrative procedures manual implementing School Board policy.
5. Skillfully manage the District's fiscal and business activities.
6. Plan, organize, implement, and evaluate educational programs, and
7. Meet or exceed student performance and academic improvement goals established by the School Board.

The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by School Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications and Appointment

The superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the school board, District employees, students, and the community. The Superintendent shall maintain a valid Professional Educator License with the superintendent endorsement issued by the State Educator Preparation and Licensure Board.

When the office of the Superintendent becomes vacant, the School Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board employs and evaluates the Superintendent and holds him/her responsible for the operation of the District in accordance with Board policies and applicable law.

The School Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the District's policies and the Superintendent's contract. A specific time should be designated for a formal

evaluation session with all School Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, additional schooling, in-service training or similar pursuits.

Compensation and Benefits

The School Board and the Superintendent shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the School Board and the Superintendent.

Legal Reference: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

Policy Adopted: 03/23/92
Policy Revised: 07/24/00
Policy Revised: 02/26/07
Policy Revised: 03/22/10
Policy Revised: 02/28/11
Policy Revised: 12/17/12
Policy Revised: 09/28/15
Policy Revised: 07/27/20
Policy Revised: 02/22/21
Policy Revised: 07/26/21

CHAIN OF AUTHORITY

In the absence of the Superintendent, the authority and responsibility of the office shall pass to the person designated by the Superintendent. If no designation, the authority shall pass to the Assistant Superintendent for Curriculum and Instruction. If that person is unavailable, the authority shall pass to the Assistant Superintendent for Business Services.

Policy Adopted: 03/23/92
Policy Updated 03/25/09

ADMINISTRATIVE PERSONNEL - POSITIONS

One or more Assistant Superintendents and/or Directors may be appointed by the Board as needed. Assistant Superintendents shall be directly responsible to the Superintendent, and their duties shall be specified by him.

All administrative and supervisory positions in the school system shall be established initially by the School Board or by state law.

The Board shall establish the purpose and function of each position in accordance with state laws and regulations.

The Board may delegate to the Superintendent the task of writing a job description for the position. The Superintendent shall maintain a comprehensive, coordinated set of job descriptions for all District staff positions.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-21.1 Employment of Teachers

Policy Adopted: 03/23/92

PRINCIPALS

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. Principals shall have administrative responsibilities and instructional leadership, under the supervision of the Superintendent, and in accordance with all duties prescribed by the *School Code*, the policies, rules and regulations of the Board, and the duties and goals specified in his/her employment contract, for the planning, operation and evaluation of the educational program of the attendance area to which he or she is assigned.

A principal's primary responsibility is in the improvement of instruction. A majority of the time spent by a principal shall be spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Principals shall be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning climate. The Superintendent or designee shall implement a principal and assistant principal evaluation plan that complies with the *School Code* and relevant ISBE rules. Using that plan, the Superintendent or designee shall evaluate each principal and assistant principal in accordance with said plan. The Superintendent or designee may also conduct additional formal or informal evaluations or observations of each principal and assistant principal.

Principals shall utilize resources of proper law enforcement agencies when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol.

Principals shall submit recommendations to the Superintendent concerning the appointment, retention, promotion, and assignment of all personnel assigned to the attendance center.

If a principal is absent due to extended illness or leave of absence, an assistant principal may be assigned as acting principal for a period not to exceed 60 days.

Legal Reference: 105 ILCS 5/10-21, 5/24A-15
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

Policy Adopted: 03/23/92
Policy Revised: 02/26/07
Policy Revised: 09/22/14

PRINCIPAL'S ATTENDANCE AT-OUT OF-STATE CONFERENCES

The Board of Education values principal's attendance at conferences and meetings which are designed to increase their professional skills; add to their knowledge and understanding of teaching, learning, and administration; and assist in maintaining their positive view of the general field of education. This policy was developed to facilitate such attendance, to provide a structure through which administrators may apply for such attendance with full knowledge and understanding of what they may expect in the way of reimbursement, and to give the board control over the process.

ELIGIBILITY:

Each principal is eligible to attend one (1) national conference of an organization of which they are a member every two (2) years as approved by the Superintendent and the Board of Education. In addition, each principal is eligible to attend annually all local and state association meetings approved by the Superintendent as provided in this policy. Under no circumstances will the Board of Education knowingly approve attendance at or reimburse the expenses associated with attendance at a recreational event sponsored by educational organizations or others.

PROVISIONS:

The annual budgetary constraints of the district may place restrictions on the provisions of this policy.

Principals shall be reimbursed for their expenses in conjunction with their attendance at local and state meetings and conferences of professional organizations in which they hold membership, as approved by the Superintendent. Such reimbursement may include meals, registration fees, and mileage. Reimbursement for attendance at national conferences and meetings may include registration fees, meals and banquets, lodging, and transportation.

Payment of registration fees, transportation, banquets, etc., shall be made in advance by the district office upon receipt of appropriate requests and subsequent approval. Cash advances, in an amount not to exceed the per diem allowance, shall be available upon request two (2) weeks prior to the conference or meeting. All reimbursements must be requested on the appropriate form and amounts over TEN DOLLARS (\$10.00) must be supported with receipts. Individuals may be reimbursed for mileage for the use of their personal vehicle providing the round trip mileage does not exceed the round trip single airline coach fare to the destination. Exceptions to this provision may be considered by the Superintendent and the Board of Education upon request.

All principals will prepare a written report on the meetings they have attended which will be shared with other administrators and board members. The purpose of these reports is to allow as many as possible to gain from each attendance. Therefore, the content should focus on topic and content, conclusions, and recommendations for application or implementation in the district.

In the event that meals are to be budgeted rather than prepaid, a THIRTY DOLLAR (\$30.00) per diem amount shall be provided. Individuals may draw their daily meal allowance in advance on the appropriate form and account for such expenditures with receipts after the fact. Any prepaid banquets shall be deducted from the per diem allowance as follows: \$15.00/dinner, \$10.00/lunch, and \$5.00/breakfast.

PROCEDURES:

The Superintendent shall develop a list of procedures and appropriate forms to implement this policy.

PRINCIPAL/ASSISTANT PRINCIPAL RETIREMENT PROCEDURES

In order to ensure an orderly transition in educational leadership positions, principals and assistant principals are required to provide a ninety (90) day advance written notice of intent to retire. The earliest possible notice should be given but, except for emergency situations, no retirement should be effective later than July 1 of each year.

Policy Adopted: 03/23/92

Policy Revised: 10/23/95

CODE OF ETHICS

The Board approves the Statement of Ethics for School Administrators as adopted by the American Association of School Administrators.

The Statement:

An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates and students. To these ends, the administrator subscribes to the following statements of standards.

The educational administrator:

1. Makes the well-being of students the fundamental value of all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the governing Board of Education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.

Legal Reference: AASA Statement of Ethics for School Administrators

Policy Adopted: 0 3/23/92

EVALUATION

The Board will be responsible for conducting an annual evaluation of the Superintendent. The Superintendent shall develop for approval of the School Board and thereafter organize and implement a District-wide program for evaluating the performance of other administrators, in accordance with applicable law.

The Superintendent shall annually present evidence to the Board of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrator Academy Courses, or through other means approved by the Board.

Legal Reference: 105 ILCS 5/10-21.4a
105 ILCS 5/21-7.1
105 ILCS 5/24A-1, 24A-3, 24A-4, and 24A-20
23 Ill. Admin. Code 1.310, 1.705

Policy Adopted: 03/23/92
Policy Revised: 09/26/11

VACATIONS/HOLIDAYS/WORK YEAR

Central Office Administrators shall work twelve months each year with the following exceptions:

All legal school holidays shall be non-working days.

They shall receive paid vacation days as enumerated in their individual contracts. The vacation periods for administrators must be approved by the Superintendent.

Building Principals and Assistant Principals shall work a total of 200 days: the 180 days provided in the Board adopted calendar, plus fifteen (15) days before and five (5) working days after.

Policy Adopted: 03/23/92

Policy Revised: 10/23/95

STATEMENT OF ECONOMIC INTEREST

Administrators holding positions for administrative or chief school business official certificates are required to file annually a "Statement of Economic Interest" as required by the *Illinois Governmental Ethics Act*.

Legal Reference: 5 ILCS 420/4A-101 et seq.

Policy Adopted: 12/18/95

PRESERVATION, RETENTION, AND DESTRUCTION OF RECORDS

The Board of Education acknowledges that it is a corporate and public body governed by the *Local Records Act*, 50 ILCS 205/1 et seq., *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and the *Family Educational Rights and Privacy Act*, 20 U.S.C. §1232g. The Local Records Commission of the Illinois State Archives administers the requirements for the retention and destruction of public records.

No District record, as defined by the *Local Records Act* as a “public record,” shall be destroyed except as provided in this policy.

A “public record” means any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to the law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, operations or other activities of the agency, or because of the informational data contained therein. E-mail and voice mail are transitory methods of communication. E-mail and voice mail are not to be used by the Board or staff members as public records.

No District record shall be destroyed if it is subject to a “litigation hold” in a lawsuit.

A “litigation hold” occurs when a potential or pending lawsuit involving the Board requires the preservation of all records that might be relevant to the lawsuit. Generally, the Board’s attorney notifies the District at the beginning of a legal proceeding and requires that all potentially relevant information, including electronic data such as e-mail, e-documents, tapes, or backup data, to be identified, located, and preserved.

The Superintendent will submit new or revised record retention and destruction lists and schedules to the Local Records Commission for approval. The Superintendent shall designate a District employee as the Records Custodian, who shall have the responsibility to establish and maintain protocols for the categorization, preservation, retention, and destruction of District records.

The protocols for categorizing and preserving District records shall include the following:

1. Develop and maintain a list of all District records organized by categories and sub-categories.
2. Identify and index the location of each category and sub-category of District records.
3. Organize electronic District records and data storage.
4. Authenticate and maintain electronic records in a readable format.
5. Determine the “Official Record Copy”. All other copies of a District record shall be considered “Informational Copies.”
6. Provide for retaining only official records and destroying non-records on a regular basis (e.g., informational copies, blank forms, and personal communications).
7. Develop protocols to implement a litigation hold.

The protocols for retaining and destroying District records shall include the following:

1. Retain temporary and permanent student records as required by the *Illinois School Student Records Act*.
2. Prepare a list of District records that are not needed for current business have no administrative, legal, or fiscal value and obtain approval for their destruction from the Local Records Commission.
3. Establish a Records Retention Schedule for District records and obtain written approval from the Local Records Commission.
4. Establish a time each year to dispose of District records eligible for destruction pursuant to the Records Retention Schedule.
5. Determine whether District records should be reproduced by photography, microphotographic processes, or digitized electronic format so that the original record may be destroyed.
6. Retain District records for the length of time allotted in the Records Retention Schedule.
7. Submit an *Application for Authority to Dispose of Local Records* provided by the Secretary of State of Illinois for approval by the Local Records Commission.
8. Provide the Local Records Commission written notice of the proposed destruction of records and confirm receipt of a Records Disposal Certificate ("Certificate") from the Local Records Commission. After 60 days from issuance of the Certificate, and providing no contrary instruction is received from the Commission, destroy the identified District records.
9. Destroy District records in the natural course of business, pursuant to the Board's Records Retention Schedule, and in compliance with the environmental rules and regulations of the Local Records Commission.
10. Notify the Board and all District staff members of the Records Retention Schedule and that destroying public records prior to the approved date is considered tampering with official records. It is a Class 4 felony to knowingly tamper with records.

The Superintendent shall immediately inform the Records Custodian whenever District records must be preserved because of a litigation hold as defined in this section. Such notice immediately suspends the destruction process of all records that may be relevant to the potential or pending litigation.

The protocols for a litigation hold shall include the following:

1. Notice to the Board and all District staff members to preserve all District records that may be relevant.
2. Designate the staff members responsible for gathering the District records that may be subject to the litigation hold. The Superintendent or his/her designee, upon consultation with the Board's attorney, shall determine which records must be preserved.
3. Identify a location where the District records will be preserved for the duration of the litigation hold.
4. Designate the staff members responsible for implementing the litigation hold on all IT systems and electronic records to ensure they are not deleted or overwritten as part of the natural course of business.
5. Identify how the electronic records will be preserved for the duration of the litigation hold.

Legal Reference: *Freedom of Information Act*, 5 ILCS 140/1 et seq.
 Local Records Act, 50 ILCS 205/1 et seq.
 Illinois School Student Records Act, 105 ILCS 10/1 et seq.
 Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
 Personnel Record Review Act, 820 ILCS 40/1 et seq.
 Federal Rules of Civil Procedure, Rules 16 and 26.
 720 ILCS 5/32-8
 34 C.F.R. §99.1-99.67
 23 IL Admin Code Part 375

Cross Ref.: 713.00 (Maintenance and Release of School Student Records)

Policy Adopted: 09/27/07
Policy Revised: 01/28/13

E-MAIL RETENTION POLICYPurpose

The Board of Education acknowledges that it is a corporate and public body governed by the *Illinois Local Records Act*, *Illinois School Student Records Act*, *Freedom of Information Act*, and the *Family Educational Rights and Privacy Act*. For legal purposes, electronic mail (e-mail), as defined below, is treated in the same manner as a paper document. E-mail may contain information required to be retained in the official records of the School District. Also, in certain circumstances, the District may be legally compelled to disclose e-mail information to parents, government authorities, the public, or in the context of litigation.

This policy sets forth the standards for the retention of e-mail messages sent or received by the Board and District staff members ("users") through the e-mail accounts provided by the District. Any questions related to this policy should be directed to the District's Business Manager.

Definitions

"Electronic mail" or "E-mail" is a computer application system that enables a user to create, file, send and receive messages in electronic form, including but not limited to, text, graphics, pictures, audio, attachments or other information sent or received by a computer application system.

"E-mail account" is the individual user's mode of access to the computer application system that enables the user to create, file, send and receive electronic mail.

"District network" is the system of servers, computers, databases, and other equipment that is owned or leased by the District.

"Informational record copy" for purposes of this Policy is any hard copies, duplicates, electronic copies, carbon copies (cc's), blind carbon copies (bcc's), or any other type of e-mail message that is not the official record copy.

"Litigation hold" for purposes of this Policy is when a potential or pending lawsuit involving the Board requires the preservation of all records that might be relevant to the lawsuit. Generally, the District receives notice at the beginning of a legal proceeding and is required to identify, locate, and preserve all potentially relevant information, including e-mail messages and metadata.

"Metadata" is information describing a set of data contained in an e-mail message, including the date, subject, and recipients of the e-mail message.

"Official record copy" for purposes of this Policy is the e-mail message in which the originator of the e-mail is a District user, or, in which the originator of the e-mail is a non-District individual and was addressed and received in a District user's e-mail account.

"Public record" is any book, paper, map, photograph, digitized electronic material, or other official documentary material regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to the law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, operations or other activities of the agency or because of the informational data contained therein.

"Records custodian" is the District employee designated by the Superintendent who has the responsibility to establish and maintain protocols for the categorization, preservation, retention, and destruction of the District's records.

“Records retention schedule” is a document created and/or approved by the Local Records Commission that sets forth the time period for retaining and disposing of public records.

E-Mail as a “Public Record”

Not all e-mail messages generated or received by District users meet the definition of a “public record.” The District’s e-mail system is intended to be a communication system, not a public record archive system. E-mail messages are transitory methods of communication and are not to be utilized by District users as public records.

An e-mail message is a public record if the e-mail contains significant information relating to the District’s official business and as evidence of its official policies, actions, decisions, or transactions. An e-mail that meets the definition of a public record must be identified and managed as any other document pursuant to the applicable record retention and disposal requirements. Examples of e-mail messages that typically constitute public records are:

- Policies and directives;
- Correspondence related to official business;
- Work schedules and assignments;
- Agendas and meeting minutes;
- Drafts of documents circulated for comments or approval;
- Correspondence that initiates, authorizes, or completes a business transaction; and
- Final reports or recommendations.

An e-mail message that is informational or routine is not a public record. Examples of e-mails messages that typically do not constitute public records are:

- Copies or extracts of documents for convenience or reference;
- Routine administrative matters;
- Informal meeting announcements;
- Blank forms;
- Messages with generic information;
- Junk mail;
- Phone messages; and
- Personal messages unrelated to the District.

An e-mail message concerning a student and by which the student may be individually identified, as defined in the *Illinois School Student Records Act*, is a school student record without regard to whether it meets the definition of a public record.

E-Mail Retention

Because District e-mail is a communication system, e-mail messages should not be retained in the users’ e-mail accounts for an extended period of time. The user of each District e-mail account shall determine whether an e-mail message is a public record.

Non-Record E-mails

Non-record e-mail messages may be deleted at any time when no longer needed by the user. In any event, the user shall delete all non-record e-mail messages within 90 days after receipt of the e-mail messages. The District’s network administrator is authorized to remove any e-mail message retained in the District’s e-mail system that is more than 90 days old.

If a user needs to retain information in an e-mail message for an extended period of time, the e-mail message should either be printed out and filed in an appropriate location or converted to a Word or PDF

document and stored in a file folder on the District network.

Public Record E-mails

E-mails that meet the definition of a public record shall be retained in accordance with the records retention schedule. If an e-mail message that must be retained is not otherwise described in the records retention schedule, it will be retained for one calendar year.

If multiple copies of the public record exist, the user will determine which record is the official record copy. All informational record copies may be disposed of at any time. At no time shall an informational record copy be retained longer than the official record copy.

The user shall not retain public record copies in his or her e-mail account. Within 60 days after receipt of an e-mail message, the user shall transfer the e-mail message to another medium and appropriately file it so that the information may be readily accessible. For all public record copies, the user is responsible for ensuring that the e-mail message's metadata is retained along with the content of the e-mail message.

The following are acceptable methods for retaining e-mail messages:

- a. Print the e-mail message and store the hard copy in the relevant subject matter file as would be done with any other hard copy public record.
- b. Convert the e-mail message into a Word or PDF document and store it in a file folder according to its content on the District's network.
- c. Convert the e-mail message into a microfilm or similar format. The District must comply with the *Local Records Act*, the *Filmed Records Certification Act*, and the *Filmed Records Destruction Act* if this method is used.
- d. Save the e-mail message in the District's electronic document management system.

Student Record E-mails

All school student records must be retained in accordance with the *Illinois School Student Records Act*. Temporary student records must be kept for at least 5 years after the student has transferred, graduated or permanently withdrawn from the District. Permanent student records must be kept for at least 60 years after the student has transferred, graduated or permanently withdrawn from the District. All student records shall be retained using the same methods described above for public record copies.

Litigation Hold

All e-mail messages, without regard to whether they meet the definition of public records, shall be retained when a user receives notice of a litigation hold. The Superintendent or his/her designee shall immediately inform users whenever e-mail messages must be preserved because of a litigation hold. Such notice immediately suspends the deletion of all e-mail messages that may be relevant to the potential or pending litigation. The Superintendent or his/her designee shall designate the District staff members responsible for gathering the e-mail messages that may be subject to the litigation hold.

Public Records Disposal

The District's records custodian is responsible for disposing of the e-mail messages that are public records according to the records retention schedule and pursuant to the requirements of the Illinois Local Records Commission. Please refer to the District's Policy Manual or contact the District's Business Manager (or his/her designee) for information about the records retention schedule for all public records.

No District employee shall destroy e-mail messages that constitute public records prior to the approved date listed in the records retention schedule. Destroying records prior to approval for destruction will be considered tampering with official records. It is a Class 4 felony to knowingly tamper with records (720 ILCS 5/32-8).

Legal References: *Illinois Local Records Act*, 50 ILCS 205/1 et seq.
Illinois School Student Records Act, 105 ILCS 10/1 et seq.
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g
Freedom of Information Act, 5 U.S.C. §552
Health Insurance Portability and Accountability Act of 1996, P. L.104- 191
Personnel Records Review Act, 820 ILCS 40/.01 et seq.

Policy Adopted: 09/24/07

Identity Protection**Treatment of Social Security Numbers**

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or Federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.
5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
 - A. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information, including but not limited to account numbers, and credit or debit card numbers (with any required security codes, access codes, or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
 - B. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.
6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.
7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:
 - A. If the District suffers a breach of more than 250 Illinois residents; or
 - B. When the District provides notice as required in #5, above.
8. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) protected personally identifiable information, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as personally identifiable information (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, sensitive information), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.
 30 ILCS 708/, Grant Accountability and Transparency Act
 50 ILCS 205/3, Local Records Act
 105 ILCS 10/, Illinois School Student Records Act
 2 CFR §200.303(e)

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340
 (Student Records)

Adopted: 09/26/11
Policy Revised: 08/26/13
Policy Revised: 06/26/17
Policy Revised: 02/24/20

PERMISSIBLE USE OF DISTRICT TECHNOLOGY

Electronic networks, including the internet, are a part of the District's instructional program. Use of the District's electronic network allows students and staff potential access to electronic mail communication and other forms of electronic communication; to information via the World-Wide Web and other information networks; and to various research sources. The District's network is part of the District 87 curriculum and is not a public forum for general use. Employees shall not load onto the District's electronic network or Internet any student work by which the student may reasonably be identified or District 87 work product (as defined in administrative procedures) without prior approval of the originator, his/her designee, or a school administrator.

The term *electronic networks* includes all technology resources provided by the District, which may include but are not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Board of Education denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the District's electronic network. Further, the Board denies responsibility for any information or data that may be lost, damaged, altered or unavailable when using District technology or the District's electronic network. Employees and students shall be solely responsible for any unauthorized charges or fees resulting from their access to the Internet.

Authorized use of the School District's electronic network and the Internet shall be governed by administrative procedures developed by the Superintendent.

A. General

1. Authorized personnel may use District-owned or leased technology (e.g., computers, laptops, tablets, smartphones, and other similar electronic devices) to access the District's electronic network and the Internet for activities related to the school curriculum and co-curricular activities sponsored by the District, for research consistent with the District's educational objectives, and for other administrative tasks. Students may use District technology for activities related to the school curriculum, co-curricular activities sponsored by the District, and for research consistent with the District's educational objectives.
2. Personnel shall not load onto the District's electronic network or Internet District 87 work product without prior approval from the originator, his/her designee, or a school administrator. Students shall not load District 87 work product onto the District's electronic network or Internet without prior approval from a teacher or school administrator. Examples of materials constituting District 87 work product include, but are not limited to: District 87 curriculum, District 87 test or examination materials, Department Guidelines and/or Procedures, Parent/Student Handbooks, Personnel Handbooks, District 87 publications and brochures, school newspaper, school yearbook, District 87 policies and administrative regulations/procedures, and information published on the District's Web site.
3. Personnel shall at all times maintain the confidentiality of student information regardless of how the information is transmitted or received. Additionally, confidential student information should not be loaded onto the District's electronic network where unauthorized access to

such information may be obtained. Student work by which the student may reasonably be identified shall not be loaded into the District's electronic network or "published" on the Internet without prior written consent from the originator, his/her designee, or a school administrator.

4. As a condition of being allowed access to the Internet and the District's electronic communications through use of District technology, personnel and students shall consent to monitoring and inspection by school administration of personnel and students use of District technology including any and all electronic communications made or attempted to be made or received by personnel or students and all materials accessed, uploaded, installed, downloaded or transmitted by personnel and students.
5. Students and staff should have no expectation that any information transmitted on the District's electronic network or stored on District 87 technology is or will remain private.
6. Personnel and students shall not install, upload, or download software without school authorization.
7. Personnel and students shall not use District technology for any illegal activities, including, but not limited to "hacking", copyright and license violations, and unauthorized access to or unauthorized use of databases.
8. Because it is impractical for the District to monitor its electronic network or District's technology for improper or illegal activity at all times, employees and students shall be solely responsible for any improper or illegal activity and/or transaction resulting from their use of same. The School District does not condone, authorize, or approve of use of its electronic network or District technology for any activity which is not related to the school curriculum or co-curricular activities sponsored by the District.
9. Personnel and students shall not use the District's electronic network or District technology for personal financial or commercial gain.
10. Use of the District's electronic communication systems, network, and access to and use of the Internet on District technology is a privilege, not a right. Staff members and students who abuse the privilege by engaging in the conduct prohibited in these procedures may lose the privilege and may be denied access to the network, Internet, and/or the District's electronic mail communication.

B. Internet Safety and Appropriate Online Behavior

1. As required by federal law and Board policy, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response.
2. Technology and the Internet is constantly changing and evolving. Due to the complexities of technology and the Internet, it is impossible to control access to all content, and a user may encounter inappropriate material. The District shall use its best efforts to ensure that technology protection measures are in place for District technology that connects to the District's electronic network. This includes but is not limited to device(s) that block or filter Internet access to visual depictions that are obscene, pornographic, child pornography, or harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such device(s). The Superintendent or designee shall include measures in this policy's implementation plan to address the following:
 - a. Staff supervision of student access to online electronic networks,
 - b. student access to inappropriate matter as well as restricting access to harmful materials,

- c. Student and staff privacy, safety, and security when using electronic communications,
- d. Unauthorized access, including "hacking" and other unlawful activities, and
- e. Unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

C. Use of Electronic Communication

1. The District's electronic network and electronic communication systems shall be used for educational or work purposes only. Personnel and students shall not be allowed to use the District's electronic network or electronic communication systems for anonymous messages or communications unrelated to the school program. Personnel and students shall not use the District's electronic network or electronic communication systems to create, communicate, repeat, or otherwise convey any message or information which is illegal, indecent, obscene, harmful to minors, defamatory, likely to constitute harassment of another staff member, student, or any other individual, likely to cause disruption in the schools, or is otherwise inconsistent with the District's curriculum and educational mission.
2. Staff members and students shall respect the privacy rights of others and shall not attempt to access any electronic communications not directed to them or intended to be received by them.

D. Consequences of Improper or Prohibited Use of District Electronic Network or District Technology

1. Improper or prohibited use of the District's electronic network or District technology by District personnel will result in discipline up to and including dismissal. Criminal conduct will be referred to law enforcement authorities.
2. Improper or prohibited use of the District's electronic network or District technology by students will result in discipline up to and including expulsion. Criminal conduct will be referred to law enforcement authorities.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l)
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
47 C.F.R. Part 54, Subpart F
Universal Service Support for Schools and Libraries
720 ILCS 135/0.01

Policy Adopted: 06/25/01
Policy Revised and Number Changed: 09/26/11
Policy Revised: 12/17/12
Policy Revised: 05/18/15
Policy Revised: 07/26/21

FISCAL YEAR

The fiscal year shall be from July 1 through June 30.

Legal References: Ill.Rev.Stat., ch. 122, par. 17-1

Policy Adopted: 03/23/92

TOWNSHIP TREASURER

The Township School Treasurer is appointed by the Township School Trustees.

The Treasurer shall be the only lawful custodian of all school funds and shall demand receipt for and safely keep according to law, all bonds, mortgages, notes, monies, effects, books and papers belonging to the District which he/she serves as Treasurer.

The Treasurer shall be responsible for all receipts, disbursements, and investments arising out of the operation of all the Districts being served by such Treasurer.

The Treasurer shall keep a complete record of all District financial transactions including distribution of receipts to, and expenditures from, the proper district funds.

The Treasurer shall keep accounts in the manner directed by the State Board of Education, the Regional Superintendent of Schools and the Township School Trustees.

The Treasurer shall pay all lawful orders issued by the Board.

The Treasurer shall maintain cash balances, by fund, for the District and shall reconcile such balances with the respective cash balances. The Treasurer shall furnish to the School Board a monthly reconciliation. The Treasurer shall comply with any lawful demand the Trustees or School Board, as the case may be, may make as to the verification of any balances reported.

The Treasurer shall publish annually a financial and statistical report for the District according to regulations of the State Board of Education and as approved by the Regional Superintendent of Schools.

The Treasurer shall prepare and forward the Local Education Agency Annual Financial Report to the State Board of Education and to the Regional Superintendent of Schools.

The Treasurer shall record the earnings derived from the investment of District funds.

Legal Reference: Ill.Rev.Stat., ch. 122, pars. 8-1 et. seq.

Policy Adopted: 03/23/92

INVESTMENT POLICY

The District's financial assets are defined as money held in funds which are accounted for in the District's annual financial report. This investment policy applies to all financial assets of the District, including all current operating funds, any other funds which may be created from time to time and interest earned from those funds. All transactions involving the District's financial assets shall be administered in accordance with the provisions of this policy.

I.Objectives

The primary objectives of this policy, in priority of order, are as follows:

- Safety of Principal: Safety of principal is the fore-most objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the District's overall portfolio. The objective will be to mitigate credit risk and interest rate risk. As such, only appropriate investments will be purchased, and insurance or collateral may be required to ensure the return of capital.
- Liquidity of Funds: The District's investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements as they come due.
- Return on Investments: The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles taking into account the risk restraints, cash flow characteristics, and legal restrictions on investments applicable to a public agency. Return on investment is of secondary importance to the safety and liquidity concerns discussed above.

II. Standard of Care

The standard of care to be used by District officials and employees in investing District funds and managing the District portfolio shall be the "prudent person" standard. District officials and employees who act in accordance with written procedures developed by the District's Financial Officer and this policy, and who exercise due diligence, shall be relieved of personal responsibility for an individual investment's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of investments are carried out in accordance with this policy.

Investments shall be made with the judgment and care, under the circumstances prevailing at the time, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

III. Ethics and Conflicts of Interest

District officials and all District employees involved in the investment program shall refrain from any personal business activity that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. Officials and employees shall disclose any material interests in financial institutions with which they conduct District business. They shall also disclose any personal financial/ investment positions that could be related to the performance of the District's investment portfolio. Officials and employees shall refrain from undertaking personal investment transactions with the same individual with whom any District financial or investment business is conducted.

IV. Designation of Investment Officer

The District's Business Manager, Township Treasurer, or other designation, is designated as the Investment Officer and is authorized to manage and operate the District's investment program. The Investment Officer is authorized to purchase and sell investments at market rates, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required to effect the objectives of this Policy and all relevant Administrative Procedures, including, but not limited to wire transfer agreements, depository agreements, safekeeping agreements, and custody agreements. The Investment Officer shall act in accordance with this policy when conducting investment activities. The Investment Officer shall be responsible for all District investment transactions undertaken and shall establish written procedures and a system of internal controls to regulate the activities of subordinate employees.

The Financial Officer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit provided that these people meet the requirements of this policy.

The Investment Officer is responsible for drafting agreements necessary to fulfill his or her responsibilities under this policy. The Investment Officer may solicit the input of the District's legal counsel and auditors to ensure proper drafting of agreements including, but not limited to, wire transfer agreements, depository agreements, safekeeping agreements, and custody agreements.

V. Written Procedures to be Established by the Investment Officer

The Investment Officer shall establish and enforce internal controls and written procedures for the operation of the District's investment program. The internal controls and written operational procedures will be designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District.

The internal controls shall include an annual independent review by an external auditor to ensure compliance with this policy and the written procedures. The internal controls shall also address the following:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate employees
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

The written operational procedures shall include explicit delegation of authority to, and designation of, persons responsible for investment transactions, including, but not limited to, check signing, check reconciliation, deposits, bond payments, report preparation, and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy.

VI. Authorized Financial Institutions and Dealers

- A. Qualified Financial Institutions for Maintaining District Funds. Financial institutions selected to maintain District funds shall provide normal banking services, including, but not limited to: checking accounts, wire transfers, and safekeeping. District funds will not be maintained in any financial institution that is not a member of the FDIC system. In

addition, District funds will not be maintained in any institution not willing or capable of posting required collateral, or purchasing private insurance for funds in excess of FDIC insurable limits.

To qualify as a depository for District funds, a financial institution must furnish the Investment Officer with copies of the latest two statements of resources and liabilities which it is required to furnish to the Commissioner of Banks and Real Estate, or to the Comptroller of Currency. All institutions must continue to furnish such statements to the Investment Officer within forty-five (45) days of the end of each fiscal quarter as long as District funds are deposited with them.

All financial institutions acting as depositories for District funds must enter into a "Depository Agreement".

In order to be eligible to hold District funds in certificates of deposit, a financial institution must:

- Provide wire transfer and certificate of deposit safekeeping services, and
- Hold membership in the FDIC system and be willing and capable of posting required collateral for funds in excess of FDIC or insurable limits.

The above eligibility requirements to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

Fees for banking services shall be mutually agreed to by an authorized representative of the depository financial institution and the Investment Officer on an annual basis. Fees for such services shall be verified by a monthly account analysis.

B. Qualified Financial Institutions and Dealers for Investment. All financial institutions, brokers, dealers, intermediaries, and advisers with whom the District's funds are invested shall be qualified prior to the transfer of any funds. Brokers and dealers include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). All financial institutions, brokers, and dealers who desire to become qualified for District investment transactions must supply the following as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read, understood, and agreed to the District's investment policy.

The Investment Officer may desire to deposit funds with or invest in instruments offered by minority or community financial institutions from time to time. Such deposits or investments may be made after a waiver of the foregoing criteria has been obtained from the Board of Education. When deciding whether to deposit funds with or invest in instruments offered by such financial institutions, the Investment Officer and the Board may consider the financial institution's record and current level of financial commitment to its local community, including such factors as current and historical ratings, if any are publicly available, that the financial institution has received under the federal *Community Reinvestment Act of 1997*; changes in the institution's ownership, management,

policies or practices that may affect its level of commitment to its community; the financial impact that the withdrawal or denial of District deposits might have on the financial institution; the financial impact to the District that might result from its withdrawal or refusal to deposit public funds with the financial institution; and, any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

VII. Investment Instruments

A. Authorized Investments. District funds may be invested in any type of security as permitted by Sections 2 through 6 of *The Public Funds Investment Act*, 30 ILCS 235/2 *et seq.* as amended from time to time, or any other applicable law. All investments shall be executed by delivery vs. payment method where applicable to ensure that investments are deposited in an eligible financial institution prior to the release of funds. All investments shall mature or be redeemable on a date prior to the time when it is reasonably anticipated that the funds will be required to be expended. Investments made with banks or savings and loan associations may be made with only those that are insured by the Federal Deposit Insurance Corporation.

All investments shall be executed by delivery vs. payment method where applicable to ensure that investments are deposited in an eligible financial institution prior to the release of funds. All investments shall mature or be redeemable on a date prior to the time when it is reasonably anticipated that the funds will be required to be expended. Investments made with banks or savings and loan associations may be made with only those that are insured by the Federal Deposit Insurance Corporation.

B. Prohibited Investments. Except for deposits or financial services with a local bank or savings and loan in which the Investment Officer is a director, officer, employee, or holder of less than 7.5% of the total ownership interest, and which are not allowed under the Public Officers Prohibited Practice Act, the Investment Officer shall not:

- Have any direct or indirect interest in any investments in which the District is authorized to invest;
- Have any direct or indirect interest in the sellers, sponsors, or managers of those investments; and
- Receive, in any manner, compensation of any kind from any investments in which the District is authorized to invest.

VIII. Investment Procedures

A. Diversification. The District shall diversify its investment portfolio. Investments shall be diversified to minimize risk of loss resulting from over-concentration in a particular type of security, risk factor, issuer, or maturity. Diversification strategies shall be determined and revised periodically, as needed, by the Investment Officer, to meet the District's needs for safety, liquidity, and rate of return.

Because of the inherent difficulty in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as Public Treasurers' Investment Pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

B. Designation of District as Payee and Designation of the Appropriate Fund. The District shall be designated as the payee whenever investments which are issuable to a designated payee or to the order of a designated payee are purchased with District funds. Such investments shall also include the name of the fund from which money was taken to purchase them. Any securities

that are registerable as to principal or interest shall be registered in the District's name and in the name of the fund from which money was taken to purchase them.

All investments shall be credited to, and considered a part of, the fund from which money was taken to purchase them. All payments of principal, interest, or otherwise shall be made to the District only and shall be credited to the appropriate fund.

C. Collateralization

1. Deposits in excess of FDIC insurable limits must be secured by some form of collateral or private insurance to protect public deposits in the event of default or failure of the financial institution holding the funds. Eligible collateral instruments are as follows:

- U.S. Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- Mortgages
- Letters of credit issued by a Federal Home Bank
- Loans covered by the State guarantee
- Illinois Farm Development Act
- Other investment instruments authorized by law.

2. Third party safekeeping is required for all collateral. Safekeeping of collateral must be documented by an approved written agreement, which may be in the form of a safekeeping agreement. The collateral instruments may be held at the following locations:

- A Federal Reserve Bank or its branch office
- At another custodial facility in a trust or safekeeping department through book-entry
- By an escrow agent of the pledging institution
- By the trust department of the issuing bank

Safekeeping shall be documented by an approved written agreement, which may be in the form of a safekeeping agreement, escrow agreement, or custody agreement.

Substitution or exchange of collateral instruments held in safekeeping for the District may be approved only by the Investment Officer, provided the market value of the replacement collateral instruments is equal to or greater than the market value of the collateral instruments being replaced.

D. Sustainability. The Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

IX. Safekeeping of Securities

Third party safekeeping is required for all securities and commercial paper purchased with District funds. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3 Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I. These instruments may be held at the following locations:

- A Federal Reserve Bank or its branch office
- At another custodial facility in a trust or safekeeping department
- By an escrow agent of the pledging institution
- In an insured account at a primary reporting dealer

Safekeeping shall be documented by an approved written agreement, which may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement. Original certificates of deposit will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

X. Sale of Investments

Any District investment may be sold at any time after maturity for no less than the current market price. Investments shall not be sold prior to maturity except under the following situations:

- An investment with declining value or credit may be sold early to minimize loss of principal.
- An investment swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the investment be sold.

XI. Reporting

The Investment Officer shall prepare and present to the Board of Education an investment report on a quarterly basis. The investment report shall include a summary that provides an analysis of the status of the current investment portfolio and transactions made since the last report. The report shall include:

- A listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of investments, over a one-year duration, that are not intended to be held until maturity.
- Average weighted yield to maturity of the portfolio investments as compared to applicable benchmarks.
- Percentage of the total portfolio which each type of investment represents.
- The market value of the portfolio shall be calculated at least quarterly and included with the investment report.

XII. Policy Considerations

- A. Exempt Investments. Any investment of District funds held at the time this policy is approved and which does not conform to the requirements contained herein shall be exempt from those requirements. The funds represented by any such investments shall be reinvested upon maturity or liquidation only as provided herein.
- B. Amendments. This policy shall be reviewed from time to time by the Investment Officer and the Board of Education, or any subcommittee thereof. Any recommended changes shall be reported to the Board of Education for full Board approval.

Legal Reference: 30ILCS 235/2.5(a)(5).
The Public Funds Investment Act, 30 ILCS 235.
Illinois Sustainable Investing Act. 30 ILCS238/

Policy Adopted: 06/28/99
Policy Revised: 04/24/00
Policy Revised: 01/22/01
Policy Revised: 02/28/05
Policy Revised: 02/24/20

BUDGET

The Assistant Superintendent for Business Services, in consultation with the Superintendent, shall prepare and present the tentative budget to the Board at a regularly scheduled Board Meeting. The tentative budget will consist of an administrative budget, reflecting Board decisions pertaining to all areas of operation, and a program budget, showing salaries and expenses of specific programs. To the extent possible, the tentative budget shall be balanced (as defined by the State Board of Education); if required, the Superintendent or designee shall also complete a tentative deficit reduction plan. The tentative budget shall also meet all statutory requirements and the chart of accounts as prescribed in the most recent edition of the Illinois Program Accounting Manual.

At the meeting at which the Assistant Superintendent for Business Services presents the tentative budget, the Board shall set:

1. the date, place, and time for a public hearing on the proposed budget;
2. the date, place, and time for the proposed budget to be available to the public for inspection.

The Board shall authorize the Board Secretary to publish a notice in a local newspaper stating the date, place, and time of the availability of the proposed budget for public inspection and the public hearing on the proposed budget.

The proposed budget shall be available for public inspection at least 30 days following the publication advising of its availability prior to the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public invited to comment, question, or advise on the budget.

The budget shall be adopted at a Board meeting following the conclusion of the public hearing on or before September 30 each year. To the extent possible, the adopted budget shall be balanced (as defined by the State Board of Education); if required, the Superintendent or designee shall also complete an adopted deficit reduction plan.

The budget shall be filed with the County Clerk and the State Board of Education within thirty (30) days of adoption.

Legal Reference: 105 ILCS 5/17-1
 35 ILCS 205/162

Policy Adopted: 03/23/92
Policy Revised: 02/26/07
Policy Updated: 03/25/09

FEDERAL PROGRAMS

All federally funded projects shall be administered in the District in conformity with the provisions of applicable federal and State law.

The District shall, as necessary, establish and maintain procedures to insure that there exists an equivalence among the attendance centers of the District in the assignment of instructional aides, teachers, administrators, and auxiliary personnel, as well as in the allocation and distribution of curricular materials and supplies, purchased with federal funds, used to supplement and not supplant materials purchased through non-federal sources.

Provisions and procedures shall be established and implemented as necessary to insure the equitable participation and benefit of children and teachers in private, nonprofit schools located within the District, with the assurance of equivalence within that school remaining the responsibility of the participating school.

These procedures shall be program specific so as to accomplish the requirements for the equivalence of the specific federally funded project approved in the District, where that requirement exists, and allowing for variance based upon reasonably identifiable differences which exist among academic discipline and grade levels, and the needs assessment accomplished in the preparation and submission of the application for that federal program.

The District shall from time to time, as necessary, conduct a needs assessment of students, instructional programs, instructional materials, supplies, and equipment, staff development, improvement of instruction, and other needs, so as to identify priorities and to design, plan, and implement a program to best address those needs.

The needs assessment process shall include those individuals directly affected by the proposed project and those individuals with a global perspective of the total educational program offerings and needs of the District.

Parents, teachers, administrators, and board members shall be included, in varying degrees, in the design, planning, and implementation of federally funded projects. The scope of the project and the allocation of resources shall be within the parameters prescribed by statute, and rules and regulations, and the collaborative efforts of the participants.

Policy Adopted: 03/23/92

Policy Revised: 02/23/04

TAX LEVY

On or before the last Tuesday in December, the District's Certificate of Tax Levy, together with supporting resolutions, shall be filed with the County Clerk. The Certificate shall list the amount of property tax money to be allotted to each fund in the budget.

When the District proposes to increase its aggregate levy to more than 105 percent of its prior year's extension, exclusive of bond and interest, public building commission lease levies, and election costs, it must comply with the provisions of the Truth-In-Taxation Act.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 17-11 (1983)
Ill.Rev.Stat., ch. 120, pars. 861, et seq.

Policy Adopted: 03/23/92
Policy Updated 03/25/09

REPORTING TO THE BOARD OF EDUCATION

The Assistant Superintendent for Business Services shall provide the Board with monthly statements showing the financial condition of the District as of the last day of the preceding month and such other financial reports and data as it deems appropriate.

The Board shall receive monthly statements showing revenues received, disbursements by fund categories and fund balances.

Policy Adopted: 03/23/92
Policy Updated 03/25/09

ACCOUNTING SYSTEM

The accounting system and procedures for the District shall conform to all requirements of *The School Code of Illinois* and all regulations of the Illinois State Board of Education.

Reporting formats used for the Annual Financial Report will be consistent with the *Illinois Program Accounting Manual for Local Educational Agencies*.

Reference: 105 ILCS 5/2-3.27, 2-3.28, 3-7, 3-15.1, 5-22, 10-21.4,
10-20.19, 10-22.8, 17-1 et seq.

Policy Adopted: 03/23/92

Policy Revised: 03/19/18

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended in the General Fund is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance. In all other funds (Special Revenue, Debt Service, Capital Projects), assigned fund balance will be spent first, followed by committed fund balance, and then restricted fund balance.

Fund Balance of the District may be committed for a specific source by formal action of the Berkeley School District 87 Board of Education. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board of Education.

When it is appropriate for fund balance to be assigned in any fund, the Board delegates such authority to the Superintendent or the Superintendent's designee.

REF.: GASB Accounting Standard No. 54

Policy Adopted: 12/12/11

IMPREST FUND

A District Imprest account shall be maintained in a local bank and shall be established in the amount of \$7,500 at the beginning of each fiscal year by the Superintendent or designee in accordance with the requirements set forth in Policy 421.00, *Payment Procedures*.

Payment by check may be authorized by the Administration for those expenditures for which it is expedient or necessary to pay without delay required in processing ordinary bills, provided that such expenditures do not exceed \$7,500. The Administration must be provided pre-approved documentation prior to authorizing the expenditure. Authorization to sign checks drawn on this account shall be given to the Superintendent, Assistant Superintendent for Business Services, Assistant Superintendent, Board President, and Board Vice President. Each check written shall include the expense account code or other sufficient description to allow assignment of a correct code.

The total of all checks written since the last reimbursement plus the bank balance for the checking account shall equal the amount set aside for the imprest fund. The imprest fund shall be reimbursed with the monthly bills. A listing of imprest checks issued, identifying the check number, amount, vendor, account charged, and the purpose shall be presented to the Board for final approval.

Reference: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill. Admin. Code §100.70.

Policy Adopted: 03/23/92
Policy Revised: 09/22/08
Policy Revised: 09/28/15

PETTY CASH

The Superintendent or designee, with the approval of the Board, may create and maintain petty cash funds in accordance with the requirements set forth in Policy 421.00, *Payment Procedures*. The Superintendent or designee shall be responsible for ensuring that the administration of such funds is in compliance with the Section 5/10-20.19 of the *School Code* and all other applicable statutes.

Reference: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill. Admin. Code §100.70.

Policy Adopted: 03/23/92
Policy Revised: 09/22/08

STUDENT FUND-RAISING ACTIVITIES, STUDENT ACTIVITY FUNDS, AND FIDUCIARY FUNDS

The Board maintains responsibility for the student activity funds and annually shall appoint the Assistant Superintendent for Business Services the custodian of these funds. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. The custodian of the funds shall be bonded in accordance with the provisions of *The School Code of Illinois* and its implementing regulations, as amended.

The custodian shall have all the responsibilities listed in the Illinois State Board of Education rules for student activity funds, including the authority to make loans between student activity funds. The Administration shall make such other rules and procedures for the conduct, operation, and maintenance of student activity funds, and for the safeguarding, accounting and audit of such funds as it determines are reasonable or necessary. The custodian shall keep all monies on deposit in a designated depository and maintain liability accounts to show ownership of the cash in the bank. Each student activity receiving money from whatever source must deposit the money with the custodian and obtain a signed receipt.

On a monthly basis, the Superintendent or his designee shall report to the Board amounts received and disbursed and the amount of cash on hand in each activity. Student activity funds will be used, to the greatest extent possible, for their designated purpose.

At the end of the fiscal year all balances will be carried over to the next fiscal year by each activity. An account containing student activity funds that is inactive for twelve consecutive months shall be closed and its funds transferred to another student activity fund with a similar purpose.

Investments of the student activity funds shall be made in accordance with law.

Only School District – sponsored organizations or organizations recognized by the Board may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities.

All student fund-raising activities shall be voluntary and shall not conflict with School District instructional activities or programs. All fund-raising activities shall be for the purpose of supporting the organization's purposes or activities, or the educational experiences of School District students generally. Door-to-door solicitations are prohibited.

A School District staff member shall supervise all School District–sponsored student organizations.

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

Legal Reference: 105 ILCS 5/8-2 and 5/10-20.19.
23 Ill. Admin. Code §100.20, §100.80, and §100.85.

Policy Adopted: 03/23/92
Policy Revised: 10/24/05
09/22/08
02/22/21

MONIES IN SCHOOL BUILDINGS

Monies collected by school district employees and by student treasurers shall be receipted and accounted for and made ready for deposit as soon as possible.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables. In no event shall more than \$100.00 be kept in school safes.

Money shall be delivered from any school to the Assistant Superintendent for Business Services by the principal or the principal's administrative assistant.

The Assistant Superintendent for Business Services (or his designee) has the responsibility to make bank deposits for the school district.

Policy Adopted: 03/23/92
Policy Updated 03/25/09

INTERFUND LOANS

The School Board may authorize the Township Treasurer to make interfund loans between the following funds:

<u>FROM</u>	<u>TO</u>
Educational Fund	Operations and Maintenance Transportation
Operations and Maintenance	Educational Fund Transportation
Transportation	Educational Fund Operations and Maintenance
Working Cash Fund	Educational Fund Transportation Operations and Maintenance

The School Board shall direct the Township Treasurer to retransfer and repay the loan to the proper fund within one (1) year except Working Cash Fund loans which shall be repaid upon collection of the taxes in anticipation of which the loan was made.

The School Board by resolution may abolish its Working Cash Fund and transfer any balance to the Educational Fund at the end of the fiscal year. Outstanding interfund loans from the Working Cash Fund and uncollected Working Cash Fund taxes shall be paid to the Educational Fund at the end of the fiscal year.

Legal Reference: III.Rev.Stat., ch. 122, par. 10-22.33
III.Rev.Stat., ch. 122, pars. 20-1 et seq.

Policy Adopted: 03/23/92

INTRA-FUND TRANSFERS

Transfers between line items within any budget fund shall be made only with Board approval.

The Board may from time to time make transfers between the various items in any fund not exceeding in the aggregate ten (10) percent of the total of such fund as set forth in the budget. If the aggregate exceeds the ten (10) percent, the Board shall amend said budget by the same procedure as provided for its original adoption.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 17-1

Policy Adopted: 03/23/92

INTEREST INCOME

Interest earned from any monies of the District may be transferred into the respective fund of the District that is most in need of such interest income, as determined by the School Board.

Interest earned which has been earmarked or restricted by the School Board for a designated purpose may not be transferred.

Interest earned on any funds for purposes of Illinois Municipal Retirement under the Pension Code, Tort Immunity under the Local Governmental and Governmental Employees Tort Immunity Act, Fire Prevention, Safety and Environmental and Energy under Section 17-2.11 and Capital Improvements under Section 17-2.3 may not be transferred.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-22.44

Policy Adopted: 03/23/92

TEXTBOOK FEES/CONSUMABLE SUPPLY FEES

School districts may purchase textbooks and/or consumable supplies for use by the students. Accordingly, the District will charge a textbook rental fee and/or a consumable supply fee for all grades. The amount of this fee will be set annually by the Board. The Assistant Superintendent for Business Services shall be responsible for the development, implementation, and maintenance of appropriate and uniform collection procedures.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-22.25

Policy Adopted: 03/23/92

Policy Updated 03/25/09

WAIVER OF FEES

In fulfilling the duties of a Board of Education it is recognized that there are situations in which a parent or guardian cannot pay for books and fees in order to send their children to school.

In recognition of this problem, the Board of Education will waive book and fee costs, when requested by the responsible parent or guardian, if the family qualifies financially under the guidelines established for free lunch under the National School Lunch program, as promulgated by the Illinois State Board of Education. The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s). The Superintendent or his/her designee may also waive fees where there is a very significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood or storm damage.

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.

For the purposes of this policy "school fees" or "fees" means any monetary charge collected by the District from a student or the parents or guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the District. The District does not impose a "fee" when it requires that a student provide his or her own ordinary supplies or materials (e.g., pencil, paper, notebooks, gym uniforms), which are necessary to participate in any curricular or extracurricular program.

"School fees" include, but are not limited to, the following:

- A. All charges for required textbooks, including instructional materials, laboratory fees, and workbooks.
- B. All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment).
- C. Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences.)
- D. Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- E. Charges to participate in an extracurricular activity.
- F. Charges for supplies required for a particular class (e.g., shop or home management materials; laboratory, art, or computer supplies.)
- G. Graduation fees (e.g., caps, gowns).
- H. School records fees.
- I. School health services fees.

"School fees" do not include:

- A. Library fines and other charges made for the loss, misuse, or destruction of school property.
- B. Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items.
- C. Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club, or a class trip).
- D. Charges for admission to school dances, athletic events or other social events.
- E. Optional community service programs for which fees are charged (e.g., preschool, before- and after-school child care, recreation programs).

The first bill or notice sent to parents who owe fees shall state:

- A. The District waives fees for persons unable to afford them, in accordance with its policy; and
- B. The procedure for applying for a fee waiver, or the name, address, and telephone number of the person to contact for information concerning a fee waiver.

In order to assure that families are given a fair, adequate consideration of their eligibility for waiver of fees under this policy, an appeal process will be established.

The Assistant Superintendent for Business Services will be the District official responsible for reviewing the income data supplied (on forms available for this purpose) to qualify for the program. The data may be verified during the school year to determine if the family's income status has changed. Anyone failing to supply the data as requested will be terminated from the program and requested to pay for books and fees.

If the application is denied by the Assistant Superintendent for Business Services, written notice of the same, including the reasons therefore, shall be given to the family within thirty (30) calendar days of the application.

If an application for assistance is denied, the family may appeal to the Superintendent of the District. A response will be made to any data the family may wish to supply to support their appeal, within thirty (30) calendar days. The response shall include the reasons for the denial.

No fee shall be collected from any parent who is seeking a fee waiver in accordance with this policy until the District has acted on the individual request or appeal (if any is made), and the parents have been notified of its decision.

Parents and guardians will be notified, annually, that this program is available, including the criteria and other circumstances under which the District waives fees and the fees subject to waiver.

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.

Legal Reference: 105 ILCS 5/2-3.96; 5/10-20.13;
23 Ill.Admin.Code, Sec. 1.245 et seq.
105 ILCS 5/27-24.2
105 ILCS 5/28-19.2

Policy Adopted: 03/23/92
Policy Revised: 07/26/04

Policy Revised: 03/22/10
Policy Revised: 11/22/10
Policy Revised: 08/26/13

PURCHASE ORDERS

All purchases of goods, services and equipment, except purchases made from Petty Cash Fund, shall be made through the use of purchase orders.

Requisitions for budgeted items shall originate from the personnel directly responsible for their use. The Superintendent of Schools shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and approved, or disapproved, for purchasing.

Policy Adopted: 03/23/92

APPROVAL OF CONTRACTS

All contracts and agreements for goods and services that are intended to generate additional net revenue or other remuneration for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, shall be approved by the School Board. For each of these contracts and agreements, the Superintendent or designee shall keep a record of: (1) the vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy.

The Superintendent or designee shall manage the execution of District contracts, including: (1) complying with requirements concerning listing certain expenditures in the Annual Statement of Affairs, (2) listing on the District's website all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative, and (3) monitoring the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

Legal Reference: 105 ILCS 5/10-20.21 and 5/10-20.44

Policy Adopted: 07/24/06

Policy Revised: 03/23/09

Policy Revised: 12/17/12

COMPETITIVE BIDDING

All contracts for goods, services or construction involving an expenditure in excess of \$25,000 shall be made in accordance with Section 10-20.21 of *The School Code of Illinois*.

Contracts shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement, except for the following:

1. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part
2. Contracts for the printing of finance committee reports and departmental reports
3. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness
4. Contracts for the purchase of perishable foods and perishable beverages
5. Contracts for materials and work that have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price
6. Maintenance or servicing of, or provision of repair parts for, equipment that are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
7. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services
8. Contracts for duplicating machines and supplies
9. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility
10. Purchases of equipment previously owned by some entity other than the District itself
11. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility
12. Contracts for goods or services procured from another governmental agency
13. Contracts for goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph
14. Emergency expenditures when such an emergency expenditure is approved by three-quarters of the members of the Board; and
15. Goods procured through an education master contract, as defined in the Education Purchasing Program, Article 28A of *The School Code of Illinois*.
16. Joint purchases with other public entities in compliance with the *Governmental Joint Purchasing Act* (30 ILCS 525/0.01)
17. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.

The contract is awarded by the Board at an official meeting. The Superintendent or his designee shall report the results of the bidding to the School Board, together with a recommendation regarding acceptance. Whenever the lowest bid is not recommended, justification shall be provided.

Occasionally, the lowest responsible bid is a tie between two or more vendors. In such case, the Superintendent shall make a recommendation and provide a factual basis for the recommendation.

In an emergency, the Superintendent may authorize purchase of remedial goods or services in cases where personal health and/or safety are judged to be endangered, or property damage is imminent. Such action shall require approval of three fourths (3/4) of the School Board.

It shall be the practice, whenever possible, to solicit competitive written quotations for purchases between \$1,000 and \$25,000 in order to secure the lowest price and to make the best use of the District funds.

LEGAL REF.: 105 ILCS 5/10-20.21.

Policy Adopted: 03/26/92

Policy Revised: 03/23/09

Policy Revised: 05/24/10

Policy Revised: 01/28/13

COMPLIANCE WITH LAWS

Contracts will be awarded with the understanding that the contractor will comply with all applicable laws governing issuance of contracts in the State of Illinois, including the rules and regulations of the Illinois Human Rights Act, as well as local regulations and laws. Each bidder shall be required to comply with all applicable provisions of the *Wages of Employees on Public Works Act* (Prevailing Wage Act, 820 ILCS 130/1 *et. seq.* (1993)).

If, during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, the District will notify contractor and each sub-contractor of the change in the prevailing rate of hourly wages. Contractors shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum. Contractors shall protect, defend, indemnify and hold owner harmless for any claims or demands made as a result of contractor's failure to comply with this paragraph.

Each bid must be accompanied by a Certificate of Eligibility to Bid certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Criminal Code of 1961 or a conviction or admission of guilt which is a matter of record for bribing or attempting to bribe an officer or employee of the State of Illinois. The form of the Certificate of Eligibility to Bid shall be included within the bid documents. No bid will be considered responsive unless accompanied by a signed Certificate of Eligibility to Bid.

Each bid from a contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act.

Each bid from an individual must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificates of Compliance with the Illinois Drug-Free Workplace Act shall be included within the bid documents. No bid will be considered responsive unless accompanied by a signed certificate where applicable.

Each bid must be accompanied by a Certificate Regarding Sexual Harassment Policy, certifying that pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) directions on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation. The form of the Certificate Regarding Sexual Harassment Policy shall be included within the bid documents. No bid will be considered responsive unless accompanied by a signed Certificate Regarding Sexual Harassment Policy.

The contract awarded shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made a false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

Each contractor with the District is bound by each of the following:

- (a) In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/21B-80 to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
- (b) In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one of more student(s); and (2) require any new or existing employee who has or will have direct, daily contact with one of more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

Legal References: 720 ILCS 5/33E-1 et seq.
 30 ILCS 580/1 et seq.
 775 ILCS 5/2-105
 820 ILCS 130/1 et seq.
 105 ILCS 5/10-21.9 and 5/10-24.5.

Policy Adopted: 03/23/92
Policy Revised: 12/22/97
Policy Revised: 09/28/15

PAYMENT PROCEDURES

The Treasurer or designee shall prepare a list of all due and payable bills, indicating vendor name and amount or other applicable description, and shall present to Board members in advance of the Board's regular monthly meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval shall be given by a roll call vote of the School Board and a listing of the total amount paid from each fund shall be recorded in the minutes of the meeting.

The Treasurer or designee shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board. The Treasurer or designee is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the list of all bills presented to the Board.

The Superintendent or designee is authorized to establish revolving funds and a petty cash fund system for school cafeterias, lunchroom, athletics, or similar purposes. The Superintendent or designee shall: 1) designate a custodian for each revolving fund and petty cash fund; 2) obtain a bond for each fund custodian; and 3) maintain the funds in compliance with this Policy, State law, and the Illinois State Board of Education rules. The revolving funds and petty cash funds shall also be maintained in accordance with Policies 408.00 (*Imprest Fund*) and 409.00 (*Petty Cash*), and remain in the custody of the designated custodian. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly list of bills indicating the recipient and description.

Reference: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill. Admin. Code §100.70.

Policy Adopted: 03/23/92
Policy Revised: 09/22/08
Policy Revised: 02/28/11

Use of Credit and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. No cardholder, other than the Superintendent, may incur any charge with a District procurement or credit card (whether in connection with a single purchase or within a given month) without prior authorization from the Superintendent or designee. Permission shall be withheld when the use violates Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
4. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
5. All cardholders must sign a statement or agreement affirming that they are familiar with this policy, their obligations thereunder, as well as the consequences for failing to meet such responsibilities.
6. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
7. Cardholders must submit the original, itemized receipt to document all purchases.
8. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
9. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 407.00 (Accounting System), 410.00 (Activity Fund), 417.00 (Purchase Orders),
417.01 (Approval of Contracts), 418.00 (Competitive Bidding), 421.00 (Payment
Procedures), 422.00 (Employee Expenses)

POLICY ADOPTED:05/22/17

EMPLOYEE EXPENSES

As permitted by law, the Board shall reimburse employees for expenses incurred while conducting school-related business as approved by the Superintendent or his/her designee. Expenses shall be reimbursed as follows:

1. Transportation - in accord with current rate for staff members;
2. Fees and registration as required for participation at meetings;
3. Cost of hotel or motel, and
4. Reasonable expenses for meals.

Expenses that are otherwise eligible for an advancement of funds or reimbursement which exceed the maximum allowed under this policy or regulations adopted by the Board due to emergency or other extraordinary circumstances may be advanced or reimbursed upon approval of the Board.

No advancement or reimbursement shall be made for entertainment expenses. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private amusement, unless the entertainment is ancillary to the purpose of the program or event.

Requests for expense advancement or reimbursement must be submitted in accordance with this policy and regulations adopted by the Board in Administrative Procedure 229.00AP1, *Administrative Procedure – Regulations for the Reimbursement of Travel, Meal, and Lodging Expenses*. Expense advancement or reimbursement is not guaranteed. Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Funds shall not be advanced or reimbursed for the expenses of any person except the employee.

The Superintendent or his/her designee shall review the submitted vouchers for compliance with this policy and regulations adopted by the Board. If any voucher's compliance appears uncertain, the Superintendent or designee shall notify the employee who submitted the voucher. If the voucher seeks reimbursement of expenses for travel, meals, and lodging that exceed the maximum allowed under this policy or regulations adopted by the Board, the employee must also include a written explanation of the emergency or other extraordinary circumstances which resulted in said maximums being exceeded. The Superintendent or designee shall include the voucher in the monthly list of bills that is presented to the Board for approval or rejection, marked as an excess reimbursement request.

Advances

In accordance with the provisions of Section 10-22.32 of the School Code, the Board may authorize the advancement to employees the anticipated actual and necessary expenses incurred in attending meetings which are related to employees' duties and which will contribute to the professional development of employees.

Such advances of actual and necessary expenses are those reasonably anticipated to be incurred on the days necessary for travel to and from and for attendance at such meetings.

- A. No advance of funds shall occur unless requested in writing, which request shall be approved by the Board prior to the advancement being made, and kept on file by the Business Office.
- B. An advance to an employee for any one event shall not exceed \$500.00.

- C. Within thirty (30) days after a meeting for which money was advanced to an employee, he or she shall submit for each expenditure exceeding \$25.00 an original receipt or invoice detailing the date incurred, the place, amount expended, parties present and business purpose. For each expenditure of \$25.00 or less, produce an original receipt or invoice, or an itemized accounting detailing the date incurred, amount expended, parties present and business purpose. If the actual reasonable expenses exceed the amount advanced, the employee shall be reimbursed for the amount not advanced, up to the maximum reimbursement permitted by Board policy and regulations. If the actual expenses are less than the amount advanced, the member shall refund the excess amount to the Board within 30 days after the meeting.
- D. Failure of an employee to comply with the accountings, reimbursement, and timelines identified in C. above will result in no further advancements being made to that employee.

Reimbursement of Expenses

To be reimbursed for expenses incurred in attending a meeting (in addition to the approval required as mentioned above), the employee must:

- A. Produce for each expenditure exceeding \$25.00 an original receipt or invoice detailing the date incurred, the place, amount expended, parties present and business purpose. For each expenditure of \$25.00 or less produce an original receipt or invoice, or an itemized accounting detailing the date incurred, amount expended, parties present and business purpose.
- B. The production of receipts and accountings to the Business Office detailed above in par. A. shall occur within thirty (30) days of the education meeting. All such documentation will be date stamped upon their submission to the Business Office. No expenses shall be reimbursed for which receipts and accountings are not submitted in accordance with the 30-day timeline.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All employee expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board Administrative Procedure 229.00 AP-1, *Regulations for the Reimbursement of Travel, Meal, and Lodging Expenses*. Travel expenses include costs for transportation, lodging, meals, and related items.

Legal Reference: 105 ILCS 5/10-22.32
30 ILCS 708/
50 ILCS 150/

Policy Adopted: 03/23/92
Policy Revised: 12/12/16
Policy Revised: 07/27/20

INSURANCE PROGRAM

The Board will maintain an insurance program to protect the property of the District against fire, vandalism, and theft; to protect the District Board Members, employees, authorized volunteer personnel and student teachers of the District against liability resulting from the discharge of their duties in accordance with the provisions of the *Illinois School Code* and all other applicable law; and to offer protection against injury for all employees while acting in behalf of the District.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-22.3

Policy Adopted: 03/23/92

ACCESS TO SCHOOL FACILITIES FOR COMMUNITY GROUPS

Since the schools are funded by the people of the District for the public good, the Board believes that school facilities should be made available from time to time to community groups for appropriate use so long as such use does not interfere with the primary function of the school, the education of the District's children. By the adoption of this policy, the Board does not intend to create any sort of designated open public forum, but rather to allow only those uses which it deems to be consistent with the use of the facilities for public school purposes.

Therefore, the Superintendent may grant access to community groups and units of local government to use school facilities for meetings during times when such facilities are not being used for school purposes. School facilities may be available to community groups and units of local government during non-school hours for appropriate use so long as such use does not interfere with any school function, the safety of students or employees, or affect the property or liability of the District. Such access will be only for temporary, short-term use. Permission shall not be granted unless and until the community group agrees in writing to each of the following:

1. to provide to the Superintendent information regarding the group and its planned activities on school property sufficient for the Superintendent to apply the provisions of this Policy;
2. to present to the Superintendent written proof that the group has adequate insurance to protect against the risk of liability arising from the use requested;
3. to hold the District, the Board, and its agents and employees harmless from all liability arising from the group's use of the property;
4. not to publish or otherwise disseminate to the public any direct or indirect suggestion that the activities conducted by the group on school premises are sanctioned, sponsored, or endorsed by the District, the Board of Education, or the Superintendent;
5. to the extent practicable, not to permit any items identifiable to the community group, which the Superintendent may permit the group to temporarily store items on school premises, to be readily visible to students attending school during regular school hours;
6. to assume any property tax liability which may be imposed upon the District's real property as a result of the group's use;
7. to permit the attendance at the group's activities on school premises of any representative of the District which the Superintendent may, in his discretion, assign to monitor those activities;
8. to comply with all applicable federal, state and local criminal or administrative requirements relating to the group's use of school facilities, and comply with the District's conduct rules at all times;
9. to promptly pay the cost as determined by the Superintendent, or to promptly make, all repairs to District property required as the result of the group's use, excepting ordinary wear and tear;
10. to promptly pay the District whatever fee has been set by the Board;
11. to submit a reasonable security deposit prior to use, if requested by the Board or the Superintendent;

12. not to sell, deliver, or use alcoholic beverages on school premises;
13. not to permit the use of tobacco products on school premises;
14. not to permit the sale, delivery, possession, or use of such drugs, weapons, or other items the sale, delivery, possession, or use of which is prohibited by law;
15. not to permit animals on school premises, except those specifically trained for assisting handicapped persons;
16. to ensure that all minors participating in group activities are supervised by adults at least 21 years of age who are not convicted child sex offenders.
17. to ensure that any rental or use of a school gym or physical fitness facility provide a properly trained Automatic External Defibrillator User for the duration of the activity for which the gym or facility is to be used.

The Superintendent may revoke previously granted access if it appears that the group has materially violated any of the promises it made prior to access being granted or for any reason upon which access may have been denied. The Superintendent may deny access if he reasonably believes that a group cannot or will not fulfill the promises required by this policy. The Superintendent may deny access if school usage of the District's facilities or previously granted access to other groups makes the requested use impracticable. The Superintendent may deny access if the use requested is for a time, duration, number of persons, physical activity, or portion of school facilities which the Superintendent does not wish to make available to community groups generally.

The Superintendent shall in no event grant, deny or revoke access based upon the viewpoint of the expression of the group or organization. However, no access shall be granted to any group or organization to engage in partisan politics or profit-making activities on school premises which the Board deems to be inconsistent with the use of the premises for public school purposes. No access shall be granted to any group or organization that is not a community group as defined in this policy.

For purposes of this Policy, the term "community group" refers to any adult-led group of fifteen or more persons organized and operated exclusively for non-partisan, non-profit and non-commercial purposes, where 60 percent or more of the group's members are residents of the District and 60% or more of the participants in the activities for which use of the facility has been requested are residents of the District. Certified membership lists with addresses may be requested with the application for the use of school facilities. The membership or participation of children or District students or the lack of such membership or participation has no bearing on whether a group shall be considered a "community group" under this Policy. District-related support groups, including, but not limited to, Parent-teacher organizations, school foundations, alumni organizations, booster clubs, employee organizations and other groups not legally associated with the Board of Education, but which are devoted exclusively to the support of the District's schools, school-sponsored activities or staff shall not be considered "community groups" under this Policy, and may be granted access to District facilities under such conditions as the Board determines.

A fee shall be charged for the use of school facilities pursuant to schedules which shall be approved annually by the School Board. All rental fees are due in the Administrative Office on the last normal working day prior to the date of first use under the given application unless other arrangements have been approved by the Superintendent.

All applications are to be made directly to the school being requested. Dates and organizations will be checked by the school principal and the application will be forwarded to the Administrative Office for final approval or denial. If approved, copies of the rental request will be returned to the building for addition to the building calendar; to Buildings and grounds for custodial arrangements; and to the organization for their planning purposes. In all cases organizations will be notified of approval or denial of their request.

Charges are determined by the following:

Class I Activities – no charge.

Class I activities are school sponsored student activities, school sponsored employee activities, administratively approved employee activities, and local government activities.

Class II Activities – no charge during regular custodial hours established by the annual school calendar. Charges will be made reflecting actual district costs for all uses scheduled during custodial overtime hours, or during the school recesses. The PTA, Band Boosters, and community scout groups may use the facilities free of charge on two non-school days per year.

Class II activities include District-related support groups; other governmental sponsored civic activities benefiting District residents; non-profit community youth groups, e.g., Scouts, Camp Fire Girls, private schools, etc.' cultural groups approved by the School Board; and employee association groups.

Class III Activities – Fees will reflect actual district cost for a minimum of three (3) hours, and an hourly cost for all hours in excess of that.

Class III activities are community youth groups charging admission that will accrue to their own benefit and community adult groups, and all other activities for which community groups may use District facilities.

As required by and in accordance with State law, at the request of election officers, school buildings may be made available for use as a polling place (10 ILCS 5/19-2.2, as amended by P.A. 93-574).

Legal Reference: Equal Access Act, 20 U.S.C. §7905,
105 ILCS 5/10-20.40, 5/10-22.10, 5/29-3.5
10 ILCS 5/19-2.2

Policy Adopted: 03/23/92
Policy Revised: 07/26/04
Policy Revised: 09/24/07
Policy Revised: 02/25/08
Policy Revised: 08/26/13

USE OF SCHOOL EQUIPMENT

The Superintendent may approve the loan of District equipment to District residents and organizations. The Superintendent or designee will establish detailed regulations pertaining to the use of school equipment.

Policy Adopted: 03/23/92

INVENTORIES

The Superintendent shall be responsible for the development and maintenance of the inventory of buildings and capital equipment of the District.

Policy Adopted: 03/23/92

BUILDINGS AND GROUNDS

The Superintendent shall maintain accurate records pertaining to the construction or alteration of all District buildings, including blueprints showing the location of service lines or other details that might be involved in repair or remodeling.

He shall also maintain files on materials relating to major equipment purchases and any records that may be required for filing claims or reports.

For each District school, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Legal Reference: 42 U.S.C. §12101 et seq.
 20 ILCS 3130/, Green Buildings Act.
 105 ILCS 5/2-3.12, 5/10-20.49 5/10-22.36, 5/17-2.11, 140/, and 230
 410 ILCS 25/, Environmental Barriers Act.

 820 ILCS 130/, Prevailing Wage Act.
 23 Ill. Admin. Code Part 151, School Construction Program; Part 180, Health/Life
 Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary
 and Secondary Schools.
 71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

Policy Adopted: 03/23/92
Policy Revised: 06/23/08
Policy Revised: 03/22/10
Policy Revised: 03/28/11
Policy Revised: 09/28/15

BUILDINGS - SECURITY

Responsibility for leaving the buildings in a secure condition must be clearly designated and understood by all staff members. Procedures for safeguarding building keys shall be developed and carefully observed. Exterior door keys shall be issued only to administrators and custodians.

Provisions shall be made for a security check of every building on Saturdays, Sundays, holidays, and during vacation periods.

Policy Adopted: 03/23/92

SAFETY

Safety Program

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and, responding to medical emergencies at an indoor and outdoor physical fitness facility.

During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill,
3. One severe weather and shelter-in-place drill, and
4. One law enforcement drill, to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel.

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be property anchored.

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Ill.Admin.Code Part 1500).

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved carbon monoxide alarms or carbon monoxide detectors,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually review these procedures.

Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion or
2. The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the *Sex Offender Community Notification Law* and the *Murderer and Violent Offender Against Youth Community Notification Law*. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the *Sex Offender Community Notification Law*. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Murderer and Violent Offender Against Youth Registry. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Murderer and Violent Offender Against Youth Registry.

If the District receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather, a pandemic, or other emergencies that threaten the safety of students, staff members, or school property.

Legal Reference: 105 ILCS 5/10-20.28, 5/21B-80, 5/10-21.9, and 128/
210 ILCS 74/
225 ILCS 320/35.5
625 ILCS 5/12-813.1.
720 ILCS 5/11-9.3.
730 ILCS 152/101 et seq.
Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/.

Policy Adopted: 07/24/00
Policy Revised: 02/24/03
Policy Revised: 07/26/04
Policy Revised: 05/23/05
Policy Revised: 10/24/05
Policy Revised: 03/27/06
Policy Revised: 02/26/07
Policy Revised: 02/26/07
Policy Revised: 09/22/08
Policy Revised: 05/18/09
Policy Revised: 03/28/11
Policy Revised: 06/25/12
Policy Revised: 08/26/13
Policy Revised: 02/22/16
Policy Revised: 03/19/18

Policy Revised: 04/29/19
Policy Revised: 07/27/20

ENVIRONMENTAL QUALITY OF BUILDINGS AND GROUNDS

The Superintendent or designee(s) shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Legal Reference: 29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.300(c).
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/10-20.17a; 5/10-20. 48; 135/1 et seq.; and 140/, Green Cleaning School Act.
225 ILCS 235/, Structural Pest Control Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
820 ILCS 255/, Toxic Substances Disclosure to Employees Act.
23 Ill.Admin.Code §1.330, Hazardous Materials Training.
56 Ill.Admin.Code Part 205, Toxic Substances Disclosure To Employees.

Policy Adopted: 03/23/92
Policy Revised: 04/24/00
Number Changed: 11/20/06
Policy Revised: 03/22/10
Policy Revised: 02/28/11

BLOODBORNE PATHOGENS STANDARDS

The School Board acknowledges possible risk that employees may incur when they handle or participate in procedures that involve blood, body fluid or other potentially infectious material from a bloodborne pathogen. The School Board directs the Superintendent to implement the Occupational Safety and Health Administration standard to eliminate or minimize occupational exposure to potentially infectious materials.

The Superintendent shall prepare and distribute to all employees an Occupational Exposure Control Plan. The Plan shall be reviewed and updated by the Superintendent at least annually. The Plan shall address the following issues:

- exposure determination
- implementation schedule
- procedures for evaluating an exposure incident

Legal Reference: Americans with Disabilities Act of 1990, 42U.S.C. 12182

Policy Adopted: 07/28/93

Number Changed 11/20/06 (from 516.01)

INTEGRATED PEST MANAGEMENT PROGRAM

Structural and landscape pests can pose significant hazards to people, property, and the environment. Pesticides can also pose hazards to people, property, and the environment. It is therefore the policy of this School District to adopt Integrated Pest Management (IPM) procedures to control structural and landscape pests by using a minimum of pesticides.

PESTS

Pests are populations of living organisms (animal, plants, or microorganisms) that interfere with the human purposes for each school site. All pests do not pose a danger or problem to people or property. Strategies for managing pest populations will be influenced by the pest species and the threat they pose to people, property, or the environment.

PEST MANAGEMENT

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life for students, staff, and others.

INTEGRATED PEST MANAGEMENT PROCEDURES

An IPM program consists of a cycle of inspecting, identifying, monitoring, evaluating, and choosing the appropriate method of control. Routine inspection and accurate identification of pests are vital steps in IPM to ensure that control methods are effective. Once the pest has been identified and the source of its activity pinpointed, habitat modifications – primarily exclusion, repair, and sanitation efforts – may greatly reduce the prevalence of the pest. Monitoring includes inspecting areas for pest evidence, entry points, food, water, and harborage sites, and estimating pest population levels. The information gained through monitoring is evaluated to determine whether the action threshold has been exceeded and what needs to be done in the way of prevention.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. Applying IPM principles prevents unacceptable levels of pest activity and damage through the most economical means and with the least possible hazard to people, property, and the environment.

It is the policy of this School District to utilize IPM principles to manage pest populations adequately. Selected non-chemical pest management methods will be implemented whenever possible. The full range of alternatives, including no action, will be considered.

The choice of using a pesticide will be based on a review of all other available options and a determination that those options alone are not acceptable or not feasible. The least hazardous material will be chosen when it is determined that a pesticide must be used to meet important management goals. The application of such pesticides is subject to the Federal Insecticide Fungicide and Rodenticide Act (7 USC 136 et seq.) School District policies and procedures, U.S. Environmental Protection Agency (USEPA regulations in 40 CFR), Occupational Safety and Health Administration regulations, and state and local regulations.

PESTS THAT MAY BE FOUND IN DISTRICT BUILDINGS OR ON DISTRICT GROUNDS

The most common pests found in District buildings or on District grounds, and the problems associated with them, are:

- Roaches – Can carry several pathogens that can cause health problems.
- Cereal pests – Infect flour and other cereal or grain products. Ingestion of these pests or grain products infested by pathogens they carry can cause illness.
- House and other flies – The pads on the feet of flies are sticky and pick up debris, including germs and pathogens, from anything on which they land. They transfer parts of the debris to other things on which they land.
- Ants – May contaminate open food, but not to the degree that flies and roaches do.
- Bees, yellow jackets, and wasps – Can cause serious health problems to people who are hyperallergic to stings. They can also destroy wood and may cause structural damage.
- Spiders – Can cause serious health problems to people who are hyperallergic to bites.
- Mice – Contaminate food and food preparation surfaces. Their constant gnawing can cause building damage, particularly to electrical wires. A student or staff member can receive a bite if they attempt to touch a mouse.
- Rats – Like mice, rats contaminate food and food preparation surfaces. Their constant gnawing can cause building damage, particularly to electrical wires. A bite from a rat is more serious than one from a mouse.
- Birds and Geese – Bird droppings may accumulate around nests or perching sites. The droppings may contain pathogens. The droppings may also contaminate indoor air if they get into HVAC filters.
- Raccoons – Nocturnal and normally should not come into contact with students or staff. However, they can inflict a serious bite if they do come into contact with students or staff. Raccoons also get into garbage and create a mess that attracts flies and other pests.
- Squirrels – Can cause some damage to buildings. There is a slight possibility that they may bite students or staff if they come into contact with them.
- Bats – Nocturnal and normally should not come into contact with students or staff. Bat droppings may contain pathogens. A sick bat can pass disease if it is handled by students or staff. There is a slight possibility they may bite.

INTEGRATED PEST MANAGEMENT COORDINATOR

The District's Director of Facilities and Transportation shall be the Integrated Pest Management Coordinator. The Coordinator's duties include:

- Ensure that periodic inspections are conducted.
- Receive and evaluate written reports of pests from staff members.
- Formulate plans to eliminate pests that pose a danger to the health and safety of students and staff or may damage District buildings and grounds.
- Considers applicator, student and staff safety, effectiveness, costs, potential liability, and time commitment when determining actions to be taken.
- Coordinate pesticide applications with activities conducted in District buildings so as to minimize exposure to students and staff.
- Maintain written records of inspections, reports of pests, actions taken to eliminate pests, and pesticide applications.

INSPECTIONS

The most important component of the District's Integrated Pest Management Program is the periodic comprehensive inspection of key areas. The inspection must be done at least monthly and shall be done more often if needed.

Inspections by Trained Staff

Inspections must be conducted by trained staff members who:

- Know the life cycle and habits of the pests commonly found in District buildings or on District grounds;
- Know the signs of the pests that are most likely to be found in District buildings or on District grounds;

- Are familiar with how pests can enter District buildings; and
- Can identify or obtain an accurate identification of any specimen.

Inspections When There is No Trained Staff

Inspections may also be conducted by a commercial pest-control professional or a member of a local board of health.

Areas to Be Inspected

All pests are attracted to food. Many insects are attracted to dark, warm, moist places. The areas to be inspected depend on the age of District buildings and previous pest sightings. Areas where pests have been sighted in the past must be inspected regularly. In addition, the following areas must be inspected:

- Kitchens and food storage areas
- Cafeterias
- Dumpsters and areas where refuse is stored
- Restrooms
- Locker rooms, including lockers
- Entrances and hallways
- Student lockers
- Rooms or areas located above and below infested areas
- Boiler rooms
- Large machinery
- Employee lounges
- Janitorial closets

Inspection Procedures

- All inspections should be conducted with bright flashlights. A knife or spatula, a good hand lens, screwdrivers, and mirrors are also useful equipment.
- Inspect the pathway taken by incoming supplies to detect problems.
- Special attention should be given to all spills. Check for dead insects and tracks in spilled products or dust.
- Inspect the back of pantry shelves, floors under shelves, and all dark areas.
- Traps that use a sex attractant (pheromone) are available for nearly all stored product pests and roaches, which may be used to conduct routine inspections.
- Be safe. Use bump hats and be careful of hot machines and electrical hazards.
- All sightings of pests shall be reported on a Pest Sighting Report (see Appendix 1).

Things to Be Observed

- Presence of pests
- Evidence that pests were present
- Harborage or places where pests live
- Points of entry into particular areas and the building
- Pest population levels
- Sources of food and water

MONITORING OF AREAS SUSCEPTIBLE TO PESTS

Required Monitoring

Areas that are susceptible to pests, or where pests have been found in the past, shall be monitored. The Pest Management Coordinator shall assign staff to assist by monitoring specific areas at specific intervals (See Appendix 2). The length of the intervals shall depend on whether the area is one that is highly

susceptible to pests or whether there has been evidence of pests in the past. Monitoring can be done through visual inspections, spring traps, glue traps, or other methods that trap pests.

Results of Monitoring Reported to Pest Management Coordinator

Each time a pest monitoring is conducted, the results shall be reported to the Pest Management Coordinator. The results of monitoring which is done on a frequent schedule, such as daily, may be reported on some specific schedule, i.e., weekly, every tenth inspection. All sightings of pests shall be reported on a Pest Sightings Report. All other sightings of any kind shall be reported in writing and shall identify the area inspected, and whether evidence of pests were sighted even if no pests were sighted, or other relevant information. The Pest Management Coordinator shall review monitoring reports and determine if further action is required.

TOLERANCE LEVELS OF PEST POPULATIONS

Roaches

There is no tolerance for roaches in any area of District buildings. Actions shall be taken to eliminate roaches within one day of their discovery.

Cereal Pests

There is no tolerance for cereal pests. Actions shall be taken to eliminate cereal pests within one day of their discovery.

Flies

Flies will not be tolerated in areas where food is stored, prepared, or served. Actions shall be taken to eliminate flies within one day of their discovery in such areas. Flies are more of a nuisance than a threat to health in non-food areas. No action shall be taken to eliminate flies in non-food areas unless the number of flies indicates a sanitation problem.

Ants

There is no tolerance for ants in areas where food is stored, prepared, or served. There is no tolerance for carpenter ants in any area of District buildings. Actions shall be taken to eliminate carpenter ants within four hours of their discovery. Except for carpenter ants, ants outside of food areas are only a nuisance and shall be eliminated if there are a large number of ants or they appear in an area used by students or staff.

Bees, Yellow Jackets, and Wasps

There is no tolerance for bees, yellow jackets, or wasps inside District buildings or anywhere on District grounds because of the health threat they pose to students or staff who are hyperallergic to stings. Actions shall be taken to eliminate bees, yellow jackets, and wasps discovered in school buildings immediately upon their discovery. Actions shall be taken to eliminate bees, yellow jackets, and wasps discovered nesting outside of school buildings within four hours of their discovery.

Spiders

There is no tolerance for spiders in District buildings. Due to the health threat to students or staff who are hyperallergic to spider bites, actions shall be taken to eliminate spiders located in school buildings or on school grounds within four hours of their discovery.

Mice

There is no tolerance for mice in any area of District buildings. Actions shall be taken to eliminate mice within four hours of their discovery.

Rats

There is no tolerance for rats in any area of District buildings. Actions shall be taken to eliminate rats within four hours of their discovery.

Birds and Geese

Birds are tolerated unless they build nests in or on District buildings or perch in considerable numbers over areas used by students or staff. Actions shall be taken to eliminate birds in those instances within two days of their discovery. There is no tolerance for geese on District grounds. Actions shall be taken to eliminate geese within four hours of their discovery.

Raccoons

Raccoons that get into District buildings will not be tolerated. Actions will be taken to remove raccoons from District buildings immediately upon their discovery. Raccoons that are visible on District property when students and staff are present will not be tolerated. Actions will be taken to remove raccoons from District property within four hours of their discovery.*

Squirrels

Squirrels that get into District buildings will not be tolerated. Actions will be taken to remove squirrels in District buildings immediately upon their discovery.*

Bats

Bats that roost in District buildings will not be tolerated. Actions will be taken to remove bats from District buildings immediately upon their discovery.*

PREVENTION OF PEST PROBLEMS

Successful use of pest prevention measures will decrease the need to use pesticides. There are various ways that pest problems can be prevented, including improved sanitation, management of waste, addition of physical barriers, and modification of habitats that attract or harbor pests. Any prevention methods that are used shall be documented on a Record of Pest Control Procedures sheet (see Appendix 3) so the methods can be evaluated.

Pest prevention methods will include:

Entryways (Doorways; overhead doors; windows; holes in exterior walls; openings around pipes, electrical fixtures, or ducts)

- Keep doors shut when not in use.
- Place weather stripping on doors and maintain tight door thresholds.
- Caulk and seal openings in walls and seal utility chases.
- Install or repair screens.
- Install air curtains.
- Keep vegetation, shrubs, and wood mulch at least eighteen inches away from structures.

Classrooms and Offices (Classrooms, laboratories, administrative offices, auditoriums, gymnasiums, and hallways)

- Allow food and beverages only in designated areas. If students are allowed to keep lunches in lockers, food shall never be left in lockers overnight.
- Raccoons, squirrels, and bats are protected animals. The only people who can remove them from a District building or grounds are specialists licensed by the Illinois Department of Natural Resources.
- If indoor plants are present, keep them healthy. Occasionally indoor plants may be a source of pests. When small insect infestations appear, remove them manually. If manual removal is not possible, use insecticidal soaps or insecticides that are not volatile. It may be necessary to move the plant to an unoccupied room for treatment.
- Keep areas as dry as possible by removing standing water, and water-damaged or wet materials.
- In the science lab, store animal foods in tightly sealed containers and clean cages regularly. Remove dust and debris in all areas.
- Clean lockers and desks routinely. Check under desks for gum.
- Vacuum carpeted areas frequently.
- If students get head lice, consult your local health department and have their parents contact a physician. Discourage students from exchanging hats or caps at school.

Food Preparation and Serving Areas (Dining rooms, main kitchen, teachers' lounge, home economics kitchen, snack area, vending machines, and food storage rooms)

- Store food and waste in containers that are inaccessible to pests. Food shall be stored on non-wood racks and shall not be stored on the floor. Containers must have tight lids and be made of plastic, glass, or metal. Waste should be removed at the end of each day.
- Place screens on vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways.
- Create inhospitable living conditions for pests by reducing availability of food and water; remove food debris, sweep up all crumbs, fix dripping faucets and leaks, and dry out wet areas.
- Improve cleaning practices, including promptly cleaning food preparation equipment after use and removing grease accumulation from vents, ovens, and stoves. Use caulk or paint to seal cracks and crevices.
- Capture rodents by using mechanical or glue traps. Place traps in areas inaccessible to children. Mechanical traps, including glue boards, used in rodent control must be checked daily if there is existing infestation. Dispose of killed or trapped rodents within 24 hours.

Rooms and Areas with Extensive Plumbing (Bathrooms, rooms with sinks, locker rooms, dishwasher rooms, swimming pools, and greenhouses)

- Promptly repair leaks and correct other plumbing problems to deny pests access to water.
- Routinely clean floor drains, strainers, and grates. Seal pipe chases.
- Keep areas dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.
- Do not store paper products or cardboard boxes near moist areas, directly on the floor, or against the wall.

Maintenance Areas (Boiler room, mechanical room, janitorial/ housekeeping areas, and pipe chases)

- Promptly clean mops and mop buckets after use; dry mop buckets and hang mops vertically on a rack above a floor drain.
- Allow eating in designated areas only.
- Clean trash cans regularly, use plastic liners, and secure lids.
- Keep areas as clean and dry as possible and remove debris.

Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters

- Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.

- Secure lids on trash containers.
- Repair cracks in pavement and sidewalks.
- Provide for adequate drainage away from the structure and on the grounds.

USE OF PESTICIDES

Applying Pesticides Judiciously

Pest management shall be achieved through nontoxic, biological, cultural, mechanical, or natural control methods to the greatest extent possible. Pesticides may be used when other methods are not successful or practical. All pesticide use must be approved by the Integrated Pest Management Coordinator. The Integrated Pest Management Coordinator must consider the toxicity of the product and application techniques before approving any pesticide use. Because excessive or improper application of pesticides can cause injury, these materials should be applied by qualified applicators in a manner to ensure maximum efficiency with minimal hazard. Pesticides should be applied only when occupants are not present in areas where they are applied.

Although the USEPA registers pesticides for use within the United States, registration should not be taken to mean that a particular pesticide is “safe” under all conditions of use. Pesticide label directions must be read and followed and exposure to people and non-target species of animals and plants must be minimized.

Procedures for Applying Pesticides

The following general recommendations must be followed to minimize exposure to people and other non-target species when the application of pesticides is considered:

- All pesticides used in Illinois must be registered by the USEAP and the Illinois Department of Agriculture.
- Read and follow all label directions.
- If possible, choose a pesticide that is as target-pest specific as possible, i.e., intended for the pest you are trying to control, rather than a broad spectrum pesticide.
- Do not use sprays, foggers, or volatile formulations. Instead, use baits and crack and crevice applications. Look for crack and crevice label instructions on how to apply the pesticide. These treatments maximize the exposure of the pest to the pesticide while minimizing the pesticide exposure for the occupants.
- Place all rodenticides regardless of packaging in locations not accessible to children and non-target species or in tamper-resistant bait boxes. Outdoors, bait may placed inside the entrance of an active rodent burrow and the burrow entrances should then be caved-in or buried over the bait to prevent non-target access to the bait. Securely lock or fasten shut the lids of all bait boxes. Place bait in the baffle-protected feeding chamber of the box and never in the runway of the box.
- Apply only when students and staff are not in the areas where the pesticide will be applied. Note any re-entry time limits listed on the label and be aware that some residues can remain long after application.
- Properly ventilate areas after pesticide application. Ensure that the ventilation system will not spread pesticide or its fumes to other parts of the building.
- Use proper protective clothing or equipment when applying pesticides.
- Keep copies of current pesticide labels, consumer information sheets, and Material Safety Data Sheets (MSDS) accessible.

Notification of Pesticide Application to Students and Parents

The Integrated Pest Management Coordinator shall keep a registry of parents or guardians of students, and staff members who have registered to receive written notification prior to any application of pesticides to any school structure or on any school grounds. Written notification can be given to each specific person who requested written notice or to all parents, guardians and staff in newsletters, bulletins, calendars, or other general correspondence. Notification is not required for antimicrobial agents such as disinfectants, sanitizers, or deodorizers, or for insecticides or rodenticide baits. Written notice must be given at least two business days before the pesticide application. It must identify the date of the pesticide application and the phone number for the Integrated Pest Management Coordinator.

Prior written notice is not required if the pesticide application is in response to an imminent threat to health or property provided the Integrated Pest Management Coordinator signs a statement describing the health threat and notice is given as soon as practicable.

Storing Pesticides

Pesticides shall not be stored in school buildings unless they are stored in places that are locked and inaccessible to all unauthorized personnel. Pesticides must be stored in spaces that are physically separated and closed off from occupied spaces and which have adequate ventilation. Notice of the presence of pesticides shall be posted outside of the storage area. Storage spaces must be ventilated directly to the outside. Precautions must be taken to ensure that air in the storage space is not mixed with the air of the central ventilation system.

All pesticides must be stored in their original containers and lids shall be tightly secured. All childproof caps shall be properly fastened. Pesticides shall not be stored in places where flooding is possible or which may be reached by leaking water. Pesticides shall not be stored near any ignition source.

RECORDKEEPING

Accurate records on inspections, identification of pests, and monitoring will show improvements in contaminated environments such as less food, water, or shelter, physical changes to infested parts of buildings, and changes in pest populations. Such information will enable the Integrated Pest Management Coordinator to make good pest management decisions. The Integrated Pest Management Coordinator shall keep the following records:

- A copy of the Pest Management Plan
- A copy of the current EPA-registered label and the current MSDS for each pesticide product used on school property
- Pest surveillance data sheets that record in a systematic fashion the type and number of pests or other indicators of pest population levels revealed by the monitoring program for the site.
- Some record, such as a diagram, noting the location of pest activity including the location of all traps, trapping devices, and bait stations in or around school buildings.

The Integrated Pest Management Coordinator is responsible for compliance with the requirements in the *Structural Pest Control Act*, 225 ILCS 235-10.2, as amended by P.A. 95-58. The Coordinator or designee shall ensure that the integrated pest management program incorporates the Department of Public Health guidelines, and notify the Department, by August 10, 2008 and every 5 years thereafter, on forms provided by the Department, that an integrated pest management program is being implemented by the district.

Should the Board or Superintendent determine that an integrated pest management program is not economically feasible, the Coordinator shall use the Department's form to notify the Department as such. The notification must include projected pest control costs for the term of the pest control program and projected costs for implementing an integrated pest management program for that same time period. If such notification is given, the Coordinator or designee shall attend a training course approved by the

Department once every five years until an integrated pest management program is developed and implemented by the District.

The Integrated Pest Management Coordinator or designee shall maintain copies of all notifications that are required by the Structural Pest Control Act and provide the building principals or designees sufficient information to allow them to inform all parents/guardians and school employees at least once each school year that the District has met its notification requirements.

LEGAL REF.: 105 ILCS 135/1 *et seq.*
Structural Pest Control Act, 225 ILCS 235/2.
Lawn Care Products Application and Notice Act, 415 ILCS 65/3.
23 Ill. Admin. Code §1.330.

Policy Adopted: 03/23/92
Policy Revised: 02/25/08
Number Changed: 11/20/06 (from 516.02)

RESOURCE CONSERVATION

The Superintendent or designee shall manage a program of energy and resource conservation for the District that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in *The School Code of Illinois*, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District.
4. Adherence to energy conservation measures.

LEGAL REF.: 105 ILCS 5/10-20.19c.

Policy Adopted: 03/23/09

LOITERING OR CAUSING DISTURBANCE

School principals shall immediately report to the Superintendent any cases of loitering on or about the school buildings or grounds by persons not directly connected with the school and of disturbances that take place on school property during school hours. If the loitering or disturbance requires police assistance, the Superintendent is instructed to report the case to the Board of Education.

Legal Reference: III.Rev.Stat., ch. 122, par. 20-5
III.Rev.Stat., ch. 122, par. 24-25

Policy Adopted: 03/23/92

TRANSPORTATION

The District shall provide free transportation to any student in the District who resides: 1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or 2) within one and one-half miles from his or her assigned school where walking to or from school, or to or from a pick-up point or bus stop, would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the *Education for Homeless Children Act*.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for school and charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedures to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of a each route, work shift, or work day, to check the bus for children or other passengers in the bus.

All Post-Trip Vehicle Inspection procedures adopted by the District or a provider of school or charter bus service shall include the following:

The driver shall perform a visual sweep of the vehicle at the end of a route, work shift, or work day by:

1. Activating interior lights of the school bus/vehicle to assist the driver in searching in and under each seat; and
2. Walking to the rear of the school bus/vehicle checking in and under each seat.

If a mechanical post-trip inspection reminder system is installed, the driver shall comply with the requirements of that system.

Erratic Driving Reports – procedures adopted by the District or a provider of school or charter bus service shall include the following:

Each school bus/vehicle shall display a sign at the rear, with letters and numerals readily visible and readable, indicating the telephone number, including the area code, of the bus/vehicle owner for the purpose of reporting a driver's erratic driving.

All calls to report erratic driving shall be directed to the Superintendent or designee.

If the bus/vehicle is owned by the District, the Superintendent or designee shall conduct an internal investigation of the events that led to the complaint; and shall inform the complaining party (in accordance with applicable law and any applicable collective bargaining agreement) of the results of the investigation and the action, if any, taken to remedy the situation.

If the bus/vehicle is not owned by the District, the Superintendent or designee shall refer the complaining party to the owner of the bus/vehicle; said owner shall be responsible for conducting an internal investigation of the events that led to the complaint, and for informing the complaining party of the results of the investigation and any action taken to remedy the situation. The Superintendent will communicate regularly with the school bus owner to ensure bus driving comments are accepted and investigated in accordance with State law.

Bus Driver Communication Devices

State law prohibits a school bus driver from operating a school bus while using a cellular radio telecommunication device. It requires each school bus to contain either an operating cellular radio telecommunication device or two-way radio while the school bus driver is in possession of the school bus. The cellular radio telecommunication device or two-way radio must be turned on and adjusted in a manner that would alert the driver of an incoming communication request. See 625 ILCS 5/12-813, amended by P.A. 96-818 and P.A. 96-1066.

Bus drivers may still have cell phones although they are prohibited from using cell phones while operating a school bus for anything, including personal use, except: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities or their designees about bus operation or the welfare and safety of any passengers on the bus; or (4) when the bus is parked (625 ILCS 5/12-813.1(c), amended by P.A. 96-1066).

School bus drivers shall test the cellular radio communication device or two-way radio and ensure that it is functioning properly before the bus is operated (625 ILCS 5/12-816, amended by P.A. 96-818 and P.A. 96-1066).

105 ILCS 5/10-22.22; 5/29-1 *et seq.*
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821 and 5/13-109.
23 Ill. Admin. Code §§ 1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.

Policy Adopted:	03/23/92
Policy Revised:	02/25/08
Policy Revised:	03/22/10
Policy Revised:	05/24/10
Policy Revised:	02/28/11
Policy Revised:	06/25/12
Policy Revised:	03/19/18

SCHOOL BUS SAFETY

Appropriate classroom instruction on school bus safety shall be given to District students at least twice a year.

A minimum of two (2) emergency drills on school buses shall be held during the school year. Emergency drills shall include operation and use of the emergency door (as a means of escape) and fire extinguisher.

Policy Adopted: 03/23/92

PERSONAL IDENTIFICATIONS – STUDENTS

Each middle school student transported by the District on a regular basis shall be issued a picture identification card at a cost to be set by the Board of Education.

Lost cards will be replaced at a cost to be set by the Board. Temporary cards, without pictures, may be issued to students for short term use until picture identifications are returned.

If a student does not have the picture identification card, they will be allowed to ride the bus to school but must report the lost pass to the principal. The principal will issue a temporary daily pass for the student to use.

1. Photographs will be taken and I.D. passes issued during the third week of school in September.
2. Identification tags may be color coded for the different bus routes and/or privileges.
3. Identification passes will not be required for after school activity buses since the supervising teachers are responsible for taking their activity group to the bus.
4. Parochial school students will not have to have picture identification cards.

Policy Adopted: 03/23/92

FIRE PREVENTION

The District shall comply with the provisions of *The School Code of Illinois* relating to safety requirements for school buildings and of the rules and regulations of the Illinois State Board of Education which are generally known as the Life/Safety Code for Schools.

Regulations covering such matters as the use and storage of combustible materials, smoking in the buildings, the use of electrical equipment, good housekeeping practices, etc., shall be disseminated and the responsibility for their observance shall be clearly fixed by the Superintendent.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 2-3.12

Policy Adopted: 03/23/92

EMERGENCY CLOSINGS

The School Board authorizes the Superintendent to cancel or to terminate the school session on any day when hazardous weather or other emergencies present threats to the health or safety of students and staff members. The Superintendent shall, whenever possible, notify School Board designated radio and/or television stations of school closings.

Cross Reference: Policy No. 720.00

Policy Adopted: 03/23/92

EMERGENCIES

The District seeks to provide plans for various types of emergencies and unexpected necessities. Such plans should take into account the safety of all school students and personnel and property.

The Superintendent is directed to submit a plan for school disaster and emergency procedures to the Board for approval. The plan should be updated periodically as conditions change and will include action procedures for emergency situations present in the event of fire, tornadoes, severe weather, bomb threats, and other life-threatening circumstances.

Policy Adopted: 03/23/92

FOOD SERVICES

The Superintendent shall be responsible for the implementation of and management of the District food service program in a manner that complies with this policy and is in alignment with Board policy 613.01, **School Wellness**. Students who remain at school for lunch shall be provided a lunchroom atmosphere which is safe and healthful. Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day.

Foods identified by federal or State guidelines as having "minimal nutritional value" may not be sold in the food service area during meal periods. No confections, candy, or potato chips may be sold during meal periods in a school with students in grade 5 or below. If applicable, all revenue from food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

Students participating in the lunch program shall adhere to the same behavior standards which are acceptable during the instructional periods of the school day. Procedures for the revocation of lunch privileges for a student who exhibits misconduct shall be determined by the Superintendent and Building Principal and communicated to District students and parents.

LEGAL REF.: National School Lunch Act, 42 U.S.C. §1751 et seq.
Child Nutrition Act of 1996, 42 U.S.C. §1771 et seq.
7 C.F.R. Parts 210 and 220, Nutrition Standards in the National School Lunch and School Breakfast Programs.
105 ILCS 125.
23 Ill.Admin.Code Part 305, School Food Service.

Policy Adopted: 03/23/92
Policy Revised: 09/24/07
Policy Revised: 12/17/12

Free and Reduced-Price Food Services

The Superintendent shall be responsible for implementing the Districts free and reduced-price food services policy.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

At the beginning of each school year, the District shall notify students and their parents/guardians in writing of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, (3) the name and telephone number of a contact person for the program, and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

Legal Reference: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.
105 ILCS 125/0.01 at seq. and 126.1 at seq.
23 III. Admin. Code §1.520 and 305.10 et seq.

Policy Adopted: 10/24/05
Policy Revised: 05/18/09

BAN ON SMOKING

The Board of Education has determined that a ban on smoking by all school district employees, students, and visitors on all school premises is necessary to further the public interest of providing effective and efficient education for the students of School District 87. Smoking is hereby banned in all school buildings and on all school grounds. The purposes of such ban include the following:

1. To further the goal of consistency among ongoing school programs directed against smoking;
2. To supplement the role modeling efforts of parents who do not direct their children against smoking;
3. By virtue of its uniform application to employees and students alike, to generate respect among students for school authority, thereby improving discipline;
4. To lend recognition to the plight of the non-smoker; and
5. To reflect and emphasize the hazards of smoking.

The Superintendent shall inform all employees of this ban in writing at the time they are hired and that the ban is a term and condition of employment.

Legal Reference: Goals 2000: Educate America Act (Public Law 103-227)

Policy Adopted: 03/23/92

Policy Revised: 11/28/94

DISTRICT PROPERTY, DISPOSAL OF

The sale of real property, such as land and buildings, shall be accomplished in accordance with State Statute.

The sale of personal school property such as supplies and equipment shall be accomplished in accordance with State Statute, and procedures of the Board of Education, which state the following:

The Superintendent or his designee shall have the responsibility for determining when personal property is not needed for school purposes.

An item having a fair market value of less than \$250.00 may be disposed of by the Superintendent or his designee without specific Board action.

An item having a minimum fair market value equal to or above \$250.00 may be disposed of by the Superintendent or his designee with specific Board approval.

When disposing of personal property of the School District, the following priorities shall apply:

1. The Assistant Superintendent for Business Services shall be notified in writing by principals and other administrative staff of items which they propose to be declared surplus.
2. All items declared surplus by the Superintendent or his designee shall be offered, using business office procedures, to other schools or programs within the School District.
3. Whenever possible, items shall be used for trade-in value on the purchase of other equipment and materials.
4. Items that cannot be traded shall be periodically offered for public or private sale. Items shall be sold to the highest bidder. The School District reserves the right to reject any or all offers to purchase.
5. Public sales of personal property of the School District shall be advertised in a newspaper for general circulation in the area.
6. Private sales shall be advertised in written form and posted in all school facilities.
7. Items that cannot be traded or sold may be donated to a requesting organization with preference being given to local non-profit organizations.
8. Items that cannot be traded, sold, or donated may be disposed of using the most efficient, cost-effective means available.
9. The disposal of all personal property through sale, donation, or trade shall be accomplished on an existing condition basis.
10. The purchaser shall be responsible for the pick-up and delivery of all equipment.

SAFETY IN THE WORKPLACE

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, possibly expensive legal action, and even death. Thus, it shall be the policy of the Berkeley 87 School District to take every reasonable precaution for the safety of the students, employees, visitors, and all others having business with the school district. The Board of Education believes that safety education and accident prevention are important to everyone concerned with schools, not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

It shall be the responsibility of the district's chief administrative officer to execute this policy. In order to have a comprehensive program which will meet the needs of Berkeley School District 87, the responsibility for developing the total safety program shall be delegated to a competent, professional staff person who will be directly responsible to the Superintendent. He shall be provided with staff, time, budget, authority, and title commensurate with the task.

The staff person, acting in an advisory capacity to all heads of major units within the district, shall be responsible for the promotion and development of an aggressive prevention and safety education program for students and professional and non-professional personnel employed by the District.

The general areas of responsibilities include, but are not limited to, in-service training development of accident prevention procedures, accident record keeping, plant inspection, vehicle safety programs, fire prevention, school site selection, emergency procedures, and traffic safety problems related to employees, pupils and the community.

Policy Adopted: 03/23/92

Criminal Offender Notification Laws; Screening

Laws Protecting Students on School Grounds

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). See School Board policies 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*; 8:30, *Visitors to and Conduct on School Property*; and administrative procedure 8:30-AP, *Definition of Child Sex Offender*.
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/ and (b) Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105. These laws are hereafter referred to as "offender notification laws." See also policy 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*.
3. The School Code (105 ILCS 5/10-21.9) lists criminal offenses that disqualify an individual from District employment if the individual was convicted. It requires any person hired by the District to submit to a fingerprint-based criminal history records check through (a) the Illinois State Police (ISP) for an individual's *Criminal History Records Information (CHRI)* and (b) the FBI's national crime information databases. The law also requires a school district to check two Illinois offender databases for each applicant, which are (a) the Statewide Sex Offender Registry, www.isp.state.il.us/sor/ and (b) the Statewide Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/. Obtaining the results of the fingerprint-based criminal history records check and review of the database registries is a *complete criminal history records check* as required by the School Code. See the ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/pdf/guidance_chr.pdf.
4. **Note:** A District may also check the National Sex Offender Public Registry, www.nsopr.gov/; however, the same information will likely appear in the information furnished by the FBI.
5. The provisions in the School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students.
6. Conviction of an offense listed in 105 ILCS 5/10-21.9 results in the automatic revocation of the individual's certificate (105 ILCS 5/21B-80).
7. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any guidance counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender.

Receipt of Information from Law Enforcement

Offender Notification Laws: The Superintendent or designee shall notify the local law enforcement official or county sheriff that he or she is the District's official contact person for purposes of the offender notification laws. The Superintendent and/or Building Principal may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Superintendent will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list.

- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials or State Police.

Juvenile Delinquency Adjudication Notifications: The Superintendent or designee shall contact the Juvenile Division of the County State's Attorney Office(s) having jurisdiction over the District's school(s) to discuss how the State's Attorney shall inform the Superintendent or designee of any students adjudicated as delinquent minors for offenses that would be felonies and/or certain weapons offenses under the Criminal Code of 2012 (705 ILCS 405/5-9.01(8)). The Superintendent and/or designee(s) shall ensure the dissemination of such information is limited to the Building Principal and any guidance counselor designated by the Building Principal (Id.)

Informing Staff Members and Parents/Guardians About the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. Information should be distributed about the Statewide Sex Offender Registry, www.isp.state.il.us/sor/, and the Statewide Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/. Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/, and exhibit 4:175-AP1, E1, *Informing Parents/Guardians About Offender Community Notification Laws*.

Requests for additional information shall be referred to local law enforcement officials.

Screening Individuals Who Are Likely to Have Contact with Students at School or School Events

1. For employees and student teachers, see Board Policy 504.00 Criminal Background Investigation.
2. For students doing field or clinical experience other than student teaching, see Board Policy 504.00 Criminal Background Investigation.
3. For volunteers, see Board Policy 504.00 Criminal Background Investigation.
4. For contractors' employees, see Board Policy 419.00, Compliance with Laws.
5. For individuals in the proximity of a school or bus stop, the Building Principal(s) review(s) the lists of sex offenders and violent offenders against youth as they are received from law enforcement. The Building Principal or designee shall: (a) notify staff members according to the section of this procedure on **Receipt of the Information from Law Enforcement**, and (b) attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

Policy Adopted: 09/28/15

FUNDRAISING

All fund raising projects and their purpose must be approved by the Board of Education.

Students may voluntarily participate in fund raising activities, BUT no prizes shall be awarded to individual students.

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized by the District; provided, however, that the District is not, and will not be responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.

The Superintendent's implementing procedures shall provide that:

1. Fund-raising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Illinois State Board of Education rules concerning the sale of competitive food and beverage items.
3. Fund-raising efforts must be voluntary.
4. Student safety is paramount and door-to-door solicitations are prohibited.
5. For school-sponsored student organizations, a school staff member must supervise the fund-raising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g. tile or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

Possible sale of items from the school that have been purchased on consignment: the public would come to the school to purchase the item, with only a notice going home with the students in regard to the sale.

Profits from fund raising activities must be expended in accordance with Policy No. 237.00, Gifts or Donations to the District.

Legal Reference: 105 ILCS 5/10-20.19(3)

Policy Adopted: 03/23/92

Policy Revised: 11/22/10

Policy Revised: 02/22/16

Policy Revised: 07/26/21

USE OF AUTOMATED EXTERNAL DEFIBRILLATORSDefinitions

For purposes of this policy, the following definitions shall apply:

1. "Automated External Defibrillator" (AED) - an automated medical device that is capable of recognizing the presence or absence of ventricular fibrillation and rapid ventricular tachycardia and is capable of determining, without intervention by an operator, whether defibrillation should be performed, and upon determining that defibrillation should be performed, either automatically charges and delivers an electrical impulse to an individual or charges and delivers an electrical impulse at the command of the operator.
2. "First Responder" - an individual at a District facility where an AED is located who has successfully completed a course of instruction in emergency first response as prescribed by the Department of Public Health, who is designated to provide first response services at a District facility prior to the arrival of an ambulance or other specialized emergency medical services vehicle, and has been trained to use an AED in accordance with the requirements of the Illinois Department of Public Health (see Trained AED User below).
3. "Defibrillation" - administering an electrical impulse to an individual in order to stop ventricular fibrillation or rapid ventricular tachycardia.
4. "Emergency Medical Services (EMS) System" - an organization of hospitals, vehicle service providers and personnel approved by the Illinois Department of Public Health (Department) in the District's geographic area which coordinates and provides pre-hospital and inter-hospital emergency care pursuant to a plan approved by the Department.
5. "Medical emergency" - a condition of recent onset and severity that would lead a prudent layperson, possessing an average knowledge of medicine and health, to believe that urgent or unscheduled medical care is required.
6. "Medical emergency plan" (MEP) - a written plan for responding to medical emergencies that occur at a District facility that has an AED during the time that the facility is open for use by its members or by the public, that complies with applicable law, any rules adopted by the Illinois Department of Public Health, and that is filed with the Department.
7. "Sudden Cardiac Arrest" (SCA) - an event when a person's heart stops or fails to produce a pulse.
8. "Trained AED User" - a person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross or the American Heart Association or a course of instruction in accordance with rules adopted by the Illinois Department of Public Health to use an AED.

Installation of AED's

The Board of Education authorizes the installation and use of AEDs in District indoor facilities with a gymnasium that includes a basketball or volleyball court or as otherwise required by the *Physical Fitness Facility Medical Emergency Preparedness Act*.

Each such facility shall install at least one AED in accordance with the time line established by the *Physical Fitness Facility Medical Emergency Preparedness Act*.

The AEDs installed by the Board shall be used in a manner consistent with the *Physical Fitness Facility Medical Emergency Preparedness Act* and the *Illinois Automated External Defibrillator Act*, and all other applicable law, and any rules and regulations implemented pursuant to any applicable law.

Trained AED Users shall be designated as First Responders at a District facility before an AED is installed.

AED Coordinator

The principal of each District facility that has an AED shall be that facility's AED Coordinator. The AED Coordinator shall ensure that:

1. A Medical Emergency Plan is available at the facility.
2. The facility has designated First Responders.
3. The designated First Responders are Trained AED Users.
4. The AED is maintained and tested according to manufacturer's guidelines.
5. A copy of the manufacturer's guidelines for maintenance and training, and documentation confirming that the guidelines were met, shall be available and provided as requested.
6. The names of Trained AED Users at the site, including copies of their certification cards, are provided to the Resource Hospital.
7. Each use of an AED shall be reported to the local EMS System Hospital and shall be faxed or mailed monthly to the local EMS System Hospital.
8. This policy and any implementing procedures are complied with.

First Responders

Each District facility with an AED shall have designated First Responders. The responsibilities of the First Responder shall include the following:

1. Successfully completing all training required by law and maintaining current required certifications.
2. Responding to a medical emergency that may require the use of an AED.
3. Following this policy and any implementing facility procedures.

Medical Emergency Plan (MEP)

Before July 1, 2005, the District shall adopt and implement a MEP for responding to medical emergencies that occur at any of its gymnasiums that include a basketball or volleyball court, or as otherwise required by the *Physical Fitness Facility Medical Emergency Preparedness Act*, during the time that the facility is open for use by the District or by the public. A copy of the MEP shall be at each District facility with an AED and filed with the Illinois Department of Public Health as required by law. The MEP shall be reviewed and revised as needed.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business

hours; and (2) available during activities or events sponsored and conducted or supervised by the District.

The MEP will address issues pertaining to AED use such as, but not limited to, the following:

1. Initial assessment in response to a SCA situation.
2. AED response plan and 911.
3. CPR procedures.
4. AED application.
5. AED Heart Rhythm Analysis.
6. AED Defibrillation Safety Precautions.
7. AED Shock Sequence.
8. No shock advised procedure.
9. Patient monitoring.
10. Transfer of a patient care to EMS.
11. Post-Incident procedures.

AED Training

The District hereby incorporates by reference the rules of the Illinois Department of Public Health for training First Responders on cardiopulmonary resuscitation and AED use. The training will include, but is not limited to, the following:

1. Training in cardiopulmonary resuscitation (“CPR”) and AED emergency medical care prepared according to nationally recognized standards and meeting Illinois Department of Public Health requirements; and
2. Instruction in other appropriate aspects of emergency medical care.

Trained AED users shall be informed of the time period for which their training is valid along with a recommendation for subsequent renewal.

AED Maintenance

All AED equipment must be in good repair and subject to regular maintenance inspections. The AED Coordinator shall take reasonable measures to ensure that:

1. AEDs are used only by those who have completed an approved AED training course.
2. AEDs are maintained and tested according to manufacturer’s guidelines.
3. The AEDs are registered with the EMS System Resource hospital in the vicinity which shall oversee utilization of the AED and ensure that training and maintenance requirements are

LEGAL REF.: *Physical Fitness Facility Medical Emergency Procedures Act, 210 ILCS 74/1 et seq.*
 Automated External Defibrillator Act, 410 ILCS 41/1 et seq.

Policy Adopted: 03/27/06
Policy Revised: 03/19/18

RECRUITMENT AND SELECTION

The Superintendent and persons delegated by him/her shall determine the personnel needs of the school district and recommend suitable candidates for employment to the school board.

Persons nominated for employment shall meet all qualifications established by law and by the Board.

The District will attempt to recruit and hire qualified minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

All applicants must complete a District application form to be considered for employment.

Misrepresentations of qualifications, training, experience, or background in the employment process are grounds for immediate dismissal.

The District will provide an orientation for new employees to acquaint them with the District's policies and procedures, applicable school rules and regulations, and the duties and responsibilities of their position.

Legal Reference: *Civil Rights Act of 1991*, 29 U.S.C. §§621 *et seq*, 42 U.S.C. §§1981 *et seq*,
 §2000e *et seq*, and §12101 *et seq*.
 105 ILCS 5/10-21.1
 105 ILCS 5/10-21.4

Policy Adopted: 03/23/92
Policy Revised: 03/28/94
Policy Revised: 03/27/06
Policy Revised: 02/25/08

EQUAL OPPORTUNITY EMPLOYMENT AND MINORITY RECRUITMENT

The District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic, gender or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with or without reasonable accommodation pregnancy, childbirth, or related medical conditions, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for their status as a registered qualifying patient or a registered caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILC 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Superintendent shall insert into this policy the names, office addresses, email address, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Mr. Joe Byrne
1200 N. Wolf Road
Northlake, IL 60163
jbyrne@berkeley87.org
708-449-3350

Complaint Managers:

Mrs. LaTesh Travis
1200 N. Wolf Road
Berkeley, IL 60163-1219
(708) 449-3350
ltravis@berkeley87.org

Mr. Joe Byrne
1200 N. Wolf Road
Northlake, IL 60163
708-449-3350
jbyrne@berkeley87.org

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq., §2000e et seq., and §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.
Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106.
Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
Compassionate Use of Medical Cannabis Program, 410 ILCS 130/
Genetic Information Protection Act, 410 ILCS 513/25.
Ill. Whistleblower Act, 740 ILCS 174/.
Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102
Religious Freedom Restoration Act, 775 ILCS 35/5.
Employee Credit Privacy Act, 820 ILCS 70/.
Job Opportunities for Qualified Applicants Act, 820 ILCS 75/.
Ill. Equal Pay Act of 2003, 820 ILCS 112/.
Victims' Economic Security and Safety Act, 820 ILCS 180/30.
23 Ill.Admin.Code §1.230.

Policy Adopted: 03/23/92
Policy Revised: 02/23/04
Policy Revised: 10/24/05
Policy Revised: 11/20/06
Policy Revised: 05/24/10
Policy Revised: 06/25/12
Policy Revised: 09/28/15
Policy Revised: 03/19/18
Policy Revised: 02/24/20
Policy Revised: 08/31/20
Policy Revised: 06/28/21

RIGHTS OF INDIVIDUALS WITH DISABILITIES

It is the policy of the Board of Education of School District 87 that no otherwise qualified individual shall, by reason of the individual's disability, be excluded or otherwise denied opportunity for participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. It is the further policy of this Board that students with disabilities who are residents of School District 87 will be provided a free appropriate public education regardless of the nature or severity of the student's disability.

As used in this policy and any implementing regulations, the term "disability" means an individual who has a physical or mental impairment that substantially limits one or more of the individual's major life activities. The term also includes individuals who have a record of such impairment or who are regarded as having such an impairment. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Notice of the Board's policy of nondiscrimination on the basis of disability shall be included in the Board Policy Manual, posted throughout the District, and published in any District statement regarding the availability of employment opportunities, educational services, or Board-sponsored programs.

Employment

Neither the Board nor its employees or agents shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, or privileges of employment.

Applicants for employment by the Board shall not be required to undergo a physical examination prior to an offer of employment by the Board. During the application process neither the Board nor its employees or agents shall make inquiries of an applicant as to whether such person is an individual with a disability or as to the nature or severity of his/her disability, unless such inquiry is related to the applicant's ability to perform essential job-related functions.

The Board is committed to making reasonable efforts to accommodate individuals with disabilities. Such reasonable accommodations may include, but are not limited to, one or more of the following: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Program Accessibility

The instructional program of School District 87 and the activities sponsored by the Board of Education in conjunction with the instructional program shall be operated in such a manner that such programs and activities, when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. School District 87 will attempt to provide barrier-free access to each service, program, website, or activity operated in existing school facilities with the objective that no individual with a disability is to be denied an opportunity to participate in a School District 87 program that is available to non-disabled persons. In some instances, this may require the individual with a disability to travel to or attend an accessible School District 87 facility other than the facility closest to the person's residence.

Educational Services

In providing educational services to students with identified disabilities, School District 87 will reasonably accommodate the student's individual educational needs. Such accommodation may include, but is not limited to, the provision of regular or special education and related aids and services. Students will be placed in the regular education environment unless it is demonstrated that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily.

School District 87 provides nonacademic and extracurricular services and activities that offer students with disabilities the opportunity to participate with nondisabled students in such activities to the maximum extent appropriate to the needs of the student with disabilities.

Enforcement

The Assistant Superintendent for Business Services is designated as School District 87 Coordinator for the *Americans With Disabilities Act of 1990* and *Section 504 of the Rehabilitation Act of 1973*.

The Board shall establish grievance procedures to address complaints under (1) the *Americans With Disabilities Act* and the employment and program accessibility provisions of the Section 504 regulations at 34 C.F.R. Subparts B and C, and (2) the Section 504 provisions set forth in 34 C.F.R. Subpart D with respect to identification, evaluation, and educational placement of students with disabilities. The ADA/504 Coordinator shall provide the complainant with a copy of the grievance procedures which are appropriate to the nature of the complaint.

Complaints with respect to the provisions of either of these statutes or this policy shall be directed to the Coordinator for prompt investigation and equitable resolution. Any person wishing to submit complaints should submit a written statement to the ADA/ Section 504 Coordinator. The written statement should set forth the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. If a person who is unable to write wishes to file a statement, assistance may be obtained by calling the ADA/Section 504 Coordinator at (708) 449-3303. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.

The ADA/Section 504 Coordinator shall immediately refer any complaint which relates to the District's identification, evaluation, or educational placement of students who, because of disability, receive or may require special instruction or related services, to the Assistant Superintendent for processing. The Coordinator shall promptly investigate all other complaints under the ADA and/or Section 504.

The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the complainant to discuss the complaint and the results of the investigation, to resolve the matter informally. In the event that the matter cannot be resolved informally within the (10) business days after receipt of the written complaint, the Coordinator will advise the complainant of his or her right to a hearing as set forth in the *Americans With Disabilities Act* and *Section 504 of the Rehabilitation Act of 1973*.

All complaints regarding School District compliance with the *Americans with Disabilities Act of 1990* and/or *Section 504 of the Rehabilitation Act of 1973* shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents.

The filing of a complaint under the procedures described above shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, State, or federal agency or court.

Evaluation and Compliance

The Board of Education directs the Superintendent to evaluate the School District's programs and practices with respect to nondiscrimination, in accordance with existing law and this policy. The Superintendent shall report the results of this evaluation to the Board.

GRIEVANCE PROCEDURE FOR COMPLAINTS FILED UNDER
THE AMERICANS WITH DISABILITIES ACT OF 1990 AND
THE EMPLOYMENT AND PROGRAM ACCESSIBILITY PROVISIONS
OF SECTION 504 OF THE REHABILITATION ACT OF 1973

Any individual who believes that he or she has been subjected to discrimination by School District 87 on the basis of disability in violation of the Americans with Disabilities Act ("ADA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or their respective implementing regulations, may submit a complaint to School District 87's ADA/504 Coordinator (Assistant Superintendent for Business Services) at 1200 N. Wolf Road, Berkeley, IL 60163-1219 in accordance with the following grievance procedures:

COMPLAINT

1. Any person wishing to submit a complaint (i.e., the "grievant") must submit a written statement to the School District 87 ADA/504 Coordinator. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. If a person who is unable to write wishes to file a statement, assistance may be obtained by calling the ADA/504 Coordinator at (708) 449-3303. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint, unless the time for submission is extended by the ADA/504 Coordinator because the grievant has shown good cause for such an extension.
2. The ADA/504 Coordinator shall promptly investigate the complaint. The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the grievant to discuss the complaint and the results of the investigation, to resolve the matter informally.

HEARING

3. In the event the complaint cannot be resolved informally, the Coordinator will advise the grievant of his/her right to a hearing and the following additional procedures:
 - a. The grievant's request for a hearing must be in writing. If a grievant is unable to write and no designated agent is available, the grievant can receive assistance in filing his/her hearing request by contacting the Coordinator. A copy of the original complaint shall be attached to the hearing request.
 - b. Within ten (10) business days (defined as days when the School District 87 Administrative Office is open) of the Coordinator's receipt of the written request for a hearing, the Coordinator will convene an informal hearing, at which time both the grievant and the administrator responsible for the disputed action may present testimony and documents relevant to the complaint. Witnesses may be called and cross-examined by each party.
 - c. Detailed minutes of the hearing shall be made and kept; a copy of the minutes shall be made available to each party. Either the grievant or School District 87 may choose to have a court reporter present at their own expense.
 - d. Within twenty (20) business days of the hearing, the Coordinator shall provide the grievant and the Superintendent with a written decision setting forth the disposition of the complaint and any corrective action deemed necessary. The decision shall specify the reasons upon which the disposition of the complaint was based.

REVIEW

4. If the grievant is not satisfied with the Coordinator's disposition of the complaint, or if the Coordinator fails to provide the grievant with a written decision within the time limits specified in Paragraph 3, above, the grievant may thereafter seek a review of the decision as follows:

The grievant must forward a letter seeking review of the Coordinator's decision to the Board of Education within ten (10) business days of the grievant's receipt of the decision. Assistance in filing the written request for review is available as specified in Paragraphs 1 and 3(a) above. Copies of the original complaint, minutes of the hearing, and the Coordinator's decision shall be attached to the request for review.

- a. The Board of Education may, in its discretion, convene a hearing at which the parties may present additional testimony and argument.
- b. Within thirty (30) business days of the filing of the request for review, the Board of Education will provide the grievant, the Coordinator, and the Superintendent with a written decision affirming, reversing, or modifying the Coordinator's decision and specifying the reasons upon which the review decision is based.

All complaints regarding School District 87's compliance with the *Americans with Disabilities Act of 1990* and Section 504 of the *Rehabilitation Act of 1973* shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents.

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, State, or federal agency or court.

GRIEVANCE PROCEDURE FOR COMPLAINTS FILED WITH
RESPECT TO IDENTIFICATION, EVALUATION, OR EDUCATIONAL
PLACEMENT OF STUDENTS WITH DISABILITIES UNDER
SECTION 504 OF THE REHABILITATION ACT OF 1973¹

It is the policy of the Board of Education of School District 87 to provide a free appropriate public education to all students who are identified as disabled within the meaning of Section 504 of the *Rehabilitation Act of 1973*, regardless of the nature or severity of the student's disability. In providing educational services to students with identified disabilities, School District 87 will reasonably accommodate the student's individual educational needs. Such accommodation may include, but is not limited to, the provision of regular special education and related aids and services.

GENERAL PROCEDURES

A. PUBLIC NOTICE/CHILD FIND

¹The School District's general policy on the rights of individuals with disabilities may be found in the policy manual. Under Section 504 and the School District's policy, the instructional program of School District 87 and the activities sponsored by the Board of Education in conjunction with the instructional program are to be operated in such a manner that such programs and activities, when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by students with disabilities. See the School District's general policy regarding grievance procedures for complaints with respect to program accessibility under Section 504 and the *Americans with Disabilities Act*.

The School District annually notifies the public of available services for students with disabilities and how to access them through two local newspaper announcements. Other methods utilized by the School District to identify and locate students with disabilities who reside within School District 87 may include dissemination of information about School District programs and distribution through school/District/Cooperative publications of the periodic early childhood screening dates.

B. REFERRALS

Referrals for consideration for Section 504 eligibility may result from child find efforts, direct referrals by parents or guardians (hereinafter generically referred to as "parents") or school personnel, other persons having knowledge of the child, the child, or the State Board of Education. These direct referrals may be made at any time. The School District maintains an organized and written referral process which is communicated to all professional personnel within the system and to persons within the community. A referral must be made in writing, dated at the time the request is made, and include the reason for the referral. The referral must be given to the School District's administrator.

C. EVALUATION, DETERMINATION OF ELIGIBILITY, AND SERVICE PLAN

The primary purpose of conducting an individual assessment of a student initially referred for a Section 504 evaluation is to gather information sufficient to permit a group of persons knowledgeable about the child to determine whether the student has a disability within the meaning of Section 504. The evaluation procedures shall be carried out in accordance with the requirements of 34 C.F.R. Section 104.35. A case study evaluation completed pursuant to 23 Illinois Administrative Code Section 226.535 is one means of meeting this evaluation requirement under Section 504. The evaluation shall be completed within 60 days of the date of referral.

The School District's ADA/504 Coordinator, Director of Special Education or designee will convene a Section 504 meeting for a student whose evaluation has been completed. The meeting will be conducted within 60 school days of the date of referral for consideration of Section 504 eligibility. The meeting will involve a group of persons knowledgeable about the child, including the child's parents. The team may include the child's teacher, members of the evaluation team, a School District administrator, and parents. Notice of the Section 504 conference shall be sent to all participants at least 10 calendar days prior to the conference. The team will be responsible for making the determination of eligibility under Section 504 and determining what services and/or accommodations, if any, are needed to meet the child's needs as they relate to the educational setting. The team chair will complete a conference summary form documenting the evaluation findings, eligibility, and, as necessary, the educational services/ accommodations to be provided. The conference summary will become a part of the student's temporary record and the parents will be given a copy. Recommendations made at the Section 504 conference shall be made by consensus of the participating public school staff.

If it is determined that the student is not disabled under Section 504 and will not be receiving any special services or accommodations, a written notice of the findings shall be provided to the parents, as well as notice of their right to request an impartial hearing to contest this determination. (See the following section on grievance procedures.) If a student is determined to be eligible for services under Section 504, the conference summary will also serve as the Section 504 Service Plan by describing the necessary educational services and/or reasonable accommodations to be made. The services and reasonable accommodations described shall be based on a composite understanding of the student's characteristics and how the physical or mental condition substantially limits one or more major life activities. The services/accommodations may be provided within the regular education program and be of a consultative/monitoring nature.

Direct services may include, but are not limited to, modification of the standard curriculum, alternative teaching techniques, adapted materials, adapted classroom environment, alternative/ individualized assignments, and/or a behavior management system.

D. ANNUAL REVIEW

On an annual basis, a group of persons knowledgeable about the child will review the Section 504 Service Plan to determine continued eligibility and whether the same type and intensity of services are to be continued.

E. REEVALUATION

The ADA/504 Coordinator or Director of Special Education will ensure that a reevaluation of each Section 504 eligible child is conducted every three (3) years or more frequently if conditions warrant. A notice and consent form will be sent to the student's parents or guardians prior to initiating any reevaluation. No reevaluation shall be conducted without the prior written consent of the student's parents or guardians. The reevaluation will include a review of the components of the most recent evaluation.

F. TERMINATION OF SERVICES

A meeting with a group of persons knowledgeable about the student shall recommend the termination of special services provided to a student if it is determined, after a reevaluation and a review of all pertinent information, that (1) the student no longer requires any specialized services to meet the identified needs, (2) the student no longer requires any special accommodations within the regular classroom, or (3) the student can be appropriately educated in a regular classroom environment without special services or reasonable accommodations.

G. PARENTS' RIGHT TO NOTICE, RECORDS REVIEW, AND REPRESENTATION

Written notice will be sent 10 calendar days prior to the suggested date for any conference convened in accordance with the foregoing provisions. The student's parents have a right to review their child's records and have the right to legal representation at such conferences.

GRIEVANCE PROCEDURES

A. COMPLAINT

1. If a student's parents disagree with the School District's identification, evaluation, or educational placement of the student, they have a right under Section 504 to file a complaint with the School District's ADA/504 Coordinator. The complaint must be a written statement of the specific facts and/or perceived wrongful act to be investigated. If a person who is unable to write wishes to file a complaint, assistance may be obtained by contacting the ADA/504 Coordinator.
2. The ADA/504 Coordinator shall promptly investigate the complaint. The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the parents to discuss the complaint and the results of the investigation, to resolve the matter informally.

B. HEARING

3. In the event the complaint cannot be resolved informally, the ADA/504 Coordinator will advise the parents of their right to an impartial hearing and to legal representation at that hearing. The following complaint procedures will be adhered to:
 - a. The request for an impartial hearing shall be submitted in writing to the ADA/504 Coordinator. If a parent is unable to write and no designated agent is available, the parent can receive assistance in filing his or her hearing request by contacting the ADA/504 Coordinator.

- b. Within five (5) calendar days of receipt of the written request for a hearing, the ADA/504 Coordinator shall provide the parent with a list of impartial hearing officers. The parent shall indicate his or her first three choices of hearing officers in order of preference and return the list with preferences indicated to the ADA/504 Coordinator.
- c. Upon return of the list, the ADA/504 Coordinator shall contract with the hearing officer for the purpose of hearing the case. The ADA/504 Coordinator shall promptly notify the first-choice hearing officer of the pending case. In the event that the first-choice hearing officer cannot hear the case, the second-choice officer shall be contacted. In the event that the second-choice officer cannot hear the case, the ADA/504 Coordinator shall contact the parent's third-choice officer. If none of the officers contacted can hear the case, the parent will be asked to select/prioritize three additional hearing officers from another list which will be mailed within five (5) calendar days of the notice of decline from the third-choice hearing officer.
- d. The hearing shall be scheduled by the hearing officer within fifteen (15) calendar days of the hearing officer's receipt of the written notice of selection from the ADA/504 Coordinator.
- e. The School District and the parent shall have the right to present evidence relevant to the issue(s) raised by the parent. The parties shall have the right to be represented at the hearing by legal counsel. The hearing officer shall ensure that a verbatim record of the hearing is made, either by tape recording or by a court reporter, at no cost to the parent.
- f. The hearing officer shall limit the decision to the issue(s) presented by the parent or the School District in the written request for a hearing. The hearing officer's decision must be written and shall include a summary of the evidence, the reasons for the decision, an order with respect to the remedial steps or actions, if any, to be taken by the School District, and the procedures, if any, necessary to ensure timely compliance with the order within thirty (30) calendar days unless exceptional circumstances exist which, in the hearing officer's judgment, warrant delay in implementation.
- g. The hearing officer's decision shall be made within ten (10) calendar days following the conclusion of the hearing. The hearing officer shall send a copy of the decision by certified mail to the parent and the ADA/504 Coordinator.

C. REVIEW

- 4. If either party remains aggrieved following the hearing officer's decision, they may request a review (appeal) as follows:
 - a. The request for review of the decision must be in writing and filed by mail or personal service with the Superintendent of School District 87 no later than thirty (30) calendar days after the date of the hearing officer's decision.
 - b. Within five (5) calendar days of receipt by the Superintendent of the request for review, the Superintendent shall transmit to the requesting party a list of five review

officers. The requesting party shall select a review officer in accordance with the procedure described in Paragraph 3 above.

- c. The Superintendent shall transmit the entire file (i.e., the original complaint and hearing request, record of the hearing, records and documents, etc.) to the review officer promptly upon his/her selection.
- d. If oral argument is not requested, the review officer will review the entire record and render a written decision within ten (10) school days of receipt of the record. If oral argument is requested, and at the review officer's discretion, oral argument may be scheduled at which both parties may be represented by counsel. A decision shall be rendered in accordance with the procedures set forth in Paragraphs 3(f) and (g) above.
- e. The review officer's ruling shall be final.

Legal Reference: Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 et. seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794

Policy Adopted: 07/28/93
Policy Revised: 03/19/18

FAMILY AND MEDICAL LEAVE POLICY

It is the policy of the Board of Education of Berkeley School District #87 that eligible employees shall be granted up to 12 weeks of unpaid leave per 12-month period, which shall be defined as the 12-month period measured forward from the date any eligible employee's first leave under this policy begins, in the following instances:

- a) for the birth of a child and to care for a newborn child;
- b) for the placement of a child for adoption or foster care and to care for the newly placed child;
- c) to care for an eligible employee's spouse, child, or parent with a serious health condition;
- d) because of a serious health condition that makes an eligible employee unable to perform his or her job functions; and,
- e) because of any qualifying exigency arising out of the fact that the spouse, or son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
- f) **Military Caregiver Leave:** An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care of the servicemember with a serious injury or illness. The "single 12-month period" for this military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the employer for other FMLA leave reasons. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the single 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. For example, if an employee uses 10 weeks of FMLA leave for his or her own serious health condition during the single 12-month period, the employee has up to 16 weeks of FMLA leave left for military caregiver leave.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leave when the reason for the leave is a or b, above or to care for a parent with a serious health condition, or a combined total of 26 weeks to care for a servicemember.

As used in this policy, the term "eligible employee" means an employee who has worked for the Board of Education for at least one year and for at least 1,250 hours during the year preceding the leave. All other terms shall be defined as defined in the Family and Medical Leave Act of 1993 (29 U.S.C. 2601 *et. seq.*) ("FMLA") and rules and regulations as promulgated by the United States Department of Labor.

Notice of the Board's family and medical leave policy shall be included in the Board policy manual, posted where it can be readily seen by Board employees and applicants for employment, and published in any written guidance to Board of Education employees regarding employee benefits or leave rights.

Use of Accrued Paid Vacation, Personal, or Sick Days

The Board of Education, acting through the Superintendent, or the eligible employee may elect to substitute accrued paid vacation or personal leave for any FMLA-qualifying purpose for all or part of the period of leave. The Superintendent or the eligible employee may elect to substitute accrued paid medical or sick leave for all or part of the period of unpaid FMLA leave for the birth or adoption of a child; to care for a newborn or newly adopted child; to care for a spouse, child, or parent with a serious health condition; for the employee's own serious health condition; or, when the employee is on a covered military caregiver leave.

Continuation of Health Insurance

The Board of Education shall maintain health care coverage at Board Expense for the duration of the family and medical leave period at the same level and under the same conditions that existed at the time of the commencement of this leave. Thereafter, with the approval of the insurance carrier, health care coverage may be continued at the expense of the eligible employee.

Accrued Benefits

No eligible employee taking family and medical leave shall experience the loss of benefits, such as group life insurance, disability insurance, or pension benefits, accrued before the date such leave commences.

Notification

An eligible employee shall provide the Superintendent at least 30 calendar days advance notice before the date the leave is to begin of the employee's intention to take the leave if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the eligible employee or of the employee's parent, spouse, or child. Additional notice of the employee's intention to return to work shall be provided to the Superintendent at least 30 calendar days before the date the leave is to terminate.

An eligible employee shall make every reasonable effort to schedule planned medical treatment so as not to disrupt unduly the operations of the Board, subject to the approval of the health care provider.

If 30 calendar days advance notice is not practicable due to a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice of the eligible employee's intention to take leave must be given to the Superintendent as soon as practicable after the need for leave becomes known to the employee.

End of Academic Term

If an eligible employee is employed principally in an instructional capacity and begins family and medical leave:

- 1) more than five weeks prior to the end of an academic term, the Superintendent may require the leave to extend to the end of the academic term if the leave is of at least three weeks duration and the return to employment would occur within three weeks of the end of the academic term; or
- 2) less than five weeks prior to the end of the academic term, and the leave is for a purpose other than the employee's own serious health condition, the Superintendent may require the leave to extend to the end of the academic term if the leave is of at least two weeks duration and the return to employment would occur within two weeks of the end of the academic term; or
- 3) less than three weeks prior to the end of the academic term, and the leave is for a purpose other than the employee's own serious health condition, the Superintendent may require the leave to extend to the end of the term if it is greater than five working days.

Intermittent Leave or Leave on a Reduced Schedule

Where leave is taken because of a birth or placement of a child for adoption or foster care, to care for a newborn or newly placed child, or because of a qualifying exigency or covered servicemember leave, an employee may take leave intermittently or on a reduced leave schedule only upon approval of the Board or its designee.

Where leave is taken to care for a spouse, parent, or child with a serious health condition or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

If an eligible employee employed principally in an instructional capacity requests intermittent leave or leave on a reduced schedule for medical treatment which is foreseeable and requires the employee to be on leave for more than 20% of the total number of working days in the period over which the leave extends, the Superintendent may require the employee to elect either:

- 1) to take leave for a block of time not to exceed the duration of the planned medical treatment; or
- 2) to transfer temporarily to an available alternate position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

Certification

Should an eligible employee request family and medical leave to care for a spouse, parent, or child with a serious health condition or for the employee's own serious health condition, the employee shall, within fifteen (15) days of the Superintendent's request, provide written certification from the health care provider of the employee, spouse, parent or child, as the case may be, of the reasons for the employee's request for family and medical leave.

The Board may, at its expense, require the opinion of a second health care provider to confirm or challenge the certification from the employee's health care provider.

In the case of conflicting opinions, the Board, at its expense, may require a third, binding opinion from a jointly-selected health care provider.

During the period of an eligible employee's family and medical leave to care for the employee's parent, spouse, or child with a serious health condition or for the employee's own serious health condition, the Board may require at reasonable intervals periodic recertification from the health care provider of the employee or the employee's spouse, parent, or child. Regardless of the length of time since the last request, the District may also request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Prior to returning to work from the leave due to an eligible employee's serious health condition, the employee shall provide to the Board a certification from the health care provider rendering an opinion as to the employee's fitness to return to work.

When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember.

When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Restoration to Employment Upon Return from Leave

An eligible employee returning from family and medical leave shall be restored to the same or an equivalent position with equivalent benefits, pay, and other conditions of employment.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave.

Collective Bargaining Agreements

Nothing in this policy shall be construed to limit employees' rights to sick and/or pregnancy/parental leave under the collective bargaining agreement between the Board and the applicable union.

Legal Reference: Family and Medical Leave Act of 1993, 29 U.S.C. 2601, *et. seq.*
U.S. Department of Labor regulations, 29 C.F.R. Part 825

Policy Adopted: 10/23/95
Policy Revised: 05/18/09
Policy Revised: 09/28/15
Policy Revised: 06/26/17

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The *Victims' Economic Security and Safety Act*, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the district employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to any unpaid leave permitted by the *Family and Medical Leave Act of 1993*, as amended.

Legal Reference: 820 ILCS 180/1 et seq.
 56 Ill. Admin. Code Sec. 280

Policy Adopted: 03/27/06

Policy Revised: 03/22/10

RELIGIOUS ACCOMMODATION

Policy Statement

The Board of Education is committed to supporting equal employment opportunity and fostering diversity, including religious diversity, in its workforce. As part of this commitment, the Board recognizes its duty under Title VII of the Civil Rights Act of 1964 to reasonably accommodate an employee's or a prospective employee's request for religious accommodation unless the request would create an undue hardship.

The Board has established this policy to assist individuals who request a religious accommodation and to assist individuals who participate in decisions on requests for religious accommodation made by employees or prospective employees. This policy does not limit or supplant an employee's or applicant's rights and remedies under Title VII or State or federal law. Requirements governing the initiation of any claims under Title VII or any other State or federal law remain unchanged.

Scope and Distribution

This policy applies to all employees and prospective employees of the Board of Education and to each of the schools governed by the Board. As used in this policy, "Board" and "Board of Education" means the Board of Education, its members, administrators, and human resource officials who participate in decisions on requests for religious accommodation made by employees or prospective employees.

The Board shall distribute this policy to all current employees by including it in its staff/employee handbook and its policy manual, which will continue to be made publicly available at www.berkeley87.org; and, annually distributing this policy to employees through its staff/employee handbook.

Definitions

"Religion" means all sincerely-held aspects of religious observance and practice as well as belief of not only traditional, organized religions, but also religious beliefs that are new, uncommon, not part of a formal church or sect, only subscribed to by a small number of people, or that seem illogical or unreasonable to others. Religious beliefs include theistic beliefs (e.g., those that include a belief in God) as well as non-theistic moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views. Title VII's protections also extend to those who are discriminated against or need accommodation because they profess no religious beliefs.

"Religious Accommodation" means an adjustment to an employment practice that will allow an employee to practice his or her religion. Such accommodations may include many things, such as: flexible scheduling, voluntary shift substitutions or shift swaps, change of job tasks, lateral transfers, and a possible exception to a collective bargaining agreement when the accommodation requested does not alter the rights of other employees under a bona fide seniority system. Accommodations are determined on a case-by-case basis.

"Undue Hardship" occurs when a religious accommodation causes more than a minimal burden on the employer. An employer must have objective information and/or a well-founded basis in fact to deny an accommodation based on undue hardship, such as how much cost or disruption a proposed accommodation would involve. If an employee's proposed accommodation would pose an undue hardship, the employer should explore alternative accommodations.

Responsibilities

Employees and Applicants

- Completes or cooperates in the completion of the Confirmation of Request for a Religious Accommodation Form (“Confirmation Form”).
- Cooperates with employer’s good-faith efforts to accommodate religious observance, practice or belief.

Board of Education

- Provides information to employees and applicants of their right to request a religious accommodation and the procedure for making a request.
- If grounds for believing that an employee or applicant is asking for a religious accommodation, informs him or her of the procedure for requesting a religious accommodation and provides copy of the Confirmation Form.
- If employee or applicant makes an oral request for a religious accommodation, promptly begins the process for evaluating the request and for completing the Confirmation Form.
- If employee or applicant provides the Confirmation Form to an employee of the Board who is not the person designated to receive such requests, that person will forward the request to the appropriate person.
- Promptly evaluates religious accommodation requests and notifies employee or applicant of the outcome of the request and, if granted, of the type of reasonable accommodation.
- Discuss with others, when necessary, the basis of a reasonable religious accommodation request where discussion would assist in accommodating the request.
- Before any religious accommodation request is denied, engages in an interactive process with the employee or applicant to determine whether an alternate accommodation is available that will meet the requesting employee’s or applicant’s needs without causing undue hardship.

Procedures

Request for an Accommodation

Employees and applicants may request a religious accommodation by:

- a. Making an oral request for a religious accommodation to their supervisor or superintendent;
- b. Completing a Confirmation of Request for a Religious Accommodation Form and submitting the form to their supervisor or superintendent.

With respect to applicants, the Board acknowledges that it cannot make any hiring or any other employment decision based on an assumption or belief that an applicant may need an accommodation of his or her religious beliefs, observances or practices.

Evaluation of Request

Individuals designated to evaluate requests for an accommodation will evaluate the request promptly to determine whether the accommodation may be reasonably granted without undue hardship to the Board. If the Board believes that more information is needed to evaluate the request, the Board will obtain the required information from the employee or applicant.

Notification of Decision

If the Board determines that the accommodation can reasonably be granted, the Board will provide to the employee or applicant a copy of the Confirmation of Religious Accommodation Request Form, noting the date the request was made, the date the religious accommodation was provided, and the nature of the accommodation granted.

Denial of Request

Before any request for a religious accommodation is denied, the superintendent or designee shall engage in an interactive process with the employee or applicant to explore the possibility of an alternate form of accommodation that would not result in undue hardship. The Board shall document the result of the interactive process, including what alternate accommodations were explored.

If after the interactive process, the Board denies the request for a religious accommodation, the Board shall document its reason for the denial on the Resolution of Request for a Religious Accommodation Form.

The Board shall provide notice to those employees and applicants whose requests for an accommodation have been denied of: (i) their right to request reconsideration from the Board of Education within ten days of notice to the employee or applicant; (ii) their right to file a complaint with the Equal Employment Opportunity Commission.

The Board recognizes that it has an affirmative duty to ensure that there is no retaliation against any employee or applicant who makes a request for a religious accommodation or files an appeal or a complaint of religious discrimination if the accommodation is denied.

Adopted: 4/23/12

Workplace Accommodations for Nursing Mothers

The School District accommodates mothers who choose to continue breastfeeding after returning to work. An employee who is a nursing mother may take reasonable breaks to express breast milk or breastfeed her infant. The employee's supervisor shall help the employee arrange a break schedule accommodating the nursing mother while minimizing disruption. The break time may run concurrently with any break time already provided to the employee.

Each Building Principal or chief administrator in another District building shall identify a private room or space where, if a request is made, an employee may express milk or breastfeed her infant. The private space must: (1) be in close proximity to the work area and be other than a bathroom, and (2) be free from intrusion from coworkers and the public, and (3) include an electrical outlet for the use of an electric breast pump.

Supervisors should consider ways to accommodate an employee's needs with minimal disruption of the school environment. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave.

Policy Adopted: 04/29/19

MINORITY RECRUITMENT AND HIRING POLICY

The Board is desirous of employing and maintaining a culturally and socially diverse staff. To that end, it is a goal of the Board of Education to:

1. recruit minority applicants in all employment positions, including teachers, other certified employees and non- certificated employees, including custodians, lunch room staff and teacher aides;
2. attempt to provide equal employment opportunities to all minority job applicants; and
3. hire those minority applicants who, in the judgment of the Board, are those most qualified for the positions for which they have applied.

The administration is directed to implement this policy in methods it deems appropriate, subject to further guidance by the Board.

This policy statement contains goals and objectives of the Board of Education and is not intended to constitute a contractual obligation or commitment.

Legal Reference: III.Rev.Stat., ch. 122, par. 10-20.7a

Policy Adopted: 03/23/92

CRIMINAL BACKGROUND INVESTIGATION

Each applicant for any position (except school bus driver applicants) and volunteer, must, as a condition of employment or volunteer work within the District, authorize in writing and submit to a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and the Violent Offender Against Youth Database (when available) to determine if he or she has been convicted of certain criminal or drug offenses. Upon receipt of this authorization, the Superintendent or designee shall submit the applicant's name, sex, race, date of birth, social security number, fingerprint images and any other identifiers prescribed by the Illinois Department of State Police to the Illinois Department of State Police (on forms prescribed by the Department) and, if warranted, to the Federal Bureau of Investigation. The Superintendent or designee shall also perform a check of the statewide sex offender database, as authorized by law, for each applicant. If the criminal history records check or database checks indicates that an applicant has been convicted of any offense that would prohibit District employment, the State Police and the Federal Bureau of Investigation will furnish records of convictions, until expunged, to the Board President. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent of Schools, State Teacher Certification Board, or any other person necessary to the hiring decision. A copy of the conviction record obtained from the Illinois Department of State Police or the Federal Bureau of Investigation will be provided to the applicant. The Superintendent or designee shall notify the applicant if he or she is identified in either statewide database.

Whenever an applicant is seeking employment in concurrent positions in more than one district as either a substitute or part-time teacher or educational support personnel employee, the District may require that the applicant authorize the Regional Office of Education Superintendent who services those school districts to conduct the criminal history records check.

Each applicant for a student teaching position in the District, and each applicant for any field or clinical experience other than student teaching, must, as a condition of such position or experience, authorize in writing and submit to a fingerprint-based criminal history records check, a check of the Statewide Sex Offender Registry and a check of the Statewide Child Murderer and Violent Offender Against Youth Registry. The applicant is responsible for paying the cost of the criminal history records and the database checks. A new check must be completed for each new student teaching, field or clinical experience. The results of the criminal history records check, the Statewide Sex Offender Registry check, and the Statewide Child Murderer and Violent Offender Against Youth Registry checks, will be furnished to the applicant, and the Superintendent of the District. All information contained within the report is confidential and may be shared only with the State Superintendent of Education, the State Educator Preparation and Licensing Board, and any other person necessary to the decision to allow the student to student teach or perform the field or clinical experience in the district, or for clarification purposes the Department of State Police or Statewide Sex Offender Registry, or both. Upon request, the District shall disclose to student's institution of higher education ONLY that the student has or has not been convicted for any offense listed in Section 21B-80 of the School Code. The District shall not disclose any further information about any such conviction or any other criminal history to the institution of higher education. The Board will not knowingly permit a person who has been convicted of any of the offenses referred to in this policy to act as a student teacher in the District.

Applicants seeking employment in the District or seeking to act as a student teacher in the District, shall not be obligated to disclose sealed or expunged records of conviction or arrest. School District personnel may not ask an applicant for employment or a student teaching position if he/she has had records expunged or sealed.

Each contract with the School District that may involve an employee or agent of the contractor having any contact (direct or indirect), with a student shall require the contractor to provide the District with the name and address of each employee who will perform work on school property and require that the employee submit to a criminal history records check.

No person who has been convicted of committing or attempting to commit any one of or more of the offenses cited below may work on District grounds.

The Board shall not knowingly employ a person who has been convicted of committing or attempting to commit any one or more of the following offenses:

1. Attempted first degree murder, first-degree murder or any Class X felony.
2. Those defined in the *Criminal Code of 1961*, 720 ILCS 5/11-6, 5/11-9, 5/11-14, 5/11-15 through 5/11-21, 5/12-13 to 5/12-16.
3. Those defined in the *Cannabis Control Act*, 720 ILCS 550/1 *et seq.*, except 720 ILCS 550/4(a), 550/4(b), and 550/5(a).
4. Those defined in the *Illinois Controlled Substances Act*, 720 ILCS 570/100 *et seq.*
5. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this state, would have been punishable as one or more of the foregoing offenses.

Additionally, the Board shall not knowingly employ any person found to be a perpetrator of sexual or criminal abuse of any minor under 18 years of age pursuant to proceedings under Article II of the *Juvenile court Act of 1987*.

Additionally, the Board will continue its policy of not knowingly employing any person convicted of an offense that is related to the job duties of the position for which the person is seeking or has obtained employment.

The Board shall immediately terminate the employment of any employee upon notice that he or she has been convicted of one or more of the foregoing offenses, or is found to be the perpetrator of prohibited physical or sexual abuse of a minor under the age of 18.

The Board shall not knowingly employ an applicant for whom a criminal history records check has not been initiated.

The Board reserves the right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems appropriate to do so, to the extent permitted by applicable law.

Reporting New Hires

The Superintendent or designee shall timely file an IRS form W-4 or IDES New Hire Reporting Form for each newly hired employee with the Department of Employment Security.

Legal Reference: 105 ILCS 5/10-21.9
105 ILCS 5/21B-80
ISBE Fall 2012 Guidance Document, Criminal History Records Information (CHRI) Check for Certified and Non-Certified School Personnel (Non-Regulatory Guidance)
Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/1.

Policy Adopted: 3/23/92
Policy Revised: 3/22/94
Policy Revised: 4/24/00
Policy Revised: 7/26/04
Policy Revised: 3/27/06
Policy Revised: 2/26/07
Policy Revised: 12/17/12
Policy Revised: 08/26/13
Policy Revised: 04/29/19

IMMIGRATION INVESTIGATION

All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day. If an individual is unable to provide the required documents to complete the Form I-9 within the 3-day period, the individual must present a receipt for the application of the documents within 3 days of the hire and present the required documents within 90 days of the hire.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of 3 years after the date of hire or one year after individual employment is terminated, whichever is later.

Legal Reference: Immigration Reform and Control Act, 8 U.S.C. 1324a and 1324b.

Policy Adopted: 04/24/00

EMPLOYMENT AGREEMENTS/COLLECTIVE BARGAINING AGREEMENTS

Whenever the terms of an individual employment agreement or a collective bargaining agreement conflict with School Board policies, the terms of the individual employment agreement or collective bargaining agreement shall control.

Policy Adopted: 03/23/92

JOB DESCRIPTIONS

The Superintendent shall develop a job description for each district position.

Policy Adopted: 03/23/92

STAFF DEVELOPMENT PROGRAM

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plan(s) so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

At least once every 2 years, the Superintendent or designee shall arrange an in-service for school personnel who work with students regarding domestic and sexual violence and the needs of expectant and parenting youth. The in-service shall be conducted by persons with expertise in such areas and shall include: a) communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth, b) connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed, and c) implementing the District's policies, procedures, and protocols with regard to such youth, including confidentiality.

In addition, the staff development program shall include each of the following:

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for school personnel who work with students in grades 7 and 8 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 523.00, *Abused and Neglected Child Reporting*).
 - b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 523.00, *Abused and Neglected Child Reporting*).

- c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 523.00, *Abused and Neglected Child Reporting*).
- 6. Education for staff instructing students in grades 7 and 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
- 7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
- 8. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
- 9. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. Individuals covered by this training mandate must initially complete training by 9-1-2016.
- 10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
- 11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
- 12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
- 13. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
- 14. For all District staff, annual sexual harassment prevention training.
- 15. Title IX requirements for training as follows (see policy 233.03, *Title IX Sexual Harassment Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

All staff members are encouraged to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques, including Heimlich maneuver and rescue breathing, in accordance with a nationally recognized certifying organization. The staff development program may include training and services of experts in life-saving techniques to instruct teachers and other school personnel.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 722.08, *Suicide and Depression Awareness and Prevention*.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b
 7 C.F.R. Parts 210 and 235
 105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), 5/24-5
 105 ILCS 25/1.15, Interscholastic Athletic Organization Act
 105 ILCS 150/25, Seizure Smart School Act
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act
 325 ILCS 5/4, Abused and Neglected Child Reporting Act
 745 ILCS 49/, Good Samaritan Act
 775 ILCS 5/2-109, Ill. Human Rights Act
 23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525
 77 Ill.Admin.Code §527.800.

Cross Reference: Policy 717.02

Policy Adopted: 04/24/00
Policy Revised: 02/24/03
Policy Revised: 02/25/08
Policy Revised: 03/22/10
Policy Revised: 02/28/11
Policy Revised: 09/22/14
Policy Revised: 02/22/16
Policy Revised: 02/24/20
Policy Revised: 08/31/20

STAFF DRESS CODE

Purposes

District 87 staff should act as role models in the schools. Staff dress and grooming should promote professionalism and maintenance of a positive teaching and learning environment.

The dress code set forth in this policy is intended to preclude employee attire that is inconsistent with the foregoing purposes, or which may be viewed as provocative, revealing, or otherwise inconsistent with the District's educational mission. Staff clothing shall not be frayed, worn, torn, cut, or bleached, and shall adhere to the requirements set forth in this policy on all work days, and at all school-related activities, events and functions.

Requirements

- Clothing shall be clean, neat and practical, and not be tight fitting, sheer, low-cut or revealing. Except as specified in this policy for physical education teachers and coaches, shorts, and sweatpants are not permissible.
- Bare midriffs are not permissible.
- Uncovered tank style tops are not permissible.
- Beach-wear flip-flops are not permitted.
- Any visible body piercings other than the ears are not permissible.
- Hats, sweatbands, sunglasses and other headgear may not be worn inside District buildings.
- Any clothing, pin, insignia, visible tattoo or body art, or other item with language or pictures conveying express or implied obscenities or sexual vulgarities, promoting the use of tobacco, alcohol, or illegal drugs, inciting violence or other illegal acts, or conveying other messages inconsistent with community values or the District's educational mission are not permissible.
- Any item of clothing or jewelry containing a symbol of a gang or which, by its manner of display, constitutes a symbol of a gang is not permissible.
- Hair styles, hair color, and facial hair shall be maintained in a neat and professional manner, and shall not be disruptive or distracting to students or staff. (Examples include, but are not limited to, "rainbow" colored hair, Mohawks, carvings, etc.)
- Other items of clothing, jewelry, or footwear that are disruptive, distracting or unsafe/unhealthy are not permissible. All employees shall otherwise maintain their personal appearance in a manner that is not disruptive, distracting or unsafe/unhealthy to other staff, students, or others present on school grounds during the employee's work day.

Physical Education teachers and coaches

- Physical education teachers are permitted to wear sweatpants, wind pants, sweatshirts, shorts, t-shirts, or athletic shoes. No predominant emblems or insignias are allowed except for the school emblem.
- Interscholastic coaches may adhere to the dress code for physical education teachers while performing coaching activities.

School Spirit Days/Field Trips

- Building administrators, with the approval of the Superintendent or designee, may designate school spirit days on which the staff may be excused from complying with some or all of the requirements of this Policy.
- The Building Administrator may, at their discretion, excuse staff who will be attending field trips from complying with some or all of the requirements of this Policy. Field trip destination will be considered in applying this portion of the policy.

Accommodations

- This policy is not intended to discriminate against an employee or violate an employee's rights. Reasonable accommodations will be made for religious, ethnic, and/or medical purposes.

Violations

- If an employee fails to comply with this dress code policy, the principal will discuss the matter with the employee and request that any failure to comply be remedied. Continued violations as determined by the building principal, will result in a written notice of violation being placed in the employee's personnel file and the specific dress code provision violated will be reviewed with the employee. Progressive disciplinary actions will then be applied to an employee who continues to violate the dress code policy, up to and including termination of employment.
- The building principal shall determine if a building employee is in compliance with this policy. If the employee disagrees with the principal's decision may request a meeting with the Superintendent to review the building principal's decision. The Superintendent shall make the final determination if an employee is in compliance with this policy.
- The Superintendent shall notify building principals of dress code determinations as needed to ensure uniform compliance and enforcement of this policy.

LEGAL REFERENCE: 105 ILCS 5/10-20; 10-20.5

Policy Adopted: 07/27/09

Policy Revised: 07/23/18

Policy Revised: 07/26/21

EMPLOYEE ETHICS, CONDUCT; AND CONFLICT OF INTEREST

Professional and Appropriate Conduct

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 addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in the first paragraph of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct*. *Sexual misconduct* is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

School Board policy 420.00, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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 State Board of Education and adopted for use by the School Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 420.00, *Ethics and Gift Ban*.

Outside Employment

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.

Incorporated by reference: 308.00 (Code of Ethics)

LEGAL REF.: U.S. Constitution, First Amendment
2 C.F.R. §200.318(c)(1)
5 ILCS 420/4A-101, Ill. Governmental Ethics Act
5 ILCS 430/, State Officials and Employee Ethics Act
30 ILCS 708/, Grant Accountability and Transparency Act
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, and 5/22-90 (final citation pending)
325 ILCS 5/, Abused and Neglected Child Reporting Act
775 ILCS 5/5A-102, Ill. Human Rights Act
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968)
Garcetti v. Ceballos, 547 U.S. 410 (2006)

CROSS REF.: 420.00 (Ethics and Gift Ban), 233.03 (Title IX Sexual Harassment Grievance Procedure, 523.01 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 506.01 (Staff Development Program), 523.00 (Department of Children and Family Services/Abuse and Neglect), 701.00 (Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation)

Policy Adopted: 09/22/14
Policy Revised: 06/26/17
Policy Revised: 02/24/20
Policy Revised: 01/24/22

PERSONNEL RECORDS

The District shall maintain a complete personnel record for every job applicant, current employee, and former employee. All personnel records shall be maintained in the District's Administrative Office under the supervision of the Superintendent.

Records for job applicants shall remain active for at least one (1) year from the date an application was received.

Personnel records shall be maintained indefinitely for all employees and former employees of the District.

The Superintendent shall be responsible for periodically reviewing the personnel records maintained by the District for accuracy.

Persons seeking access to their personnel records shall submit a written request to inspect his/her personnel records to the Superintendent or Superintendent's designee; access shall be given consistent with applicable law. The employee shall be provided with opportunity for inspection of the requested records within seven (7) working days after the request. If an employee inspects his/her records and disagrees with the contents, a written statement may be submitted explaining the employee's position, which will be retained in the file.

All third party inquiries concerning personnel records shall be directed to the Superintendent's office for a response. The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

Legal Reference: 820 ILCS 40/0.01 *et seq.*
23 Ill.Admin.Code Sec. 1.660

Policy Adopted: 03/23/92
Policy Revised: 11/20/06
Policy Revised: 03/23/09

ASSIGNMENTS AND TRANSFERS

Assignment of employees to specific schools and positions is the responsibility of the Superintendent. Personnel shall be assigned by the Superintendent on the basis of the needs of the District, on the employee's qualifications, and on their expressed desires.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-21.4

Policy Adopted: 03/23/92

HEALTH EXAMINATION

New employees are required to undergo a physical examination (performed by a licensed physician) indicating medical history, health and fitness to perform responsibilities, and freedom from communicable diseases and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official. The physical examination shall be performed by a physician chosen and paid for by the Board.

The Board may require annual or more frequent physical examinations. If such examinations are required, the Board will assume the cost.

Legal Reference: 105 ILCS 5/24-5

Policy Adopted:	03/23/92
Policy Revised:	07/28/93
Policy Revised:	09/27/93
Policy Revised:	08/22/94
Policy Revised:	09/28/15

EMPLOYMENT OF PERSONS AFFLICTED WITH A CONTAGIOUS DISEASE

A. Reporting Procedures

1. Any report that an employee of the District has a contagious disease shall be made or forwarded in confidence to the Superintendent.
2. The identity of an employee who has or is believed to have a contagious disease (such as tuberculosis, AIDS or ARC, or has been exposed to HIV or other identified causative agent of AIDS, or has a similar contagious disease) shall not be revealed by any District employee or official to anyone including other District employees except as is authorized herein or as is necessary to implement the procedures referred to herein.

B. Review Procedures

1. If the Superintendent has reasonable grounds to believe that an employee of the District has a contagious disease, the Superintendent shall immediately contact the employee and require that he/she submit a letter from his/her physician indicating whether or not the employee is able to perform his/her regular duties without risk to himself or others. The opinion of the employee's physician will be considered but will not be controlling. The Superintendent may require that the employee submit to an examination and blood or other tests by a physician selected by the Superintendent.
2. If it is determined that the employee is infected with a contagious disease, the Superintendent shall determine, with the advice of medical personnel, whether the employee remains otherwise qualified to perform his/her duties. In making such determination, the following factors should be considered:
 - a. The nature of the risk (how the disease is transmitted);
 - b. The duration of the risk (how long is the carrier infectious);
 - c. The severity of the risk (what is the potential harm to third parties; what is the affected person's physical condition, behavior, and ability to control bodily functions and secretions); and
 - d. The probabilities that the disease will be transmitted and will cause varying degrees of harm.

After consideration of the foregoing factors, the employee shall be considered otherwise qualified if he/she can continue to perform the essential functions of his/her position or can do so with reasonable accommodation. (Accommodation shall not be considered reasonable if it imposes undue financial and administrative burden on the District or requires a fundamental alteration in the nature of the program). However, an employee who poses a significant risk of communicating the disease to others in the workplace will not be considered otherwise qualified to continue in his/her position if reasonable accommodation will not eliminate that risk.

Legal Reference: 29 U.S.C., Section 794 et seq.
42 U.S.C., Section 12101 et seq.
20 ILCS 2305/6
820 ILCS 40/1 et seq.

Policy Adopted: 03/23/92

Policy Revised: 09/26/11

WORKPLACE HARASSMENT PROHIBITED

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, or other protected status, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 502.00, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 233.02, *Uniform Grievance Procedure*; 233.03, *Title IX Sexual Harassment Grievance Procedure*; 701.00, *Harassment of Students Prohibited*; 722.02, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 722.05, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District will provide annual sexual harassment training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint: Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 233.02, *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 233.02, *Uniform Grievance Procedure*. Employees and persons who are not employees but are directly performing services for the District pursuant to a contract with the District, including contractors and consultants may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees may also report claims using Board policy 233.02, *Uniform Grievance Procedure*. If a claim is reported using Board policy 233.02, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Mr. Joe Byrne
1200 N. Wolf Road
Northlake, IL 60163
708-449-3350
jbyrne@berkeley87.org

Complaint Managers:

Mrs. LaTesh Travis 1200 N. Wolf Road Berkeley, IL 60163-1219 (708) 449-3350 ltravis@berkeley87.org	Mr. Joe Byrne 1200 N. Wolf Road Berkeley, IL 60163-1219 (708) 449-3350 jbyrne@berkeley87.org
--	--

Investigation Process:

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 233.03, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 233.03, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 233.02, *Uniform Grievance Procedure*, and/or 506.03, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel:

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 523.00, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 233.03, *Title IX Sexual Harassment Grievance Procedure*, or policy 233.02, *Uniform Grievance Procedure*.

Enforcement:

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited:

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 233.02, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies:

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission. The Superintendent shall also use reasonable measures to inform staff members, applicants and other persons covered hereunder of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

Policy Adopted: 03/19/18
Policy Revised: 02/24/20
Policy Revised: 08/31/20
Policy Revised: 06/28/21

CHANNELS OF COMMUNICATION AND APPEALS

The normal channels of communication and appeals within the District will be:

The problem or concern should first be discussed with the immediately involved Principal or supervisor. Every reasonable attempt should be made by principals and supervisors to resolve the problem or concern as soon as practicable.

If the decision by the principal or supervisor is not satisfactory to the individual employee, an account of the problem or concern in writing should be sent to the Superintendent.

If the decision by the Superintendent or his designee is not satisfactory to the individual employee, the Superintendent will present to the Board in writing, a fair account of all points of view concerning the matter and will provide the Board with copies of the written account of the problem or concern from the employee making the appeal.

Policy Adopted: 03/23/92

WORKER'S COMPENSATION

Employees injured on the job or in the performance of their duties should immediately report such injury to their immediate supervisor.

Legal Reference: Ill.Rev.Stat., ch. 48, par. 138.1 et seq.

Policy Adopted: 03/23/92

JURY DUTY

Any employee who has been duly summoned for jury duty or grand jury duty, and notifies his/her immediate supervisor in District 87 within 10 days of the date of issuance of the summons shall be given time off from employment to serve upon such jury, regardless of the employment shift such employee is assigned to at the time of service of such summons. The employee shall be paid for the regular hours of employment that the employee would have worked but for such jury duty. Effective February 27, 2007, the employee shall also be allowed to retain any compensation received from the State or County for such jury duty. The employee shall be solely responsible for all expenses incurred in relation to any jury duty served.

Upon completion of the jury duty or grand jury duty service, the employee must present a statement of the days of jury duty served to the Superintendent or designee for approval.

Legal Reference: 705 ILCS 305/4.1

Policy Adopted: 03/23/92

Policy Revised: 02/26/07

POLITICAL ACTIVITIES

No employee of the school district shall use his position as a staff member to solicit support of any political candidate partisan or non-partisan, or support any issue on any referendum matter, on school district property.

Policy Adopted: 03/23/92

EMPLOYMENT AT-WILL

Employment with the District is at-will, meaning that employment may be terminated by the District or employee at any time, without restriction. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Policy Adopted: 03/23/92

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to the federal *Fair Labor Standards Act (FLSA)* and the State *Minimum Wage Law*, and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by the minimum wage and overtime provisions of the *FLSA* and *Minimum Wage Law*. No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of their exempt status. Employees may be suspended without pay in accordance with Board Policy 518.00 (Suspensions).

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Friday. Non-exempt employees may be required to work Saturday and/or Sunday as part of the workweek pursuant to an applicable collective bargaining agreement, or as required by the District if no such agreement exists (or is inapplicable). Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

Overtime

The Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime unless it is required by the District and said employee has his or her supervisor’s express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the Business Office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and applicable law are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the Business Office. The Business Office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off as set forth in any then-applicable collective bargaining agreement or Board policy.

Administrative Implementation

The Superintendent or his/her designee shall implement this policy to ensure *FLSA* compliance.

LEGAL REF.: *Fair Labor Standards Act*, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785
Minimum Wage Law, 820 ILCS 105/1 et seq

CROSS REF.: 518.00 (Suspensions), 517.00 (Employment at Will)

Policy Adopted: 11/22/04
Policy Revised: 05/23/16

SUSPENSIONS

The Superintendent, or any Central Office Administrator the Superintendent designates, shall have the authority to suspend an employee from his/her position with or without pay when, in the judgment of the Superintendent, or the Superintendent's designee, the employee's conduct is seriously detrimental to the school system. A Central Office Administrator acting as the Superintendent's designee must obtain authority directly from the Superintendent prior to suspending an employee. In the event a Central Office Administrator, after making a good-faith attempt to secure direct authorization from the Superintendent to suspend an employee, cannot contact the Superintendent, the Central Office Administration may then secure authorization to suspend an employee from the following Administrators, in the order listed below:

1. Assistant Superintendent for Curriculum and Instruction
2. Assistant Superintendent for Business Services
3. Assistant Superintendent for Special Services

A written notice stating the reason or reasons for the suspension, the duration of the suspension, and the conditions for reinstatement shall be given the employee.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

The employee shall have the right to appeal any decision to the full Board. Said appeal shall be filed with the Superintendent within seventy-two hours of the giving of the written notice of suspension. Said appeal shall not stay the effect to any order issued by the Superintendent. In the event the Board does not sustain the suspension, the employee shall not sustain any loss of wages and all references thereto shall be expunged from the employee's file.

Administrative staff members may be suspended without pay pending a dismissal hearing. Administrative staff members may not be suspended without pay as a disciplinary measure. Other employees classified as "exempt" under the federal *Fair Labor Standards Act* or the State *Minimum Wage Law*, as amended, may be suspended without pay pending dismissal, or as a disciplinary consequence, so long as the suspension does not cause the employee to lose his or her "exempt" status.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Legal Reference: 5 ILCS 430/5-60(b); 105 ILCS 5/10-20.5

Policy Adopted: 03/23/92

Policy Revised: 07/27/98

Policy Revised: 11/22/04

Policy Revised: 05/23/05

Policy Revised: 03/23/09

Policy Revised: 03/26/12

TEMPORARY ILLNESS OR TEMPORARY INCAPACITY

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary. Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If the administration, in accordance with State and federal law, determines that an employee is unable to perform the essential duties of his or position, with or without reasonable accommodation, the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act and the Illinois Human Rights Act. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice nurse, or a licensed physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

Legal Reference: Americans with Disabilities Act, 42 U.S.C. §12102.
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).
School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987).

Policy Adopted: 03/23/92
Policy Revised: 10/27/03
Policy Revised: 09/22/14
Policy Revised: 09/23/19
Policy Revised: 02/24/20

EVALUATION

The Superintendent shall establish procedures and instruments for the evaluation of all personnel and where applicable, in accordance with applicable law.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrator Academy courses, or through other means approved by the Superintendent.

Legal Reference: 105 ILCS 5/10-21.4a
105 ILCS 5/21-7.1
105 ILCS 5/24A-1, 24A-3, 24A-4, and 24A-20
23 Ill. Admin. Code 1.310, 1.705

Policy Adopted: 03/23/92
Policy Revised: 09/26/11

DRUG-FREE SCHOOLS AND COMMUNITIES ACTI.POLICY

The Board of Education finds and determines that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use, or distribution of illicit drugs and alcohol, including anabolic steroids, by employees on school premises or as part of any of its activities is hereby prohibited.

II.DISSEMINATION OF INFORMATION

Employees shall be notified of the contents of this policy, and shall be given a copy of this policy. Information concerning any available drug and alcohol counseling and rehabilitation and re-entry programs shall be made available to employees. A copy of this policy shall be posted in a place where other information for employees is posted.

III.PENALTIES FOR VIOLATION

Compliance with the policy is mandatory and is a condition of employment. Any employee who violates this policy shall be subject to discipline up to and including termination of employment and referral for prosecution. Alternatively, if deemed appropriate by the Board of Education, any employee who violates this policy may be required to participate in and complete, to the satisfaction of the Board, an appropriate rehabilitation program.

IV.REVIEW

The Board of Education, its Superintendent, or his/her designee shall conduct a biennial review of this policy to:

- a) determine its effectiveness and implement changes to this policy and program if necessary, and
- b) ensure that the sanctions required by this policy are consistently enforced.

Legal Reference: *Drug-Free Schools and Communities Act of 1986* (47 U.S.C. Sec. 3171, *et. seq.*)a amended.
30 ILCS 580/1 *et. seq.*

Policy Adopted: 03/23/92
Policy Revised: 07/22/96

DRUG- AND ALCOHOL-FREE WORKPLACE

All District workplaces are drug and alcohol-free workplaces. All employees shall be prohibited from:

1. unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, or use, or being impaired by or under the influence of medical cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33.7 The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms⁸ listed in the Cannabis Regulation and Tax Act (CRTA).

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

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

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

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

For purposes of this policy, "District premises" means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. "School grounds" means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
4. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. establish a drug-free awareness program to inform employees about:

- a. the dangers of drug abuse in the workplace,

- b. available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
- c. the penalties that the District may impose upon employees for violations of this policy.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition, or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

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

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

Legal Reference: Americans With Disabilities Act, 42 U.S.C. §12114
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
30 ILCS 580/, Drug-Free Workplace Act
105 ILCS 5/10-20.5b
410 ILCS 82/, Smoke Free Illinois Act
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act
820 ILCS 55/, Right to Privacy in the Workplace Act
21 C.F.R. Parts 1100, 1140, and 1143
23 Ill.Admin.Code §22.20.

Policy Adopted: 03/23/92
Policy Revised: 07/24/00
Policy Revised: 09/22/14
Policy Revised: 02/22/16
Policy Revised: 02/24/20

DEPARTMENT OF CHILDREN AND FAMILY SERVICES/CHILD ABUSE AND NEGLECT

It shall be the policy of the District, in accordance with the Abused and Neglected Child Reporting Act (ANCRA) to report or cause a report to be made to the Department of Children and Family Services (DCFS) immediately where there is reasonable cause to believe that a child is abused or neglected. Any report to DCFS of suspected child abuse or neglect made by the District shall be made by a mandated reporter immediately to DCFS on its Child Abuse Hotline, 800-252-2873 (within Illinois) or 217-524-2606 (outside Illinois) or 800-358-5117 (TTY). In accordance with the ANCRA, it shall be the policy of the District that DCFS shall be responsible for the investigation of suspected cases of abuse and neglect beyond the initial report. However, should DCFS fail to respond to the report, the appropriate local law enforcement agency may be notified.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC. DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with Board policy. An "alleged incident of sexual abuse" is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at report.cybertip.org or www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

The Superintendent shall notify the State Superintendent and the regional superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

All District employees before beginning employment, shall sign an Acknowledgment of Mandated Reporter Status form provided by DCFS, which shall be retained as part of the employee's personnel file. All District employees shall complete Mandated Reporter training as required by law within 1 year of initial employment and at least every 5 years thereafter.

The District shall provide staff development training for all personnel working with students in the detection, reporting and prevention of child abuse and neglect, as required by the *School Code*. The District will encourage all of its educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting

Legal Reference: 105 ILCS 5/10-21.9
 325 ILCS 5/1 et seq.

Policy Adopted: 03/23/92
Policy Revised: 07/24/06
Policy Revised: 03/23/09
Policy Revised: 03/22/10
Policy Revised: 09/22/14
Policy Revised: 02/22/16
Policy Revised: 03/19/18
Policy Revised: 02/24/20

EMPLOYEE ETHICS, CONDUCT; AND CONFLICT OF INTEREST

Professional and Appropriate Conduct

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 addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

3. Incorporate the prohibitions noted in the first paragraph of this policy;
4. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct*. *Sexual misconduct* is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - g. A sexual or romantic invitation
 - h. Dating or soliciting a date
 - i. Engaging in sexualized or romantic dialog
 - j. Making sexually suggestive comments that are directed toward or with a student
 - k. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - l. A sexual, indecent, romantic, or erotic contact with the student
4. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels Such expectations shall establish guidelines for specific areas, including but not limited to:
 - d. Transporting a student
 - e. Taking or possessing a photo or video of a student
 - f. Meeting with a student or contacting a student outside the employee's professional role
7. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
8. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; and
9. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act:

8. Superintendent;
9. Building Principal;
10. Head of any department;
11. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
12. Hearing officer;
13. Any employee having supervisory authority for 20 or more employees; and
14. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

School Board policy 420.00, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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 State Board of Education and adopted for use by the School Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

4. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
5. An employee's business partner; or
6. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 420.00, *Ethics and Gift Ban*.

Outside Employment

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.

Incorporated by reference: 308.00 (Code of Ethics)

LEGAL REF.: U.S. Constitution, First Amendment
2 C.F.R. §200.318(c)(1)
5 ILCS 420/4A-101, Ill. Governmental Ethics Act
5 ILCS 430/, State Officials and Employee Ethics Act
30 ILCS 708/, Grant Accountability and Transparency Act
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, and 5/22-90 (final citation pending)
325 ILCS 5/, Abused and Neglected Child Reporting Act
775 ILCS 5/5A-102, Ill. Human Rights Act
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968)
Garcetti v. Ceballos, 547 U.S. 410 (2006)

CROSS REF.: 420.00 (Ethics and Gift Ban), 233.03 (Title IX Sexual Harassment Grievance Procedure, 523.01 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 506.01 (Staff Development Program), 523.00 (Department of Children and Family Services/Abuse and Neglect), 701.00 (Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation)

Policy Adopted: 09/22/14
Policy Revised: 06/26/17
Policy Revised: 02/24/20
Policy Revised: 01/24/22

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE AND GROOMING BEHAVIORS

The Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 613.00, *Instruction and Curriculum*;
 - b. Information about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with evidence-informed content and materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 506.03, *Employee Ethics; Conduct; and Conflict of Interest*;
 - b. Preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 233.02, *Uniform Grievance Procedure*; 233.03, *Title IX Sexual Harassment Grievance Procedure*; 523.00, *Department of Children and Family Services/Child Abuse and Neglect*; 506.01, *Staff Development Program*; and 506.03, *Employee Ethics; Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 233.02, *Uniform Grievance Procedure*; 233.03, *Title IX Sexual Harassment Grievance Procedure*; and 523.00, *Department of Children and Family Services/Child Abuse and Neglect*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 506.03, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 233.02 (Uniform Grievance Procedure), 233.03 (Title IX Sexual Harassment Grievance Procedure), 440.01 (Criminal Offender Notification Laws; Screening), 523.00 (Department of Children and Family Services/Child Abuse and Neglect), 506.01 (Staff Development Program), 506.03 (Employee Ethics; Conduct; and Conflict of Interest), 613.00 (Instruction and Curriculum), 701.00 (Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation)

Policy Adopted: 01/24/22

SUPPORT STAFF - ASSIGNMENT/TRANSFER

Assignment/transfer to specific buildings and responsibilities shall be the responsibility of the Superintendent.

Legal References: III.Rev.Stat., ch. 122, par. 10-21.4

Policy Adopted: 03/23/92

GIFTS TO SCHOOL PERSONNEL

Companies which sell products to be used by the schools are prohibited from the presenting of gifts to school district employees.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 22-5 Interest of officers, teachers in books, apparatus or furniture

Policy Adopted: 03/23/92

EDUCATIONAL SUPPORT STAFF - TIME SCHEDULES/WORK YEAR

The Administration Center staff shall work a forty (40) hour week and a twelve (12) month year.

Building administrative assistants and clerical aides shall work a forty (40) hour week and a ten (10) month year.

Administrative assistants and clerical lunch hour constitutes 30 minutes daily.

The Superintendent shall establish daily time schedules for administrative assistants and clerical personnel.

Teacher Aides and Other Aides

The Superintendent shall annually define and recommend the number of required aides and approximate time demand to the Board for approval.

Custodians and Maintenance

Full-time custodians work a 40-hour week and a 12-month year. Full-time maintenance personnel shall work a 40-hour week and a 12-month year. The Superintendent shall establish time schedules for custodial and maintenance employees.

Food Service

The Superintendent shall establish time schedules for food service employees (Food Service Director, Food Service Supervisor, Head Cook, Assistant Cooks, and Cafeteria/Lunchroom Assistants).

Transportation

The Superintendent shall establish time schedules for transportation employees.

Policy Adopted: 03/23/92

Policy Revised: 01/23/94

Policy Revised: 10/23/95

EDUCATIONAL SUPPORT PERSONNEL - SICK DAYS, VACATION, HOLIDAYS, AND LEAVES

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee. Days taken by the employee which have not been authorized by the District will result in a full pay deduction.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Educational support personnel who work for twelve months shall be entitled to five (5) days' vacation with pay for 0-1 year of employment, 10 days for 2-5 years of employment, 15 days for 6-10 years of employment, and 20 days for 11 or more years of employment. The fiscal year of July 1-June 30 shall be used for purposes of determining accrual.

All vacation schedules shall be approved by the immediate supervisor in advance. Vacation shall normally be scheduled for no more than two consecutive weeks.

All vacation schedules shall be approved by the immediate supervisor. Vacation days shall accumulate to a maximum of ten days.

Holidays

District employees will not be required to work on a legal school holiday except as set forth below, or unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing

it to schedule school on a legal school holiday. The following are considered holidays for educational support personnel:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday/Presidents' Day	Veterans Day
Casimir Pulaski Day	2022 Election Day
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day*	Day after Thanksgiving**
Independence Day*	Christmas Eve**
	Christmas Day
	New Year's Eve**

*12-month employees only

** District holiday; not a legal school holiday

A holiday will not cause a deduction from an employee's time or compensation, provided the employee works the work days before and after the holiday or is on paid leave. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Other Leaves

To the extent they are eligible, educational support personnel receive the following leaves on the terms and conditions provided by law for such leaves:

1. Leave for Service in the Military.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No. 127*
1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 519.00 (Temporary Illness or Temporary Incapacity), 502.00 (Family and Medical Leave Policy)

Policy Adopted: 01/24/22

STUDENT VISITATION

All eligible employees of District 87 shall be granted unpaid leave of up to a total of eight (8) hours, no more than four (4) hours of which may be taken on a single day, to attend school conferences and classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. No such leave shall be granted unless the employee has exhausted all accrued vacation or personal leave.

Except in the case of emergencies, any employee requesting such leave shall provide his/her immediate supervisor with a written request at least seven (7) work days prior to the date for which the leave is requested. Specifics of the leave shall be mutually agreed upon between the immediate employee and the immediate supervisor so as not to unduly disrupt the operations of the District.

The administration shall make every effort to permit employees who utilize such leave to make up the time taken on a different date. The administration shall not schedule make-up time in a manner that would require the payment of wages on an overtime basis. Employees shall not be required to make up time taken for such leave.

As used in this policy "employee" means a person who has been employed at least six consecutive months immediately preceding a request for leave and works an average number of hours per week equal to at least one-half the full-time equivalent position in the appropriate job classification as defined by the District's policy or collective bargaining agreements.

As used in this policy "child" means biological, adopted, or foster child, a stepchild, or a legal ward of an employee who is enrolled in a primary or secondary public or private school in this state or a state which shares a common boundary with Illinois.

Legal Reference: 820 1992 ILCS, pars. 147/1 et seq.

Policy Adopted: 12/20/93

CERTIFICATED PERSONNEL - APPOINTMENT

Upon appointment, a certificated employee shall receive a contract stating his salary, assignment and the conditions of employment. Appointment shall be conditioned upon the applicant's meeting the certification, physical examination, and other requirements as established by the State and the Board.

A copy of the certificate shall be placed on file in the Superintendent's office and must be accompanied by an official transcript of college credits.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 24-1

Policy Adopted: 03/23/92

CERTIFICATED PERSONNEL - ASSIGNMENT AND TRANSFER

It is the prerogative of the Superintendent to assign the work of any teacher within the fields of his/her legal qualifications at any time. Teachers may make written application for reassignment through their principal to the Superintendent. Every reasonable effort will be made to honor each request for reassignment consistent with the educational needs of all children in the District.

The teaching staff shall be assigned to particular school buildings by the Superintendent. Reassignment may be made when, in the judgment of the Superintendent, such reassignment or transfer is in the best interests of the School District.

During the school year, as vacancies, promotional opportunities, or activity sponsorships become available as the result of Board action, teachers will be notified of such openings. Teachers will be given an opportunity to apply to the Superintendent for the vacant positions.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-21.4

Policy Adopted: 03/23/92

CERTIFICATED PERSONNEL - EVALUATION OF TEACHERS

The primary objective of the program to evaluate teaching performance is to improve the quality of instruction and educational services to the children in the district.

The administration is expected to develop an evaluation plan which meets the requirements of the State of Illinois and the expectations of the Board.

Legal Reference: Ill.Rev.Stat., ch. 122, Article 24-A

Policy Adopted: 03/23/92

CERTIFICATED PERSONNEL - RESIGNATION/RETIREMENT

Teachers who intend to resign or retire are encouraged to indicate their plans to the Superintendent of Schools at as early a date in the school year as a teacher's plans may become firm and the decision to leave is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require consent of the Board and must be considered on an individual basis. Resignations are to be submitted to the Superintendent of Schools.

Legal Reference: III.Rev.Stat., ch. 122, par. 24-14

Policy Adopted: 03/23/92

CERTIFICATED PERSONNEL - STUDENT TEACHERS

The Superintendent of Schools may arrange with accredited teacher training institutions for student teachers. Student teachers must comply with all applicable policies of the Board of Education and requirements made by the administrative staff.

Activities of student teachers shall have the prior approval of the representative of the higher education institution and teaching plans shall have been previously discussed with and approved by the supervising teacher and such teaching shall be within guidelines established by the State Board of Education in consultation with the State Teacher Certification Board.

Legal Reference: Ill.Rev.Stat., ch. 122, pars. 10-22.34 and 10.22.37

Policy Adopted: 03/23/92

SUBSTITUTE TEACHERS

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 school days.
3. A teacher holding a short-term substitute teaching license issued pursuant to 105 ILCS 5/21B-20 who has completed the District's short-term substitute teacher training program, for a period not to exceed five (5) consecutive school days.

The Teachers' Retirement System (TRS) in Illinois limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

Legal Reference: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), 5/21B-20(4).
23 Ill.Admin.Code §1.790 and §25.520.

Policy Adopted: 03/23/92

Policy Revised: 03/28/11

Policy Revised: 06/25/12

Policy Revised: 09/28/15

Policy Revised: 04/29/19

Policy Revised: 02/24/20

Policy Revised: 08/31/20

COMPLAINTS CONCERNING SCHOOL PERSONNEL

In accord with its policy confirming the right and desirability of the public expressing its point of view to the Board, individuals are welcome at regular meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions.

1. Matters concerning an individual staff member or child shall be discussed first with the principal of that school.
2. If the problem cannot be resolved at the school, it shall then be brought to the Superintendent of Schools.
3. If the problem cannot be resolved with the Superintendent of Schools, it may then be brought to the Board in the following manner:
 - a) An appointment to meet with the Board must be requested in writing before the meeting.
 - b) Questions and problems should be submitted in writing at the time of the request for an appointment.
 - c) The Board will take questions and problems under advisement and issue responses after due deliberation.
 - d) The Board may go into executive session to receive such presentations.

Policy Adopted: 03/23/92

NON-UNION SUPPORT STAFF PERSONNEL - BENEFITS

Fringe benefits received by non-union educational support staff personnel shall be as described in the union contract for educational support staff personnel.

Policy Adopted: 03/23/92

FAMILY INVOLVEMENT

The Board of Education recognizes that a child's education is a responsibility shared by the family and the school. The schools and family must work as knowledgeable partners to support the goals of the school district.

Although families are diverse in culture, language, and needs, they share the school's commitment to the educational success of the children. The school district, in collaboration with the families, shall establish and develop programs and practices that enhance parent and family involvement and reflect the specific needs of students. The needs of the child to be considered include academic, emotional, physical, and social.

As a valued partner in their children's education, parents/ guardians will be included in a variety of roles in the shared decision-making process. A diverse cross-section of parents will be sought as members of advisory committees, such as but not limited to disciplinary, curriculum, community involvement and other committees which set the educational direction of the schools. Parents will be recognized as one part of the team approach necessary to assure a successful educational program.

To this end, the Board of Education will support the development, implementation and regular evaluation of a family involvement program. The program will be comprehensive and coordinated and will include, but not be limited to, the following:

- promote clear two-way communication between the family and the school as to school programs and children's progress.
- assist parents and guardians in developing parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist children with learning at home and at school.
- provide volunteers with appropriate training giving them an understanding and knowledge about their instructional support roles in the schools.
- provide resources and support to staff to enhance family involvement issues and programs.
- provide access to and coordination of community and support services for children and families by establishing appropriate resource files and inservice training.

To implement an appropriate family involvement program, a coordinated effort must occur among schools and within the district. Parents and families will be part of both the school and the district-wide involvement.

Legal Reference: 105 ILCS 5/10-21.9
105 ILCS 5/24-5

Policy Adopted: 07/28/93
Policy Revised: 09/27/93
Policy Revised: 08/22/94

COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The School Board welcomes talented individuals with skills, knowledge, services, and time to share with District students. The School Board also encourages participation of individuals and groups in local schools to perform appropriate tasks during and after school hours under the supervision of professional personnel.

The Superintendent shall establish procedures for approving and securing resource persons and volunteers. No person who is a "child sex offender", as defined by the Child Sex Offender and Murderer Community Notification Law, a "sex offender" as defined by the Sex Offender Registration Act, or a "violent offender against youth" as defined in the Child Murderer and Violent Offender Against Youth Registration Act, or has otherwise been convicted of a felony, shall be used. The Superintendent shall serve as the Board President's designee for the purpose of obtaining criminal conviction information concerning any volunteer or prospective volunteer.

Legal Reference: 105 ILCS 5/10-22.34, 5/10-22.34a and 5/10-22.34b.
20 ILCS 2630/3, as amended by PA 91-176
730 ILCS 152/101 et seq., and 154/75-105

Cross Reference: Policy 538.00, Family Involvement

Policy Adopted: 04/24/00
Policy Revised: 09/26/11

WEB PUBLISHING GUIDELINES

General Requirements

All material published on the District Web site must have educational value and/or support the District guidelines, goals and policies. Material appropriate for Web publishing includes information about the District and its Board Members, agendas, policies, appropriate administrative procedures, Department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. Personal information, not related to education, will not be allowed on the District Web site.

The District Webmaster shall implement a centralized process for review and uploading of material onto the District's Web site to ensure that, before material is published, it complies with District policy and procedures. The District Webmaster shall supervise the efforts of all staff members responsible for Web publishing at each level of District Web publishing and, when appropriate, hold in-service opportunities for those staff members. The staff members responsible for Web publishing are identified in these procedures in the section "Different Levels of Web Publication." The District Webmaster shall provide regular feedback and suggestions to the Superintendent regarding these guidelines.

All content published on the District Web site must:

1. Comply with all State and federal law concerning copyright, intellectual property rights, and legal uses of network computers.
2. Comply with Board policies, administrative procedures, these Guidelines, and other District guidelines provided for specific levels of publishing. This specifically includes the Board's *Permissible Use of District Computers and Use of District Means to Access the Internet – Personnel* policy and procedures.
3. Due to limited storage space and varying network speeds, file sizes must be kept under 50 kilobytes unless the District Webmaster approves otherwise.
4. Comply with the publishing expectations listed below.

Material that fails to meet these Guidelines or is in violation of Board policy and/or procedures shall not be published on the District Web site. The District reserves the right to remove any material in violation of its policy or procedures. Failure to follow these Guidelines or Board policy and/or procedures may result in loss of privileges, disciplinary actions, and/or appropriate legal action.

Publishing Expectations

The following are minimum expectations for all District Web pages:

1. The style and presentation of Web published materials should be of a high quality and designed for clarity and readability. Material shall not be published in violation of District procedures on *Permissible Use of District Computers and Use of District Means to Access the Internet – Personnel*, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or harassing or material that invades the privacy of any individual. Anonymous messages are prohibited.
2. Correct grammar and spelling are expected.
3. All information must be verifiable.
4. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
5. Publications must identify affiliation with the District, school and/or department.

6. Widespread use of external links to non-District Web sites is discouraged, but if used, the external sites must contain appropriate educational materials and information as exclusively determined by the District. Every effort should be made to insure that all links are operational. Every link to an external Web site must open a new browser window.
7. Relevant dates are required on all publications, including the date on which the publication was placed on the District Web site. Each site should contain the date the page was last updated.
8. All publications must include the District e-mail address of the staff member responsible for the page. This provides a contact person for questions or comments. No student e-mail addresses shall be listed on any District Web page. If a student is the publisher, the sponsoring staff member's e-mail must be included as the responsible person. Only District staff members may act as student sponsors.
9. Use of the District's Web site for personal or financial gain is prohibited. No commercial or private accounts should be listed on any District Web pages.
10. All documents should be previewed on different Web browsers, especially Google Chrome, Microsoft Internet Explorer, or Mozilla Firefox, before being posted on the District Web site.

For more information about these expectations or other issues related to Web publishing, please contact the System Administrator.

Protecting Student and Staff Privacy

Personal information concerning students or staff members, including home addresses and telephone numbers, shall not be published on District Web pages.

A student's last name, last name initial, and grade level shall not be published on District Web pages. In addition, student records shall not be disclosed. In special circumstances (e.g., where accolades are warranted), the sponsoring staff member should contact the Building Principal who may seek permission from the student's parents/guardians. Web pages shall not display student pictures with a student identified by his or her name unless written parental permission was first granted. Student e-mail addresses, whether a personal or District account, shall not be listed on any District Web page.

Submitting Material to Be Posted

Everyone submitting material for a publication on the District's Web site shall have signed a proper authorization for network access. Before material is published on the District Web site, the author must authorize the District in writing to publish the material, unless the District owns the copyright. All material submitted by a teacher or other staff member for publication on the District's Web site is deemed "work for hire", and the copyright in those works vest in the District. All material submitted for the District Web site is subject to treatment as a District-sponsored publication.

Different Levels of Web Publication

The following guidelines provide specific information regarding Web publishing at different levels within the District. At each level, a staff member is identified as being responsible for Web publishing in that level. This individual's Web publishing efforts are supervised by the District Webmaster.

District Level

The District Webmaster conducts the District-level Web publishing efforts and supervises other levels of Web publishing. District-level publishing includes the District's homepage as well as any publishing activities representing the District as a whole (e.g., information about Board meetings, Board policy, and schedules). The District homepage shall have a link to an Online Privacy Statement.

Department Level

District departments may publish their own Web pages as part of the District's Web site. The department supervisor or director is ultimately responsible for his or her respective department's Web pages, but may appoint a staff member as the department's Webmaster to fulfill the maintenance, reviewing, and uploading tasks. The department supervisor or director shall keep the District Webmaster informed of who is the department Webmaster.

The Web-published materials should coincide with that department's printed material. The District Webmaster should be consulted before publishing potentially sensitive material, e.g., school comparisons or student data.

The department front pages should maintain the look and feel of the District homepage – the connection to the District should be obvious. Links to the main Web site's "home" must be included at the bottom of main pages, and the District's logo must be included at the top of main front pages of each department.

School Level

The building principal is ultimately responsible for his or her respective school's Web pages, but may appoint a staff member as the School Webmaster to fulfill the maintenance, reviewing, and uploading tasks. The Building Principal shall keep the District Webmaster informed of who is the School Webmaster. All official material originating from the school will be consistent with the District style and content guidelines. The Building Principal or School Webmaster may develop guidelines for the various section of and contributors to the school's Web pages.

Staff Level

Any teacher or other staff member wanting to create Web pages for use in class activities or to provide a resource for other teachers or staff members shall notify the School Webmaster of his or her desired publishing activities.

Student Level

A student wanting to create Web pages on the District Web site as part of a class or school-sponsored activity should request a teacher or staff member to sponsor the student's publishing efforts. The sponsoring teacher or staff member shall notify the School Webmaster of the desired publishing activities. The student's Web page must include an introduction written by the sponsor that described the intent of the student's Web page and contains that sponsor's District e-mail address. Student Web pages will be removed at the end of the school year unless special arrangements are made.

Personal Web pages are not allowed on the School District's Web server. Likewise, student Web pages may not contain commercial or advertising links, including links to games and advertisements for games.

Policy Adopted: 12/15/03

Policy Revised: 01/28/13

ONLINE PRIVACY STATEMENT

Online Privacy Statement

The School District respects the privacy of all Web site visitors to the extent permitted by law. This Online Statement is intended to inform you of the ways in which the Web site collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, Web-site logs, cookies, and information voluntarily provided by you.

Network Traffic Logs

In the course of ensuring network security and consistent services for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District networks. In the course of such monitoring, these programs may detect such information as e-mail headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Web-Visit Logs

District Web sites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site, the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your Web browser on behalf of a Web site and returned to the Web site on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different Web sites and do not exchange cookies with other entities.

Information Voluntarily Provided by You

In the course of using this Web site, you may choose to provide us with information to help us serve your needs. For example, you may send us electronic mail (through a mailer or a Web form) to request information, you may sign up for a mailing list, or you may send us your address so we may send you an application or other material. Any personally identifiable information you send us will be used for the purposes indicated. Requests for information will be directed to the appropriate staff to respond to the request, and may be recorded to help us update our site to better respond to similar requests. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations. Each Web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not

required to provide it. Please contact the person listed on the specific page, or listed below, with questions or concerns on the use of personally identifiable information.

Web Links to Non-District Sites

District Web sites may provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this Online Privacy Statement; they may have their own policies or none at all. Often you can tell you are leaving a District Web site by noting the URL of the destination site. These links to external Web sites open a new browser window as well.

Questions or concerns: e-mail the Director of Technology at address on District website.

Policy Adopted: 12/15/03

USE OF ISOLATED TIME OUT AND PHYSICAL RESTRAINT

Trained employees may use isolated time out and/or physical restraint with any student as a means of maintaining a safe and orderly environment for learning, and only to the extent necessary to preserve the safety of students or other persons. Isolated time out or physical restraint shall not be used in administering discipline (i.e., punishment) to an individual student.

“Isolated Time out” is defined as the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student’s egress is restricted.

“Physical restraint” is defined as holding a student or otherwise restricting the student’s movements. “Restraint” does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to:

- 1) Prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or
- 2) Remove a disruptive student who is unwilling to leave the area voluntarily.

Employees shall comply with the procedures for the use, documentation, evaluation, and notification to parent(s)/guardian(s) of isolated time out or physical restraint set forth in the Illinois State Board of Education rules, 23 Illinois Administrative Code Sections 1.280 and 1.285.

The Building Principal shall be informed and maintain copies of all required documentation for each incident involving the use of isolated time out or physical restraint. The Building Principal shall investigate any incident that results in a serious injury as reported by the affected student, parent(s)/guardian(s), employee, or other individual.

The Building Principal shall compile a description of the alternative strategies that will be implemented when determined advisable pursuant to Section 1.285(f)(4) of the ISBE rules.

The Building Principal shall conduct an annual review of the use of isolated time out or physical restraint, which includes the following:

- 1) Number of incidents,
- 2) Location and duration of each incident,
- 3) Identification of employees who were involved,
- 4) Any injuries or property damages that occurred, and
- 5) Timeliness of parental notification and administrative review.

Legal Reference: 105 ILCS 5/10 20.33 and 5/24-24.
23 Ill. Admin. Code §1.280 and 1.285.

Policy Adopted: 11/19/07

Policy Revised: 09/26/11

ACADEMIC PROGRESS

It shall be the responsibility of the Superintendent of Schools and his professional staff to provide for the annual classification and reporting of progress and maintenance of records for all pupils. These activities shall be carried out with careful and considerate treatment of all pupils, taking into account basic educational requirements.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-21.4

Policy Adopted: 03/23/92

GRADING AND REPORTING TO PARENTS

It is the District's obligation to give private, periodic reports of students' progress to parents/guardians.

The following criteria will be observed:

1. Parents will be informed regularly, at least three times a year.
2. The use of marks and symbols will be appropriately explained.
3. The District will strive for consistency in grading and reporting.
4. Grading will not be used for disciplinary purposes.
5. Grading will be based on improvement, achievement, capability of the student and the professional judgment of the teacher.
6. Grading options within individual classroom settings may be implemented under the supervision of the Building Principal and Superintendent.

Parents will be notified when a student's performance requires special attention.

Policy Adopted : 03/23/92
Policy Revised: 03/19/18

GRADING AND PROMOTION

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted, which may include, but is not limited to, the following:

- a summer bridge program of at least 90 hours;
- tutoring;
- increased or concentrated instructional time;
- modifications to instructional materials; and/or
- grade retention.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

- a miscalculation of test scores;
- a technical error in assigning a particular grade or score;
- the teacher agrees to allow the student to do extra work that may impact the grade;
- an inappropriate grading system used to determine the grade; or
- an inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Legal Reference: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27
23 Ill. Admin. Code sec. 1.440

Policy Adopted: 03/23/92
Policy Revised: 07/24/00
Policy Revised: 03/24/08
Policy Revised: 09/28/15
Policy Revised: 09/23/19
Policy Revised: 07/27/20

STUDENT TESTING AND ASSESSMENT PROGRAM

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and state-wide norms.

The student assessment program shall be developed by the Superintendent and approved by the Board. The program will:

1. Administers to students all standardized assessments required by the Illinois State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress.
4. Utilize professional testing practices

The Superintendent shall maintain descriptions of the District's assessment procedures and copies of District-wide instruments.

Test results shall be recorded in the student's temporary school record and are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's educational program. Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.
105 ILCS 5/10-22.43, 5/10-22.43a, 5/27-22, and 5/27-24.3
23 Ill.Admin.Code, Part 680.

Policy Adopted: 03/23/92
Policy Revised: 07/24/99
Policy Revised: 07/26/04
Policy Revised: 03/22/10
Policy Revised: 09/28/15
Policy Revised: 09/23/19
Policy Revised: 02/22/21

STUDENT PROGRESS, PROMOTION, AND ACCELERATION

Berkeley School District #87 is dedicated to insuring that each student is placed at the instructional level that will most benefit that student's academic, social, and emotional growth. The District establishes as its first strategy in respect to the progress of low-achieving students the provision of remediation within each child's age-appropriate instructional level, and in respect to the progress of academically gifted students the provision of accelerated learning within each child's age-appropriate instructional level in accordance with Policy 605.01. The District views retention as a last-resort option and will consider the retention of a student only if (1) the school staff has provided the child with additional academic assistance beyond the regular academic curriculum prior to a decision for retention, (2) the retention is truly in the child's best interest, and (3) as a part of a retention decision the school staff has developed an individual program for the coming school year which offers instructional strategies and curricular materials different from the child's previous school year.

The building principal will make the decision to retain or accelerate a child. The principal will make the decision in consultation with appropriate staff members, the child's parents, and with central office administration.

Generally, principals will retain or accelerate students no more than once during their K-8 school experience.

Parents may appeal retention decisions to the Superintendent of Schools. If parents are not satisfied with the results of their appeal to the Superintendent, they may further appeal to the Board of Education.

Policy Adopted: 03/23/92
Policy Revised: 07/27/98
Policy Revised: 09/28/15
Policy Revised: 07/23/18

ACCELERATED PLACEMENT PROGRAM

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 701.01, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

Legal Ref.: 105 ILCS 5/14A.

Cross Ref.: 701.01 (Equal Educational Opportunities), 704.00 (School Admissions and Transfers)

Policy Adopted: 07/23/18

PROGRAM FOR THE GIFTED

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a “plan for gifted education” that would qualify for State funding.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student’s identification as gifted or talented learner.

The School Board will monitor this program’s performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

Legal Ref.: 105 ILCS 5/14A.
 23 Ill.Admin.Code Part 227.

Cross Ref.: 6:135 (Accelerated Placement Program)

Policy Adopted: 07/23/18

STUDENT ACTIVITIES

Student activities shall be regarded as an important part of the total educational program and shall be used as a means of developing wholesome attitudes, good human relations as well as knowledge and skills.

A parent or guardian may request that a student from his family be excused from certain types of student activities for religious or physical reasons. The administration will consider the request in terms of the welfare of all students as well as the individual.

All student activities shall be carried on under the authority of the Board of Education and its delegated administrators. Students who desire to participate in extra-curricular activities must meet the Board's academic criteria; provide valid certificates of physical fitness that evidences the student's ability to participate in active athletic activities; executes required permission/waiver forms; provides proof of insurance; execute any consents to random drug and alcohol testing that may be required by the Board or by law.

The principal shall be responsible for the organization of all student activities. He shall provide adequate supervision and approve all student activities.

Policy Adopted: 03/23/92
Policy Revised: 03/23/09

STUDENT ORGANIZATIONS

Each building principal may recognize any non curriculum-related student group as school-sponsored if the aim of the group is to further in some material way the educational mission of the school. A student group which significantly advances any particular religious belief or non-belief, any partisan political philosophy, or immoral behavior may not be recognized as school-sponsored. However, the study of such beliefs, philosophies, or behavior shall not by itself be considered the advancement of such beliefs, philosophies or behavior if opposing beliefs, philosophies and behavior are studied. The promotion of patriotism and good citizenship shall not be considered the advancement of partisan political philosophy.

If the group is recognized as school-sponsored, the principal shall assign a member of the Administration or teaching staff to serve as the group's sponsor. The role of the sponsor is to offer guidance and direction to the members of the group as well as to monitor group meetings in order to safeguard participants and school property. School-sponsored student groups and their activities may be promoted as the Administration and the group see fit. School-sponsored student groups shall be granted access to school property for meetings and activities before or after regular school hours as the Administration and the group see fit. The Administration or the Board itself may withdraw school sponsorship from groups which engage in activities which are deemed disruptive to the school environment or which convey a message inconsistent with the educational mission of the school.

Students not acting as part of a school-sponsored student group are not entitled to access to school property to conduct meetings or to use the facilities of the school to promote their activities.

School rules relating to the conduct of students on school property shall apply equally to students attending meetings.

Policy Adopted: 03/23/92

SOCIAL EVENTS

Parties, dances, and comparable social events have an important place in a well-rounded school program. The staff is encouraged to utilize such events intelligently.

The financial arrangements for all social events held in or sponsored by the schools or any affiliated organization are to be conducted in such a manner that no child is excluded or embarrassed in any way because of personal financial conditions.

Policy Adopted:

03/23/92

PUBLIC PERFORMANCES BY STUDENTS

The Board recognizes that worthy and appropriate educational values accrue from pupil participation in civic and community affairs. School groups, with the permission of the principal, may participate in public activities when such activities contribute to the educational process and objectives of that particular school and does not interfere unduly with other scheduled classes or activities within the school.

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product.
2. Events that are for the furtherance of any politically partisan interest.
3. Events that are primarily for the furtherance of any sectarian concern.
4. Events that are illegal.
5. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation.

The Superintendent is instructed to bring to the attention of the Board, before the fact, those activities which may tend to be controversial.

Policy Adopted: 03/23/92

EDUCATIONAL FIELD TRIPS

An educational field trip is a planned activity in which a class or group leave the school grounds for the purpose of continuing and extending the program of instruction. Field trips should be educational in nature and related to the subject matter and the objective of instruction at a particular grade level. Field trips shall be considered as instruction and planned as such with definite objectives determined in advance. Appropriate instruction shall precede and follow each field trip.

All educational field trips must be approved by the building principal, who shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the building principal may be charged to help defray the transportation costs. Written permission shall be obtained from a parent or guardian of each child within two (2) weeks prior to each field trip. Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

The Board of Education will provide bus transportation for trips which meet the definition above.

As special recognition, the Board of Education will provide bus transportation for an annual outing, which may be planned near the end of each school year, with the approval of the Superintendent and the Board of Education.

Under no circumstances may a field trip resemble or be construed as a class outing, picnic, or a day off from school.

Any field trip may be rescheduled or cancelled without notice due to danger to students, staff, or chaperones, or other circumstances beyond the District's control. Monies deposited may be forfeited.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

Legal Reference: 105 ILCS 5/29-3.1

Policy Adopted: 03/23/92

Policy Revised: 10/27/03

Policy Revised: 06/23/08

Policy Revised: 08/26/13

GUIDANCE AND COUNSELING PROGRAM

The School District provides a guidance and counseling program for students. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

Legal Reference: 105 ILCS 5/10-22.24a and 5/10-22.24b
 23 Ill Admin Code par 1.420(q) and 1/420(b)

Policy Adopted: 03/23/92
Policy Revised: 04/24/00

Instruction

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/.

Policy Adopted: 07/26/04

Policy Rewritten: 01/28/13

COMPLAINTS ABOUT INSTRUCTIONAL MATERIAL

The Board of Education, though it is ultimately responsible for the purchase of all instructional materials, recognizes the student's right of free access to many different types of books and materials. The Board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools.

The Board recognizes, however, the right of an individual parent to inspect any instructional material used as part of their child's educational curriculum and the right to request that his or her child not have to read a given book, provided a written request is made to the appropriate building principal.

If a parent or guardian does not wish his or her child to use or to be issued a given book or other item of instructional material, the following procedure is established:

1. Give the principal of the building where his or her child attends school a written statement of the objection being made about the book or instructional material and a specific request that his or her child not use or be issued the book in question.
2. The principal will then review the use of the book or instructional material in question to determine if it is essential to the course of study adopted for all children of a similar grade or instructional level or one for which there is no suitable alternative and make a recommendation to the Superintendent of Schools.
3. The Board will then consider the request and the recommendation of the Superintendent of Schools. Such consideration may include discussions with appropriate school personnel or anyone else the Board may wish to involve.
4. The final decision on requests regarding books or other instructional materials shall rest with the Board.
5. Decisions of the Board will be communicated to the person(s) making the request.

All complaints that the District, or one of its administrators or employees, has violated this policy shall be resolved using the Uniform Grievance Procedure set forth in Board Policy 233.02.

Legal Reference: 20 U.S.C §1232h
105 ILCS 5/10-20.8

Policy Adopted: 03/23/92
Policy Revised: 11/20/06
Policy Revised: 07/26/21

INSTRUCTION AND CURRICULUM

The District shall offer courses and units of instruction as required by the State. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent but at a minimum of three days per five-day week.

Curriculum Development

The Superintendent shall recommend to the Board a comprehensive curriculum that is aligned with the following:

1. The District's educational philosophy and goals;
2. Student needs as identified by research, demographics, student achievement and other data;
3. The knowledge, skills, and abilities required for students to become life-long learners;
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements;
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available;
6. The Illinois State Learning Standards and any District learning standards; and
7. Any required State or federal student testing.

The Superintendent or his/her designee shall develop a curriculum review program that will monitor and make recommendations for improvement of the current curriculum. The curriculum review program shall:

1. Regularly evaluate the curriculum and instructional program;
2. Ensure the curriculum continues to meet the above-stated criteria;
3. Consider input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs;
4. Consider improved teaching methods, materials and technological developments; and
5. Address social change, student needs, and community expectations.

Legal Reference: 105 ILCS 5/10-20.8 and 5/27-1 et seq.
5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

Policy Adopted: 03/23/92
Policy Revised: 03/27/06
Policy Revised: 11/19/07
Policy Revised: 05/24/10
Policy Revised: 03/19/18
Policy Revised: 02/24/20

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent will ensure each school building complies with this policy; the Policy is available to the community on an annual basis; and, the community is informed about the progress of this Policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- The District will support and promote good nutrition for students.
- The District will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 613.00, *Curriculum Content*.

7

Goals for Physical Activity

The goals for addressing physical activity include the following:

- The District will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See School Board policy 613.00, *Curriculum Content*.
- During the school day, all students will be required to engage in a daily physical education courses, unless otherwise exempted.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered and the District will promote nutritious food and beverage choices during the school day that are consistent with the nutrition standards specified in the U.S. Dept. of Agriculture's Smart Snacks rules.

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of competitive foods, as defined by the U.S. Department of Agriculture, in the food service areas during meal periods; comply with all applicable rules of the Illinois State Board of Education; and, prohibit marketing during the school day of food and beverages that do not meet federal and state standards for competitive foods.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods specified in federal law. ISBE rules prohibit EFDs for grade 8 and below in participating schools.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring and Recordkeeping

The Board will monitor and adjust this policy at least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make assessment results public
- Where the District will retain records of the assessment

The Superintendent shall retain records documenting compliance with this policy.

Community Input

The Board and Superintendent will invite suggestions and comments concerning the development, implementation, periodic reviews, and i updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

Legal Reference: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.
Child Nutrition Act of 1966, 42 U.S.C. § 1771 et seq.
National School Lunch Act, 42 U.S.C. § 1758.
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. § 1758b, PL 111-296.
42 U.S.C. § 1779, as implemented by 7 C.F.R. §210.11.
7 C.F.R. Parts 210 and 220, Nutrition Standards in the National School Lunch and School Breakfast Programs.
105 ILCS 5/2-3.139.
23 Ill.Admin.Code Part 305, Food Program
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007

Cross Ref.: 436.00 (Food Services); 436.01 (Free and Reduced-Price Food Services)

Policy Adopted: 09/24/07
Policy Revised: 03/22/10
Policy Revised: 06/25/12
Policy Revised: 12/17/12
Policy Revised: 02/22/16
Policy Revised: 03/19/18

TEXT AND INSTRUCTIONAL MATERIAL SELECTION

The school board is responsible for the adoption of textbooks and instructional materials which are to be used as the foundation of instruction in any and all grades.

Texts and instructional materials selected and recommended to the school board under this policy should:

1. Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information which will enable students to make intelligent judgments in daily life.
4. Present opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical thinking and reading.
5. Be representative of the many religious, ethnic and cultural groups, emphasizing their valuable contributions to the American heritage.
6. Be chosen for their value of interest and enlightenment for all the students of the community. A text or instructional material shall not be excluded strictly because of the race, nationality, political or religious views of the author(s).
7. Provide for the interest and needs of the community and the school program. Texts and instructional materials will be selected cooperatively by teachers and principals who are to be involved in their use.
8. Receive consideration for factual accuracy, authoritiveness, balance, integrity, and aesthetic value, and being unbiased to sex, race and religion.

Policy Adopted: 03/23/92

Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Legal Reference: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

Policy Adopted: 01/22/01

Policy Revised: 02/24/03

Administrative Procedure - Checklist for Development, Implementation, and Maintenance of Parent Involvement Compacts for Title I Programs

The development, implementation, and maintenance of parent/guardian involvement compacts must be accomplished with meaningful consultation with parents/guardians of children participating in Title I programs. The Superintendent designates a person to be responsible for the process of obtaining meaningful consultation. This checklist includes some measures designed to encourage meaningful consultation.

This is an annual checklist. *Check steps as completed.*

- Plan regular meetings throughout the school year with parents/guardians to discuss the District and/or school compacts; identify dates, convenient times, places, and persons whose attendance is desired. Offer meetings in the morning or evening, and, if funds are available under Title I for this purpose, provide transportation, childcare, or home visits, as such services relate to parent/guardian involvement.
- Plan an agenda for meetings to be held to discuss District and/or school compacts.
 - Always begin with “where we are now” and end with “next steps.”
 - Agendas should provide for 2-way communication between District and parents/guardians of children participating in Title I programs.
 - Agendas can be built around the federal compliance requirements as stated in the district- and school- level compacts.
 - Agendas should include a section to inform parents/guardians of their school’s participation under Title I and to explain Title I’s requirements regarding parent involvement, including the right of the parents/guardians to be involved.
 - Agendas should also include a section to describe and explain the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - If requested by a parent/guardian, agendas should also include a section for parents/guardians to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
 - Agendas should also include a section to involve parents/guardians in the planning, review, and improvement of Title I programs, including the joint development of the school-wide program plan under federal law.
 - Another agenda topic is how funds are allotted for parent/guardian involvement in activities; parents/guardians of children receiving services must be involved in these decisions.
- Notify interested persons of meeting dates to discuss the District and/or school compacts, including:
 - Parents/guardians of students participating in Title I programs
 - Staff members
 - School Board members
 - Media
 - Coordinators for other school programs (e.g. Head Start and preschool programs)
 - Other
- Publicize the meeting dates, times, and location to discuss District and/or school compacts.

- Make all *Open Meetings Act* notifications and postings for meetings to be held to discuss District and/or school compacts. (Note: These meetings will be in open session.)
- Appoint a recording secretary to keep meeting minutes.
- Provide copies of working drafts of compacts to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.
- Determine “success” indicators to measure the effectiveness of the parental involvement compacts in improving the academic quality of the schools.
- Review the “success” indicators in order to evaluate the effectiveness of the parental involvement compacts in improving the academic quality of the schools.
- Identify barriers to greater participation by parents/guardians, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Use the findings of such evaluation to design strategies for more effective parent/guardian involvement.
- If the school-wide program plan required by Federal law is not satisfactory to the parents/guardians of participating children, submit any parents/guardians comments on the plan when the school makes the plan available to the School Board.
- Provide status reports to the School Board and, periodically, request the Board’s approval of the parental involvement compacts as it evolves.
- Revise the applicable parental involvement compacts as necessary.

Legal Reference: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

Policy Adopted: 02/24/03

District-Level Parental Involvement Compact

The District-level compact provides an understanding of the joint responsibility of the District and parents/guardians to improve students' academic achievement and school performance. To that end, the District provides the following opportunities for the involvement of parents/guardians:

1. The District involves parents/guardians in the joint development of the District's plan to help low-achieving children meet challenging achievement and academic standards (NCLBA §11116) by:
 - Establishing a District-level committee with parent/guardian liaisons from each building as well as representatives from other impacted programs, including Head Start.
 - Establishing meaningful, ongoing two-way communication between the District, staff and parents/guardians.
 - Developing a District newsletter to communicate to parents/guardians about the plan and seek their input and participation.
 - Training personnel on how to collaborate effectively with families with diverse backgrounds that may impede participation of parents/guardians (e.g. illiteracy or language difficulty).
2. The District provides the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent/guardian involvement activities to improve student academic achievement and school performance by:
 - Providing ongoing District-level workshops to assist buildings in planning and implementing improvement strategies.
 - Establishing training programs for building liaisons to bring the communication and facilitation skills to the buildings they represent.
 - Providing information to parents/guardians about the various assessment tools and instruments that will be developed to monitor progress.
 - Seeking input from parents/guardians in developing workshops.
3. This District builds the capacity of schools and parents/guardians for strong parental involvement by:
 - Providing ongoing communication about the District-wide committee through District newsletters or other written or electronically communicated means.
 - Engaging the building PTA's/PTO's to actively seek out and involve parents/ guardians through regular communication updates and information sessions.
 - Utilizing PTA's/PTO's to assist in identifying effective communication strategies based on their members' needs.
 - Providing a master calendar of District meetings to discuss pertinent topics.
4. The District coordinates and integrates parent/guardian involvement strategies under this compact with parent/guardian involvement strategies under other programs, (such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, Home Instruction Program for Preschool

Youngsters, and State-run preschool programs) by:

- Involving District and building representatives from other programs to assist in identifying specific population needs.
 - Sharing data from other programs to assist in developing new initiatives to improve academic achievement and school improvement.
5. The District conducts, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parents/guardians involvement policy in improving the academic quality of the schools served under Title I, including identifying barriers to greater participation by parents/guardians in authorized activities (with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parents/guardians involvement, and to revise, if necessary, the parents/guardians involvement policies described in this section by:
- Evaluating the effectiveness of the content and communication methods through a variety of means, including: focus groups, surveys, workshops, and informal coffees with District and building administrative staff, parents/guardians, and teachers.
 - Identifying barriers to effective evaluation by language support or other assistance as needed.
 - Identifying potential policy and compact changes to revise and improve program(s).
6. The District involves parents/guardians in the activities of the schools served under Title I by:
- Providing communication and calendar information to parents/guardians of upcoming meetings, discussions or events and encouraging their participation.
 - Providing Building Principal and PTA/PTO coordination of events.

Legal Reference: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

Policy Adopted: 02/24/03

School-Level Parental Involvement Compact

This school-level parent involvement compact provides an understanding of the joint responsibility of the District and parents/guardians for improving student academic achievement and school performance. The District provides the following opportunities for parent/guardian involvement:

Parent/Guardian Involvement

1. Convening an annual meeting, at a convenient time, to which all parents/guardians of participating children are invited and encouraged to attend, to inform parents/guardians of their school's participation under Title I and to explain the requirements of Title I, and the right of the parents/guardians to be involved. The Building Principal or designee shall:
 - Invite all parents/guardians of participating children to the annual meeting at school.
 - Explain the rights of parents/guardians to be involved in establishing this compact.
 - Introduce and involve the building representatives on the District-level committee.
 - Provide an overview of Title I and give parents/guardians an opportunity to express questions and concerns.
 - Indicate the mechanisms by which the committee work will be communicated.
 - Seek the involvement and input of parents/guardians.
2. Offering a flexible number of meetings, such as meetings in the morning or evening. The District may but is not required to provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. The Building Principal or designee shall:
 - Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance.
 - Engage building-based parent organizations to assist with communication and implementation needs.
 - Develop and use outreach programs to involve community groups and organizations.
3. Involving parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan required by NCLBA §1114(b)(2). If a school has in place a process for involving parents/guardians in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents/guardians of participating children. The Building Principal or designee shall:
 - Identify and establish a process by which an adequate representation of parents/guardians of participating children can occur.
 - Establish a schedule for the building-based committee to plan, review, and
 - recommend improvements to the District parent involvement policy.
4. The Building Principal or designee shall:
 - Provide parents/guardians of participating children timely information about programs.
 - Communicate updates through use of school newsletters, the District web site, e-mail and telephone contact, and home visits if needed.
5. The Building Principal or designee will provide a description and explanation of the curriculum in

use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

6. The Building Principal or designee shall:

- Provide parents/guardians, upon request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.
- Develop a feedback loop for parents/guardians to ask questions and receive follow-up.

7. If the school-wide plan developed under Section 1114(b)(2) is not satisfactory to the parents/guardians of participating children, the Building Principal or designee shall:

- Submit any comments when the school makes the plan available to the School Board.
- Provide a process for parents/guardians to express concerns and complaints.

Shared Responsibilities for High Student Academic Achievement

1. The School is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Each parent/guardian is responsible for supporting their children's learning by:

- Monitoring attendance, homework, and television viewing.
- Volunteering in their child's classroom and participating, as appropriate, in decisions relating to their children's education and extracurricular activities.

2. Communication between teachers and parents/guardians occurs on an ongoing basis through:

- Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievements.
- Frequent reports to parents/guardians on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents/guardians and to support a partnership among the schools involved, each school shall:

- Provide assistance to parents/guardians of children served in understanding the State's academic content standards and State student academic achievement standards, State and local assessments, monitoring a child's progress and work with educators to improve the achievement of their children.
- Provide materials and training (such as literacy, technology, etc.) to help parents/guardians work with their children.
- Educate teachers and other staff in the value and utility of contributions of parents/guardians and how to effectively communicate with and work with parents/guardians as equal partners.
- Implement and coordinate parent/guardian programs that will build ties between them.
- Coordinate and integrate parent involvement programs and activities with Head

Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program and public preschool and other programs. Conduct other activities, such as parent/guardian resource centers that encourage and support parents/guardians in more fully participating in the education of their children.

- Ensure that information is sent to the parents/guardians of participating children in a format and language that parents/guardians can understand.
- Involve parents/guardians in the development of training for teachers, building principals, and other educators to improve the effectiveness of such training.
- Provide necessary literacy training from funds received under this part if the District has exhausted all other reasonably available sources of funding for such training.
- Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs to enable parents/guardians to participate in school-related meetings and training sessions.
- Train parents/guardians to enhance the involvement of other parents/guardians.
- Use outreach programs to involve community groups and organizations.
- Arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators, in order to maximize parental involvement and participation.
- Adopt and implement model approaches to improving parental involvement.
- Establish a District-wide parent advisory council to provide advice on all matters related to parental involvement in supported programs.
- Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities.
- Provide such other reasonable support for parental involvement activities under this section as parents/guardians may request.

In carrying out the parental involvement requirements of this compact, the school, to the extent practicable, will provide full opportunities for the participation of parents/guardians with limited English proficiency or disabilities, including providing information and school reports in a format and, to the extent practicable, in a language such parents/guardians understand.

Legal Reference: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

Policy Adopted: 02/24/03

EDUCATION OF CHILDREN WITH DISABILITIES

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of *The School Code*, Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The Board adopts and incorporates by reference the model special education procedures prepared by the special education committee of the Ill. Council of School Attorneys and approved by the ISBE as its special education procedures pursuant to 23 Ill.Admin.Code §226.710. The IASB/ISBE model procedures are approximately 80 pages and are available on the IASB website: <http://iasb.com/law/icsaspeded.cfm>.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

Legal Reference: Americans with Disabilities Act, 42 U.S.C. para 12101 *et seq.*
Individuals with Disabilities Act, 20 U.S.C. para 1400 *et seq.*
Rehabilitation Act of 1973, Section 504, 29 U.S.C. para 794
105 ILCS 5/14-1.01 *et seq.*, 5/14-7.02, and 5/14-7.02b
23 IL Admin. Code para 226
34 C.F.R. Section 300

Cross Reference: 732.00

Policy Adopted: 12/17/01
Policy Revised: 09/24/07
Policy Revised: 03/29/09
Policy Revised: 09/22/14

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will include:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible, advocacy and outreach programs to migrant children and their families; professional development programs, including mentoring, for District staff; family literacy programs; and, the integration of information technology into educational and related programs.
5. Provide parents/guardians an opportunity for meaningful engagement and participation in the program in an understandable format and language.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Legal Reference: 20 U.S.C. §6318
 20 U.S.C. §6391 et seq.,
 34 C.F.R. §200.81 et seq.
 105 ILCS 5/14B-6.

Policy Adopted: 02/24/03
Policy Revised: 09/24/07
Policy Revised: 12/17/12
Policy Revised: 07/26/21

ENGLISH LEARNERS

The District offers opportunities for resident English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards expected of all children. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist English Learners to achieve English proficiency, facilitate effective communication in English, and encourage the students' and their parent/s guardians' participation in school activities and programs.
2. Appropriately identify students with limited English proficiency. When a student enters the District for the first time, a home language survey will be given for the purpose of identifying whether the student has a non-English background. The survey will include at the least the following questions, and the student will be identified as having a non-English background if the answer to either question is yes:
 3. Is a language other than English is spoken in the student's home and, if so, which language; and
 4. Does the student speak a language other than English and, if so, which language.
5. Comply with State law regarding the Transitional Bilingual Educational Program or Transitional Program of Instruction.
6. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
7. Determine the appropriate instructional program and environment for English Learners.
8. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
9. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
10. Notify parents/guardians of English Learners, and provide information about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can be: (1) involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students, and (3) participate and serve on the District Transitional Bilingual Education Programs Parent Advisory Committee.

LEGAL REF.:20 U.S.C. §§6312-6319 and §6801.

34 C.F.R. Part 200.

105 ILCS 5/14C-1 et seq.

23 IL Admin. Code Part 228.

Policy Adopted: 02/23/03

Policy Revised: 09/24/07

Policy Revised: 03/24/08

Policy Revised: 02/22/16

Policy Revised: 07/26/21

LIBRARY MEDIA PROGRAM

The Superintendent or designee shall manage the District's library media program to comply with, (1) State law and Illinois State Board of Education rule, and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

Policy Adopted: 03/23/09

STUDENT SEX EQUITY, SEX DISCRIMINATION, AND SEXUAL HARASSMENT/INTIMIDATIONStatement of Policy

School District #87 does not discriminate against students on the basis of sex, sexual orientation, or gender identity in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities.

Definitions

“Comparable” means similar in quality and quantity, taking into consideration all relevant facts and circumstances.

“Contact Sports” means those sports whose purpose or major activity involves bodily contact, such as basketball, boxing, football, ice hockey, rugby, and wrestling.

“Counseling” means all guidance activities, personal counseling, guidance-related evaluation and testing, provision of vocational and career information and advice, scheduling assistance, and any other guidance services provided to students by any person acting under the authorization of an educational system.

“Course” means any District-sponsored class regardless of the location of class meetings, nature of instruction, or type or age of student.

“Discrimination” means the violation of an individual’s state or federal guarantees to equal rights as provided by the U.S. Constitution, federal laws, Illinois Constitution, and Illinois law, including the *Illinois School Code*, whether intended or unintended.

“Equal Access” means the availability of opportunity without discrimination on the basis of sex, going beyond simple admission to a course or activity to include full and unrestricted participation in educational and experiential processes.

“Sexual Bias” means the attribution of behaviors, abilities, interests, values, and/or roles to a person or group of persons on the basis of sex.

“Sexual Harassment” means (1) unwelcome sexual advances, (2) welcome sexual advances made by any District employee, (3) requests for sexual favors, and/or (4) other verbal or physical conduct of a sexual nature.

“Sexual Intimidation” means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.

Purpose

The purpose of these rules is to identify and eliminate sex bias, sex discrimination, sexual harassment, and sexual intimidation in the provision of District #87 programs, activities, services, and benefits, and to attempt to assure equal access to both sexes to the educational and extracurricular programs and activities of the District.

Policy and Practice

- A. **General.** Except as otherwise provided herein, the District shall not designate or otherwise limit the use of any facility or portion thereof, nor the availability of any service, equipment or supplies, on the basis of sex. This prohibition shall not apply to shower and toilet facilities, locker rooms, and dressing areas; however, such accommodations and all related support and maintenance services shall be comparable for both sexes.

Except as otherwise provided herein, the District shall not provide significant assistance to, including the payment of dues, fees or other remuneration in return for the provision of services or benefits or enter into any agreement with, any organization, group, business, or individual that discriminates against students on the basis of sex.

The District shall not institute any employment practices or organizational changes which would result in sex discrimination against students.

- B. **Treatment of Students.** No student shall, on the basis of sex, be denied equal access, including full and unrestricted participation, to programs, activities, services or benefits, or be restricted in the exercise of any right, privilege, advantage, or opportunity accorded other students.

The District shall apply the same procedures, program admission standards and graduation requirements for students of both sexes.

The District shall not set quotas limiting or specifying the number of either male or female students who may be admitted to the District's schools, programs, courses, or activities, except to the extent that such quotas further affirmative action goals established by the District to overcome the effects of conditions which resulted in limited participation in a program or activity by students of a particular sex.

No student shall be discriminated against because of his or her actual or potential marital or parental status. Pregnancy shall be treated as any other temporary disability and shall not be cause for dismissal or exclusion from any program or activity offered other students. Participation in special programs offered to pregnant students or students who are parents shall not be mandatory for such students but shall be at the student's option. The District shall eliminate any administrative and programmatic barriers to school attendance and completion by pregnant students or students who are parents.

No student shall be subjected to sexual discrimination, harassment, intimidation, or bias by any District employee, by other students, or by the effect of any school policy or practice.

The District shall not discriminate on the basis of sex in the bestowing of awards, honors, scholarships, and financial aid.

The District shall not discriminate on the basis of sex in the imposition of disciplinary policies and practices or codes of conduct.

The District shall not discriminate on the basis of sex in the provision of employment opportunities for students. The District shall not enter into work study or cooperative employment agreements with employers who discriminate against students on the basis of sex.

- C. **Educational Programs and Activities.** All courses shall be open to students regardless of sex. Course prerequisites and requirements shall be the same for both sexes. Course content and objectives shall not discriminate on the basis of sex.

Students shall be advised to participate in courses, programs and activities consistent with their interests and abilities without regard to their sex. Neither course titles nor descriptions shall discourage participation by either sex.

Students may, however, be segregated by sex during class sessions or portions thereof which deal exclusively with human sexuality.

- D. **Specific Program Areas.** Physical Education Classes. Physical Education classes shall be open equally to both sexes. Instructional portions of all physical education classes shall be coeducational. Students may be segregated by sex during participation in contact sports. Neither physical education classes nor areas where the classes are conducted shall be designated by sex.

Where assignments in physical education classes or portions thereof are based upon ability levels, objective standards of individual performance shall be employed without regard to sex, and students shall be regrouped at appropriate intervals such as where substantial changes occur in teaching objectives or student ability levels.

Where the use of a single standard for measuring skill or progress in a physical education class results in sex discrimination, appropriate standards which do not have such effect shall be used.

Music. Students shall be encouraged to pursue their interests in music and particular musical instruments without regard to their sex. Students shall not be segregated by sex when participating in voice instruction, although divisions within a class may be established based upon vocal range and quality. Musical instrument instruction and performance shall be based upon the student's individual interests and abilities, regardless of their sex.

Special Education. Special education referral, testing and placement practices shall not discriminate on the basis of sex. Classes and related services for students with disabilities shall not discriminate on the basis of sex whether provided by the District, in cooperation with other school districts or through private placement.

Gifted Education. Gifted education referral, testing and placement practices shall not discriminate on the basis of sex. Classes, programs and related services for gifted students shall not discriminate on the basis of sex.

Vocational and Career Education. Students shall be encouraged to pursue the career of their choice without regard to their sex. Materials used and opportunities provided to students in vocational and career education shall not discriminate on the basis of sex.

- E. **Classroom Practices.** Classroom practices and assignments shall not discriminate on the basis of sex. Teaching methods shall not inhibit student participation on the basis of sex. Instructional materials shall not be sexually discriminating, and teachers shall attempt to counteract any sexual bias that may be present in instructional materials. Where appropriate, the history, roles and contributions of both sexes shall be taught on a comparable basis.
- F. **Counseling Services.** Counseling services, including the assignment of counselors, shall be provided to students without discrimination on the basis of sex. Students shall be encouraged to pursue courses of their choice without regard to their sex. The content, administration, interpretation, and application of appraisal instruments and associated materials shall not discriminate against students on the basis of sex.
- G. **Extracurricular Programs and Activities.** Students of both sexes shall have equal access to all extra-curricular programs and activities, including clubs, committees, service and honor

organizations, intramural sports, interscholastic athletics and other after-school activities, except as provided elsewhere herein.

Extracurricular programs and activities should avoid titles which imply that membership or participation is restricted on the basis of sex.

Musical choruses shall not be segregated on the basis of sex; however, divisions within each chorus may be made based upon vocal range and quality.

Student participation in speech, debate and drama events shall be open to both sexes; however, assignments may be made on the basis of sex; for example, a dramatic role specific to one sex, as long as comparable opportunities are provided for both sexes.

- H. **Athletic Programs and Related Activities.** Both sexes shall be accorded equal opportunities to participate in athletic programs. Single-sex teams may be maintained for contact sports or when selection for the team is based upon competitive skill, provided the interests and abilities of both sexes are accommodated.

In a non-contact sport, if a team is provided only for members of one sex, members of the other sex shall be allowed to compete for a place on the team if their overall athletic opportunities have been limited in comparison with those of the other sex. If a coeducational team does not accommodate the interests and abilities of members of both sexes, separate teams shall be offered. If separate teams are offered, the programs shall be comparable.

Athletic programs offered by the District shall accommodate the abilities and interests of both sexes to a comparable degree. Program comparability may be assessed by considering factors such as the following:

- a) sports offered;
- b) levels of competition within each sport;
- c) length of sports seasons;
- d) scheduling throughout the year;
- e) scheduling of practices and games;
- f) use of facilities for practice and competition;
- g) ratio of coaches to athletes;
- h) quality of coaching and officiating;
- i) assignment and compensation of coaches and officials
- j) supplies and equipment;
- k) allowances for travel and per diem;
- l) medical and training services;
- m) publicity for teams and individual participants; and
- n) overall distribution of athletic budget funds.

The District shall, at least once every four years, conduct a written survey of all students concerning their athletics interests. If the results of the survey indicate that the level of student interest in the range of alternatives provided is disparate between the sexes and such disparity may be the result of discrimination, efforts shall be initiated to reduce such disparity.

The District shall not provide significant assistance, including the payment of dues, fees, or other remuneration for the provision of services or benefits, to any association or conference whose purpose is to organize or regulate interscholastic competition if that association or conference discriminates on the basis of sex in the provision of benefits or services to students.

The District may cooperate with single sex youth organizations that are tax exempt and whose membership has traditionally been limited to members of one sex and principally to persons

who are under 19 years of age; for example, the girl or boy scouts, provided that comparable activities shall be available for both sexes.

Activities such as cheerleading, pompom squads, color guards, school safety patrol, teacher/office aides, and library assistants shall be open to both sexes, and the District's utilization of such groups shall not discriminate on the basis of sex.

A king or queen of an activity may be selected, provided that comparable opportunities are provided to students of both sexes.

If mother-daughter, father-son, father-daughter, or mother-son activities are sponsored by the District, comparable activities shall be available for both sexes, and the needs of students from single-parent families shall be accommodated.

Grievance Procedure

All complaints alleging that the District, or one of its administrators, employees or students, has violated any of the provisions of this policy shall be resolved using the Uniform Grievance Procedure set forth in Board Policy 233.02.

The District shall maintain records documenting each grievance and its disposition. Such records shall be made available to State Board enforcement authorities upon request.

Should either party to the grievance procedures wish to employ counsel or a court reporter, it shall be done at the party's own expense.

All complaints regarding the School District's compliance with Title IX of the Education Amendments of 1972 or the Illinois Sex Equity Rules shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents. No reprisal shall be taken against any person for participating or refusing to participate in the grievance process, provided that, if a refusal to participate constitutes insubordination, such refusal may be subject to normal disciplinary procedures.

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, State, or federal agency or court.

Disciplinary Action

Disciplinary action may be taken with respect to any District employee who is found to have committed or participated in an act or acts of sexual harassment or intimidation against a student. Disciplinary action, up to and including expulsion, may be taken with respect to any student of the District who is found to have committed or participated in an act or acts of sexual harassment or intimidation against another student.

Evaluation

At least once every four years, the District shall evaluate its policies and practices to identify sexual discrimination, harassment, intimidation and bias, and shall develop a written plan to modify any such policy or practice identified. The written plan shall enumerate remedial steps to be taken to eliminate the effects of any identified discriminatory policy or practice.

The evaluation shall include an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex and, where discrimination may have contributed to such disproportionate enrollment, the plan shall seek to redress the same.

Inservice training implementing the plan shall be provided to District administrators and to certificated and non-certificated personnel as needed.

Dissemination

The District shall take reasonable measures to assure that District employees, students and parents are informed of this policy and grievance procedure by inclusion of the same in employee and student handbooks, and shall make a copy of the same available for inspection at the Administrative Office and all schools.

Records

The District shall maintain records documenting compliance with the policy contained herein, including reports of sex equity evaluations and plans, remediation, efforts and inservice activities, data collection and analyses, and grievances and their disposition. The records shall be made available to State Board enforcement authorities upon request.

LEGAL REFERENCE: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
20 U.S.C. §1681 et seq., 34 C.F.R. Part 106; Title IX of the Educational Amendments.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
775 ILCS 35/5, Religious Freedom Restoration Act.
Ill. Constitution, Art. I, §18.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 10-22.5, and 27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.

Policy Adopted: 03/23/92
Policy Revised: 07/28/93
Policy Revised: 11/20/06
Policy Revised: 03/23/09
Policy Revised: 05/24/10

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

3. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
4. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy, Community Use of School Facilities.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below.

Making a Complaint

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 523.00, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.
34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

Policy Adopted: 05/24/10

Policy Revised: 02/28/11
Policy Revised: 02/22/16
Policy Revised: 03/19/18
Policy Revised: 02/24/20

RESIDENCY OF STUDENTS

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student ("Person enrolling the child"). The administration may require proof of residence and legal custody. "Legal custody" means:

1. Custody exercised by a natural or adoptive parent with whom a pupil resides;
2. Custody granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the District's educational programs;
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the District's educational programs;
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the District; or
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the District.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

A homeless child, as defined by state law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator (who shall be appointed by the Superintendent), sources for low cost or free legal assistance, and other advocacy services in the community.

Proof of Custody and Control

At the time of enrollment, the Person enrolling the child must establish that they have Legal Custody and provide a registered birth certificate of the child.

If the person enrolling the child is not the parent or legal custodian, proof of Legal Custody must be provided. Such proof can be in the form of a court order, short-term guardianship, or Department of Public Aid authorization. Also acceptable is a notarized affidavit from the parent(s) or legal custodian, which must state the reason the child is not living with parents; or other proof that the person enrolling the child has assumed and exercises legal responsibility over the child.

In cases of questionable residency, the principal will take the following steps:

1. Express the concern regarding the need for establishing proof of residency to the person enrolling the child.
2. Have the person enrolling the child complete the Verification of Custody form.
3. The principal is to send a copy of the completed form to the District office.
4. Make arrangements for the District's investigator to investigate and report the findings to the principal.
5. The principal will then determine the disposition of the case in accordance with the District criteria regarding residency.
6. The principal may refer the case to the Superintendent for review before making the final decision.
7. If the Person enrolling the child is dissatisfied with the decision at the building level, he/she may arrange a meeting with the Superintendent, whose decision will be final.

Establishment of Residency

Before a child can be enrolled, proof of residency must be established by presenting the required number of documents from each of the following categories:

Category 1 (one document required)

Real estate tax bill

Mortgage papers

Signed lease

An agreement of sale for a residential property within the school district, signed by the seller and person(s) enrolling the child as buyer, which recites a closing date within 90 calendar days after the enrollment date.

Notarized affidavit of residency from the resident owner that the person(s) enrolling the child is living with the owner at no cost.

Category II (one document required)

Current Auto registration, voter registration, credit cards, public aid card, home/apartment insurance papers, gas or electric bill or postmarked mail addressed to military personnel having Legal Custody of the child and sent to an address located within the District.

Category III (one document required)

Current driver's license, State identification card, or photo identification.

The person(s) enrolling the child must also complete and sign the Proof of Residency Form. In cases where the person(s) enrolling the child cannot provide the documentation required, the following steps should be taken:

1. Make a copy of the Proof of Residency Form for the person(s) enrolling the child.
2. Arrange for the District investigator to visit the address to view physical evidence that the person(s) enrolling the child and student are in fact residing at the address.
3. If the investigator verifies residency of the person(s) enrolling the child, the student may be enrolled. Indicate the required proof is expected with the specified amount of time on the form and that the investigator will periodically visit the address.
4. If the investigator does not verify residency, do not enroll the child. If the person(s) enrolling the child protest(s), send a copy of the completed Proof of Residency Form to the District office. Inform the person(s) enrolling the child that the Superintendent will review the information and be available to discuss the matter.

Currently Enrolled Students

Whenever the Principal has reason to question the residency of a student in the District the following steps will be taken:

1. The person(s) enrolling the child shall be sent a Proof of Residency Form for completion.
2. The Principal will arrange for the District investigator to visit the address to view physical evidence that the person(s) enrolling the child and student are in fact residing at the address.
3. If the District investigator verifies residency of the person(s) enrolling the child, the student may continue to remain enrolled pending the documentation required to establish residency as outlined above. The person(s) enrolling the child should be informed that the District investigator will periodically visit the address.
4. If the District investigator does not verify residency or the required documents cannot be provided, the Principal will drop the student from the attendance rolls within a reasonable period of time.
5. If the person(s) enrolling the child protest(s), send a copy of the completed Proof of Residency Form to the District office. Inform the person(s) enrolling the child that the Superintendent will review the information and be available for discussing the matter.

If it is determined that a non-resident student was enrolled through an error of District personnel, that child will be permitted to complete remainder of the semester before being dropped from the attendance rolls. The person(s) enrolling the child will be notified of the action and has the opportunity to establish their residency through the procedure outlined above.

If a student is enrolled under misrepresentation of information, whether intentional or otherwise, and the person(s) enrolling the child is unable to establish residency in the District, the Superintendent will drop the child from the attendance rolls immediately and may subject the person(s) enrolling the child to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost.

Legal Reference: 105 ILCS/10-22.12, 10-20.12a, 10-20.12b, 10-22.5a
105 ILCS 5/10-20.12b(a-5), as amended by P.A. 94-309

Policy Adopted: 03/23/92

Policy Revised: 03/27/95

Policy Revised: 03/24/97

Policy Revised: 03/27/06

Policy Revised 09/24/07

TUITION FEES

Tuition students are not accepted except through agreements made with the Special Education Cooperative.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-20.12A
 Ill.Rev.Stat., ch. 122, par. 10-22.5

Policy Adopted: 03/23/92

SCHOOL ADMISSIONS AND TRANSFERS

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. Children ages 3 to 21 with exceptional needs who qualify for special education services are also eligible for admission.

Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations.

When parent(s)/guardian(s) of a student eligible for special education present an individualized education program to a new school, the student must be placed in a program in accordance with the IEP (105 ILCS 5/10-20.12A).

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 702.00, *Residency of Students*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 716.00, *Immunizations, Health and Dental Examinations*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child living in any District school's attendance area may attend that school. Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce normally required enrollment records. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing

of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law

Students Expelled or Suspended from Another School

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the school district. The administration may, on a case-by-case basis, allow placement of such a student in an alternative school program for the remainder of the suspension or expulsion.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. The Superintendent or designee is delegated all authority granted to the School Board in order to implement this policy, subject to specific Board action to the contrary.

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district. 105 ILCS 5/10-8.1.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Family Educational Rights and Privacy Act, 20 U.S.C. §1232.
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act, Section 504, 29 U.S.C. §794.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1, 10-8.1, 45/.
325 ILCS 50/ and 55/.
410 ILCS 315/2e.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
23 Ill.Admin.Code Part 375, Student Records.

Policy Adopted: 03/23/92
Policy Revised: 12/18/95
Policy Revised: 03/24/97
Policy Revised: 04/24/00
Policy Revised: 12/17/01
Policy Revised: 05/19/03
Policy Revised: 10/24/05
Policy Revised: 03/23/09
Policy Revised: 05/24/10
Policy Revised: 11/22/10
Policy Revised: 12/17/12
Policy Revised: 09/28/15
Policy Revised: 02/22/16
Policy Revised: 03/19/18

HOME SCHOOLING

Parents/Guardians of students residing in the District who inform the administration that they will educate their children or wards at home will be requested to sign a notification form which informs those parents/guardians of their obligations.

The administration shall notify the regional superintendent of all students residing in the District who are known to be receiving home schooling.

The administration upon written request will advise the parents / guardians of such students of applicable curricular materials and allow parents / guardians use of the same on an availability basis.

Legal Reference:105ILCS 5/26-1

Policy Adopted: 12/22/97

PART-TIME ATTENDANCE

Children residing within District 87 who are enrolled in nonpublic schools or receiving home schooling may attend District 87 on a part-time basis based upon space availability. Where there is insufficient space to accommodate all such students, space shall be allocated on a first-come basis.

Children residing within District 87 who have been determined eligible for special education and/or related services and who are enrolled in nonpublic schools or who are receiving home schooling may attend District 87 schools and receive special educational services on a part-time basis. A written request for part-time attendance must be submitted by a parent or guardian of such a child. Transportation for students challenged by disabilities that request part-time attendance shall be provided only if such transportation is required pursuant to the child's individualized educational program (IEP) or if the special education program is located more than 1½ miles from the child's residence.

Legal Reference: 105 ILCS 5/10-20.24

Policy Adopted: 12/22/97

STUDENT ASSIGNMENT AND INTRA-DISTRICT TRANSFER

School Attendance Areas

The Board of Education is committed to the use of long-range planning techniques in establishing school attendance boundaries and in minimizing the necessity of frequent boundary changes. The School District is divided into school attendance areas. The Superintendent will periodically review the boundary lines and recommend any changes to the School Board. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy and applicable law.

The primary considerations that govern the determination of school attendance boundaries shall be:

1. The educational needs of all students in the schools.
2. The efficient and educationally effective use of the available facilities in the schools.
3. Utilization of safe walking conditions consistent with school transportation policy and, where possible, the use of major traffic thoroughfares and natural barriers.
4. Maintenance of reasonable class size consistent with Board policies.

The following conditions may require the change of previously-established school attendance boundaries:

1. The opening or closing of a school.
2. Development of new residential areas, or an increase in the ratio of students per dwelling.
3. Changes in the racial or ethnic composition of an existing school attendance area may require modification of attendance areas in order to bring the racial/ethnic balance of individual schools into closer approximation of the overall representation of racial and ethnic groups in the school district.
4. The addition of new instructional programs at an existing school.
5. Declining enrollment at a school.

Transfers within the District

A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. Transfer requests will be considered on a case-by-case basis, and determinations of requests shall not be construed as establishing a practice or precedent. If a request is granted, the parent/guardian shall be responsible for transportation. The provisions in this section have no applicability to transfers pursuant to: (1) Title I, or (2) the Unsafe School Choice Option.

Voluntary Transfers

Occasionally it becomes desirable for the Board of Education to readjust class sizes by asking for voluntary transfers across attendance center boundaries.

Whenever this action is contemplated, it shall be preceded by a recommendation from the Superintendent to the Board of Education and their action shall be specific as to the conditions described in that recommendation. Whenever voluntary transfers do take place under this policy, it should be understood that those students' siblings shall also be transferred to the new attendance center and they may attend that attendance center until they complete the program contained therein.

If the parents choose not to send their other children to the new attendance center, that is their prerogative under this policy. However, any parental decision regarding the attendance of other children is to be made on an annual basis.

Legal Reference: 105 ILCS 5/10-21.3
 105 ILCS 5/10-21.3a
 105 ILCS 5/10-22.5

Policy Adopted: 03/23/92
Policy Revised: 06/23/08

ATTENDANCE AND EXCUSES

The Board emphasizes the value of regular attendance in enabling pupils to profit from the school program. Regular attendance is primarily the responsibility of the parent/guardian. The Superintendent is directed to institute a plan whereby parents/guardians are requested and encouraged to call the school of attendance whenever their children are absent from school and to disseminate information concerning excused and unexcused absences, written excuses and procedures when children return to school following an excused absence.

Parents/guardians shall be required to contact the school whenever their child will be absent or there is a question relative to the attendance of their child.

In the event that the parent/guardian fails to report the student's absence, the principal and/or designee will within two hours of the start of school, make a concerted effort to contact the parent/guardian to determine if they are aware of the student's absence. If the principal and/or designee is unsuccessful in contacting the parent/guardian, he/she shall report the student's absence to the District truant officer.

An excused absence shall be granted for personal illness, quarantine, sickness in the family, bereavement in the family, a family emergency situation, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee, medical or dental appointments when necessary during school time, religious holidays or functions integral to a given religion which cannot occur before or after regular scheduled school hours, or a temporary absence permitted with the approval of the building principal (including, but not limited to, up to five (5) school days absence during any school year for any family trip or vacation if the parent/guardian has given at least seven (7) calendar days prior written notice of such trip/vacation and, in the opinion of the administrator, such absence will not have an undue adverse effect upon the student). School work and exams can be "made up" if a student's absence is considered excused, pursuant to Board Policy. A doctor's note shall be provided for any illness requiring an absence of five (5) or more school days, or if the child's school activity is to be restricted in any way. A written release from a physician is required upon return to school for any communicable disease.

An absence is considered unexcused when a student is absent from school for one or more period of the school day without the approval of the administration. School work generally cannot be "made up" if a student's absence is unexcused.

Students with unexcused absences may be considered truant. Students who are truant may be subject to discipline, up to and including expulsion, in accordance with, and subject to, applicable law and the policies and rules of the Board.

If a student is absent for ten (10) or more consecutive school days and all of said absences are unexcused, or no contact is established with the parent/guardian, the administration shall deem that the student has left school and the administration shall remove the student from the District's regular attendance rolls, upon written notice to the parent/guardian at his/her last known address. A student who has left school and been removed from the District's regular attendance rolls shall be entitled to re-enroll as a student in the District, subject to all of the requirements of applicable law and Board Policy.

If a student cannot finish the school year, parents/guardians must withdraw their child from school. The student's grade at the date of withdrawal will be recorded.

LEGAL REFERENCE: 105 ILCS 5/26-1 et seq. - Pupils - Compulsory Attendance
105 ILCS 5/10-20 - Powers of School Board
105 ILCS 5/10-20.5 - Rules

Policy Adopted: 03/23/92
Policy Revised: 02/28/05
Policy Revised: 07/23/18
Policy Revised: 07/27/20

ATTENDANCE – PREGNANT STUDENTS AND STUDENTS WHO ARE PARENTS

The School Board affirms the right of a pregnant student or a student who is a parent to continue her participation in the public school program. No student will be subjected to sexual intimidation or harassment by any school employee, student, or the effect of a school policy or practice.

The expectant student may be excused from school when, in her doctor's opinion, her physical and/or emotional well-being warrants that such measures be taken. In such instances, the District shall provide for instruction during her absence from school.

The District may provide home instruction, correspondence courses, or instruction at an alternative education site for pupils who are unable to attend school because of pregnancy or because they are parents. The means of instruction provided shall be at the discretion of the District. Such instruction shall be provided to the pupil (1) before the birth of the child when the pupil's physician has indicated to the District, in writing, that the pupil is medically unable to attend regular classroom instruction; (2) for up to 3 months following the birth of the child or a miscarriage; or (3) at any time the District determines the pupil is unable to consistently attend regular instruction due to being a parent.

The instructional course shall be designed to offer educational experiences that are equivalent to those given to pupils at the same grade level in the District and that are designed to enable the pupil to return to the classroom, continue to attend school, and complete her education.

Students absent for a reason covered by this Policy may make up missed homework and classwork assignments in a reasonable timeframe.

The rights of a pregnant student or a student who is a parent do not exclude her responsibility for observing the student rules and regulations established by the District and do not exempt her from disciplinary measures imposed for breaking District rules.

Legal Reference: 105 ILCS 5/10-22.6a
23 Ill. Admin.Code §200.200(e), (f).

Policy Adopted: 03/25/02
Policy Revised: 03/24/08
Policy Revised: 01/24/22

RELIGIOUS REASONS

Religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, shall be valid reasons for absence from school. Students shall not be academically or behaviorally penalized for such observances/absences.

It shall be the responsibility of the teaching staff to assist students who wish to make up work missed because of a religious reason. No assignments, papers, or tests shall be required of students the day after their return for such a reason nor shall assignments, papers, or tests be required prior to the absence should the due date fall on the date of the absence for a religious reason.

Annually, before each school year, the Superintendent shall include in the Parent Handbook calendar religious observances that fall on school days in order to provide faculty members and parents an opportunity to consider when the various religious holidays occur during the school year, and will permit planning accordingly.

LEGAL REF.: United States Constitution, First Amendment
Religious Freedom Restoration Act, 775 ILCS 35/
105 ILCS 5/26-1 and 5/26-2b.

Policy Adopted: 03/23/92

Policy Revised: 12/17/12

Policy Revised: 01/24/22

STUDENT ABSENCES

If any child enrolled in this District is absent from school, and there is no record that such absence is for a valid cause, as set forth in Article 26 of the *Illinois School Code*, nor notification that the absence has been authorized by the parent, legal guardian or other person having legal custody of such child, the Building Principal or his/her designee shall, within two hours after the first class in which the child is enrolled, make a reasonable effort to promptly telephone and notify the parent, legal guardian, or other person having legal custody of the child, of the child's absence from school. Prior to enrollment of a child in the District, the parents, legal guardians or other persons having legal custody of a child shall be notified of their responsibility to authorize any absence and to notify the District in advance or at the time of any such absence, and that the District requires at least one and not more than two telephone numbers be given. Such telephone numbers shall be given at the time of enrollment of the child in school. Said numbers may be changed from time to time upon notification to the school.

The requirements of this policy shall have been met by the school if notification of an absence has been attempted by telephoning the one or two numbers given the District by the parent, legal guardian or other person having legal custody of a child, whether or not there is any answer at such telephone number or numbers. Further, the requirements of this policy shall be met if the said notification is given to a member of the household of the child's parent, legal guardian or other person having legal custody of the child, which said member of the household must be ten years of age or older.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 26-3b

Policy Adopted: 03/23/92

TRUANCY

Under State law, a parent/guardian who has custody or control of a child, who is between the ages of 6 (on or before September 1) and 17 (unless the child has graduated from high school) or is enrolled in any grade in a public school regardless of age, must cause the child to attend school in the assigned local school district, except as provided by State law. The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes that a truant is defined as a child residing in School District 87 and who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion thereof.

“Valid cause” for absence shall be illness, observances of a religious holiday, death in the immediate family, emergency, extraordinary circumstances, other situations specified in State law, and such other situations beyond the control of the student as may be specified by Board policy, economic or medical necessity, family hardship, or such other circumstance which cause reasonable concern to the parent for the safety or health of the student.

A “chronic or habitual student” is a child residing in School District 87 and subject to compulsory school attendance and who is absent without valid cause from such attendance for **5%** or more of the previous 180 regular days.

A “truant minor” is a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

The following resources and supportive services may be offered to students who are truants or chronic truants:

- Conferences with school personnel
- Counseling services of social workers
- Testing by special education personnel
- Schedule or program change
- Placement in alternative educational programs
- Special education assessment and placement
- Referral to community agencies for appropriate services.

The Superintendent or designee shall implement and manage an absenteeism and truancy program in accordance with The School Code and Board policy. The administration shall determine if a student is truant, chronic or habitual truant, or a truant minor, as defined in The School Code, Section 26-2a. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used with the student who is a truant, a chronic or habitual truant, or a truant minor. The diagnostic procedures may include but not be limited to counseling services to the student and the student's parents/guardian, a health evaluation by the school health personnel, use of peer groups, and clinical evaluations by local and/or state agencies.

In cases where a student's truancy is chronic and persists, the matter should be referred by the Principal to the Superintendent. He may call upon the resources of outside agencies such as the Juvenile Officer of the local police department, the Truant Officer of the Education Service Region of the County, or other supportive services which are available for working with truants or chronic truants. The School Board, Superintendent, School District administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

The Superintendent or designee shall make reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.

No punitive action, such as administrative grade reduction, out-of-school suspensions, expulsion, or court action may be taken against a chronic or habitual truant unless available supportive services of the District have been provided to the student.

Legal Reference: *Juvenile Court Act of 1987*, 705 ILCS 405/3-33.5.
105 ILCS 5/26-1– 5/26-16.
23 IL Admin. Code §1.290.

Cross Reference: 707.00, 707.01, 708.00, 709.00.

Policy Adopted: 03/23/92
Policy Revised: 09/24/07
Policy Revised: 02/25/08
Policy Revised: 09/22/14
Policy Revised: 09/28/15
Policy Revised: 03/19/18
Policy Revised: 04/29/19

TARDINESS

A student shall be considered tardy at any time during the school day if he is not in his assigned classroom at the beginning of the assigned hour.

Procedures for re-admittance into class shall be determined by the Superintendent and Building Principal and communicated to staff, students and parents/guardian.

Chronic tardiness is considered to be a form of truancy and can result in the same procedures described under the policy on truancy.

Policy Adopted: 03/23/92

ATTENDANCE RECORDS

The Superintendent will maintain procedures for keeping student attendance records.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 20-21.4
 Ill.Rev.Stat., ch. 122, par. 24-18

Policy Adopted: 03/23/92

MAINTENANCE AND RELEASE OF SCHOOL STUDENT RECORDSI. Parent's and Student's Access to School Student Records – Definitions:

A. School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student can be identified individually that is maintained by a school or at its direction by a school employee, regardless how or where the information is stored except as provided in law as summarized below:

1. records kept in a staff member's sole possession;
2. records maintained by law enforcement officers working in the school;
3. video and other recordings (including without limitation electronic recordings made on school busses that are created in part for law enforcement, security, or safety purposes). The contents of these recordings may become part of a student school record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student;
4. any information, either written or oral, received from law enforcement officials concerning a student less than 17 years of age who has been arrested or taken into custody.

B. A parent or any person specifically designated in writing as a representative by a parent shall have the right to inspect and copy all school student "permanent" and "temporary" records of that parent's child, provided that the parent's child has not attained the age of eighteen (18) years, graduated from secondary school, become married or entered into military service, whoever occurs first. A student who has not attained the age of eighteen (18) years shall have the right to inspect and copy only his or her school student "permanent" record.

C. "Student Permanent Records" means the minimum personal information necessary to a school in the education of the student and contained in a school student record. Such information includes:

1. students' and parents' names and addresses, date of birth, place of birth, and gender;
2. grades, gradation date, grade level achieved, the unique student identifier assigned and used by ISBE's Student Information System (23 Ill. Admin. Code 1.75), as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with 105 ILCS 5/2-3.157 and 23 Ill. Admin. Code 1.442, and as applicable, designation of the student's achievement of the State

Commendation Toward Biliteracy, awarded in accordance with 23 Ill.AdminCode 1.442(c). As applicable, the parent has a right to request inclusion on the student's academic transcript of one or more scores received on college entrance examinations through the submission of a request stating each exam, date and score to be included.

3. attendance records;
4. accident and health records including documentation regarding a student athlete's and his or her parent's acknowledgement of the District's concussion policy adopted pursuant to 105 ILCS 5/10-20.53;
5. information regarding participation in school sponsored activities;
6. Evidence required by the Missing Children's Records Act (315 ILCS 50/5(b)(1)); and record of release of student permanent record information. ISBE rule provides that if not maintained in the temporary record, the permanent record may include honors and awards received and information concerning participation in school-sponsored activities or athletics or offices held in school-sponsored organizations.
7. As applicable, designation of the student's achievement of the Global Scholar Certification, awarded in accordance with Section 2-3.167 and 23 IAC 1.442.

D. "Student Temporary Record" means all information contained in a school student record but not contained in the student permanent record. Such information includes:

1. family background information;
2. intelligence and aptitude test scores;
3. psychological evaluation reports and personality test scores;
4. elementary and secondary achievement level test results;
5. participation in extracurricular activities including any offices held in school-sponsored clubs or organizations;
6. honors and awards received;
7. teacher anecdotal records;
8. disciplinary information, including information regarding serious disciplinary infractions involving drugs, weapons, or bodily harm to another that resulted in expulsion, suspension, or the imposition of punishment or sanction;
9. special education files;
10. verified reports from non-educational persons, agencies, or organizations;

11. verified information of clear relevance to the education of the student; and
12. record of release of student temporary record information.

E. "Directory Information" includes:

1. name and grade level;
2. parent(s)/guardian(s)' names;
3. photographs, videos or digital images used for information or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that appear in school publications such as yearbooks, newspapers, or sporting or fine arts programs;
4. academic awards and honors; and
5. information related to school-sponsored activities, organizations, and athletics;

YOUR CHILD(REN)'S DIRECTORY INFORMATION MAY BE RELEASED TO THE GENERAL PUBLIC WITHOUT PRIOR NOTICE OR YOUR CONSENT, UNLESS YOU REQUEST THAT ANY OR ALL OF YOUR CHILD(REN)'S DIRECTORY INFORMATION NOT BE RELEASED.

If you **DO NOT** want your child **identified by name** in a photograph or video, and/or do not want directory information about your child released, **INCLUDING THE SCHOOL YEARBOOK**, you must contact your building principal in writing prior to the start of the school year indicating that you "do not grant consent to Berkeley School District to identify your child/children by name in any District sponsored publication, including the school yearbook," and/or that you "do not consent to the release of directory information about your child/children."

F. "Student" means any person enrolled or previously enrolled in a school.

G. "Parent" means a person who is the natural parent of the student, or other adult who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a person under this policy shall become exclusively those of the student upon his or her eighteenth (18th) birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.

H. Nothing contained in this policy shall make available to a parent or student confidential letters and statements furnished in connection with applications for employment, application, or receipt of an honor or honorary recognition, provided such letters and statements are not used for purposes other than those for which they were specifically intended, and

1. were placed in a school student record prior to January 1, 1975; or
2. the student has waived thereto after being advised of his rights to obtain upon request the names of all such persons making such confidential recommendations.

II. NOTIFICATION

- A. Each school year, or upon the initial enrollment or transfer of a student, the principal shall notify the student and the student's parents of their rights of access to the student's records.
- B. This notification may be delivered by any means likely to reach the parents, including direct mail, parent/teacher conferences, delivery by the student to their parent, or incorporated in a "parent/student" handbook, or other informational brochure for a student and parents disseminated by the school.
- C. Such notification shall consist of:
 1. the types of information contained in the permanent and temporary records;
 2. the right to inspect and copy permanent and temporary records, and the cost of copying such records;
 3. the right to control access and release of school records and the right to request a copy of information released;
 4. the rights and procedures for challenging the contents of the school student records;
 5. the persons, agencies, or organizations having access to the student records without parental consent;
 6. the right to copy any school record or information contained therein proposed to be destroyed or deleted, and the school's schedule for reviewing and destroying such information;
 7. the categories of information the school has designated as "directory information" and the right of the parents to prohibit the release of such information;
 8. a statement informing the parents that no person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under law or this policy;
 9. the right of the parents to inspect and challenge the information contained in the school student record prior to the transfer of the record to another school district, in the event of transfer of the student to that district.

- D. The principal of each school shall assure that school personnel are informed of the provisions of this policy.

III. PROCEDURES GOVERNING ACCESS TO STUDENT RECORDS

- A. The Superintendent is responsible for the maintenance, care, and security of all school student records, whether or not such records are in his or her personal custody and control.
- B. All requests to inspect and copy school student records shall be made in writing, dated, signed, and submitted to the principal of the building the student attends or the Superintendent. Except for parents and students, and except as otherwise provided in this policy, all persons requesting access to information contained in school student records must provide the school with appropriate identification and a copy of the statute authorizing such access.
- C. A parent's or student's written request to inspect and copy records, or to allow a specifically designated representative to inspect and copy records, shall be granted within a reasonable time, and within ten (10) business days after the date of receipt of such written request by the principal or Superintendent. In the following circumstances, the District may extend the time to respond to the records request by five (5) additional business days: (1) The requested records are stored in whole or in part at other locations than the office having charge of the requested records; (2) The request requires collection of a substantial number of specified records; (3) The request is couched in categorical terms and requires an extensive search for records responsive to it; (4) The requested records have not been located in the course of a routine search and additional efforts are being made to locate them; (5) The request cannot be complied with by the district within the time limits without unduly burdening or interfering with the operation of the school district; or (6) There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district, or among two or more components of a public body or school district, having a substantial interest in the determination or in the subject matter of the request.
- D. The school shall charge its reasonable costs for copying of school student records, not to exceed ten cents (\$.10) per page, to any person permitted to copy such records, except that no parent or student shall be denied a copy of school student records as permitted under law and this policy for inability to bear the cost of such copying.
- E. Whenever access to any person is granted pursuant to law or this policy, at the option of either the parent or the school, a qualified professional who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, may be present to interpret the information contained in the student "temporary" record. If the school requires that a professional be present, the school shall secure and bear any costs of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school.
- F. Unless the District has actual notice of a court order or a notice of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise: (a) Divorced or separated parents/guardians with and without parental responsibility (formerly custody) are

both permitted to inspect and copy the student's school student records; (b) the Building Principal shall send copies of the following documents to both divorced or separated parents/guardians at either's request: academic progress reports or records, health reports, notices of parent-teacher conferences, school calendar regarding the student, notices about open houses, graduations, and other major school events including student-parent/guardian interaction.

Upon receipt of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act (750 ILCS 5/), the Building Principal shall file it in the temporary record of a student who is the subject of the parenting plan.

- G. The school will deny access to a student's school records to a parent against whom an order of protection was issued.
 - H. Any inspection or copying of school student records by a parent, student or specifically designated representative shall take place only on days school is in session between the hours of 9:00 a.m. and 3:00 p.m., or at such other time as agreed to by the Superintendent and the person(s) requesting such inspection and/or copying.
 - I. Parents shall have the right to challenge the accuracy, relevance, or proprietary of any entry in the school student records of child, exclusive of academic grades. Such challenges shall be governed by procedures prescribed in this policy. Parents shall also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.
- IV. COMPILATION, MAINTENANCE, CARE AND SECURITY OF SCHOOL STUDENT RECORDS
- A. No information may be contained in or added to a school student record unless it is of clear relevance to the education of the student.
 - B. Information added to a student's "temporary" record must include the name, signature, and position of the person who has added the information as well as the date of its entry.
 - C. Student "permanent" records must be maintained for not less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from school.
 - D. Student "temporary" records or the information contained therein shall be maintained at least five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from school. However, anonymous information from the students' "temporary" records may be maintained indefinitely for authorized research, statistical reporting or planning purposes so long as no student or parent can be individually identified from the data or information maintained.

- E. The principal of each school shall review each student's "temporary" record annually for verification of entries and elimination or correction of all inaccurate, misleading, unnecessary, or irrelevant data or information.
- F. Before any school student record is destroyed or information deleted therefrom, the parents shall be given fifteen (15) days' notice of such intent and a statement of their opportunity to copy the record and information.
- G. Upon graduation, transfer or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student "permanent" and "temporary" records, and of their right to request a copy of such records at any time prior to their destruction. Notification must consist of the following: the date of notification; parent's name(s); name of the Superintendent; name of the student; and the schedule of the destruction date of "temporary" and "permanent" records.

V. RELEASE OF SCHOOL STUDENT RECORDS TO OTHER THAN A PARENT, STUDENT, OR DESIGNATED REPRESENTATIVE OF A PARENT

- A. CONSENT: Except as hereafter provided, no school student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated without the prior specific dated written consent of the parent designated to whom the records may be released. At the time any such consent is requested or obtained, the parent shall be advised in writing that he/she has the right to inspect and copy such records and challenge their contents in accordance with the procedures prescribed by law and this policy.
- B. OFFICIALS: School student records or information contained therein may be released to persons authorized or required by State or Federal law to gain such access including the official records custodian of another school, in which the student has enrolled or intends to enroll, upon the request of such official in accordance with this policy. The parents must receive prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and challenge their contents in accordance with the procedures prescribed by law and this policy.
- C. COURT ORDERS: School student records or information contained therein may be released pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, their opportunity to inspect and copy the school student records, and to challenge their contents in accordance with the procedures prescribed by law and this policy.
- D. EMERGENCY: School student records or information may be released without parental consent to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of: the information released; the date of the release; the person, agency, or organization who received the information, and the purpose of the release.

E. NO NOTICE OR CONSENT: School student records or information contained therein may be released without parental consent or notification:

1. to an employee or official of the school district or Illinois State Board of Education (ISBE), provided such employee or the ISBE has current educational or administrative interest in the student and the records are in furtherance of such interest;

An official of the school or the District is a person employed by the school or District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a school board member; a volunteer; a contractor outside of the school or District who performs an institutional service or function for which the school or District would otherwise use its own employees and who is under the direct contract of the school with respect to the use and maintenance of personally identifiable information about the student from school student records, such as an attorney, auditor, medical consultant, therapist, evaluator or provider of technology services, a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. An official of the school or the District has a legitimate educational or administrative interest if he or she needs to access school student records and/or student record information in order to fulfill his or her professional responsibility.

2. to any person for the purpose of research, statistical reporting, or planning, provided that:
 - a. the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
 - b. no student or parent can be identified from the information released; and
 - c. the research design and purpose are provided by the Superintendent.
3. if such information is "directory" information and parents have not requested that any or all such information not be released.

F. The District shall grant access to or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means:

1. a judge of the circuit court and members of the staff of the court designated by the judge;
2. parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys;

3. probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case;
4. any individual, public or private agency having custody of the child pursuant to court order;
5. any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor;
6. any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement;
7. law enforcement officers and prosecutors;
8. adult and juvenile prisoner review boards;
9. authorized military personnel, and
10. individuals authorized by court.

VI. RECORD OF RELEASE OF SCHOOL STUDENT RECORDS

A record of any release of school student records or information shall be made and kept as part of the school student record. Such record of release shall be available only to the parent and the Superintendent. Each record of release shall also include:

- A. the nature and substance of the records or information released;
- B. the name and signature of the Superintendent releasing such records or information;
- C. the name of the person requesting such records or information, the capacity in which such a request has been made, and the purpose of such request;
- D. the date of the release; and
- E. a copy of any consent to such release.

VII. CHALLENGE PROCEDURES

- A. Parents shall have the right to challenge any entry exclusive of grades and exclusive of references to expulsions and out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring, in the school student records on the basis of:
 1. accuracy;
 2. relevance; and/or
 3. propriety.

- B. Requests for a hearing to challenge school student records must be submitted in writing and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
- C. Within fifteen (15) school days from receipt of the request for a hearing, an initial information conference shall be held between the parents and a school district representative appointed by the Superintendent to attempt to resolve the challenge.
- D. If the challenge is not disposed of at the informal conference, the school district shall appoint a hearing officer to conduct a hearing on the challenge. The hearing officer shall not be employed in the attendance center in which the student is enrolled.
- E. The hearing shall be held no later than fifteen (15) days after the informal conference except by agreement of all interested parties. The hearing officer shall notify parents and school officials of the time and place of the hearing.
- F. At the hearing each party shall have the opportunity to:
 - 1. present evidence and to call witnesses;
 - 2. cross-examine witnesses; and
 - 3. be represented by counsel.
- G. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
- H. The written decision of the hearing officer and the reasons therefor shall be rendered no later than ten (10) school days after the conclusion of the hearing, and shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following to:
 - 1. retain the challenged contents of the student record;
 - 2. remove the challenged contents of the student record; or
 - 3. change, clarify, or add to the challenged contents of the student record.
- I. Any party shall have the right to appeal the decision of the hearing officer to the Superintendent of the Educational Service Region (ESR) within twenty (20) school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within ten (10) school days the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent information to the ESR Superintendent. The school may initiate an appeal on its own behalf by the same procedures.
- J. The school shall be responsible for implementing the decision of the ESR Superintendent.

Legal Reference: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
50 ILCS 205/7.
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill.Admin.Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

Policy Adopted: 03/23/92
Policy Revised: 12/18/95
Policy Revised: 01/25/99
Policy Revised: 02/26/07
Policy Revised: 12/17/12
Policy Revised: 09/22/14
Policy Revised: 02/22/16
Policy Revised: 07/23/18
Policy Revised: 07/27/20

STUDENT AND FAMILY PRIVACY RIGHTS

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1 Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or

2 Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the *Individuals With Disabilities Education Act* (20 U.S.C. §1400 *et seq.*)
3. Is otherwise authorized by Board policy.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris/retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility of the student or the student (if over age 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to the student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited, except with written permission from the person having legal custody of the student or the student (if over age 18), court order, or otherwise required by law.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: 1) the student graduates or withdraws from the District, or 2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over age 18).

Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

Selling or Marketing Students' Personal Information is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: *Family Educational Rights and Privacy Act*, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
Protection of Pupil Rights, 20 U.S.C. §1232h.
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/1 *et seq.*
Local Records Act, 50 ILCS 205/7.
105 ILCS 5/10-20.12b, 5/10-20.37, 5/10-20.40, 5/14-1.01 *et seq.* and 10/1 *et seq.*
23 ILL Admin. Code §§ 226, 375
50 ILCS 205/7

Policy Adopted: 07/26/04
Policy Revised: 02/25/08
Policy Revised: 02/22/16
Policy Revised: 03/19/18

USE OF EDUCATIONAL TECHNOLOGIES; STUDENT DATA PRIVACY AND SECURITY

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

Policy Adopted 07/27/20

STUDENT RECORDS CUSTODIAN

Each Building Principal is designated the Official Records Custodian for his or her respective school and has the duties, without limitation, listed below.

1. Is responsible for the maintenance, care, and security of all school student records, whether or not the records are in his or her personal custody or control, and shall take all reasonable measures to protect school student records through administrative, technical, and security safeguards against risks, such as unauthorized release or use.
2. Reviews student temporary records at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The records review is required in any given school year at the time a student first changes attendance centers within the District, but it does not need to be conducted if the student enrolls in a different attendance center later in the same school year.
3. When notified by the Dept. of Children and Family Services (DCFS), purges DCFS's final finding report from the student's record and returns the report to DCFS. If a school has transferred the report to another school as a part of the transfer of the student's record, the sending school shall forward a copy of the DCFS's request to the receiving school.
4. Call the parents' attention to the provisions of this policy annually with the distribution of the district's "Parent-Student Handbook" and, further again upon enrollment or withdrawal of their children.

Legal Reference: 105 ILCS 10/4 (a) & (b)
23 Ill. Admin. Code § 375.40(g)
23 Ill. Admin. Code § 375.40(b)
325 ILCS 5/8.6

Policy Adopted: 03/23/92
Policy Revised: 05/23/05
Policy Revised: 09/22/14

HEALTH SERVICES

The District shall provide health services for students as administered by a health aide or nurse.

A student accident report shall be completed by the school health aide (or nurse) whenever a student reports to the health office to seek assistance for an injury. Copies of this report are to be distributed as follows: White copy, parent; canary copy, Business Office; pink copy, principal.

The District intends to meet all state rules and regulations regarding health services required by the State of Illinois.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-22.23

Policy Adopted: 03/23/92

Policy Revised: 03/28/94

HEALTH, EYE, AND DENTAL EXAMINATIONS; IMMUNIZATIONS; AND EXCLUSION OF STUDENTS

On or before October 15th of the school term, each student shall present proof that he/she has received a health examination and immunization against preventable communicable diseases as required by the *School Code* and regulations of the Illinois Department of Public Health, within one year prior to entering Kindergarten or first grade; entering sixth grade; or when enrolling in an Illinois school. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, or an advanced practice nurse or physician assistant. Any student who fails to comply with this requirement by October 15th of the school term shall be excluded from school until the student presents proof of having the health examination as required, and presents proof of having received those required immunizations which are medically possible to receive immediately.

A diabetes screening and age-appropriate developmental and social and emotional screening are required parts of each health examination. A student will not be excluded from school for his/her parent/guardian's failure to obtain a developmental or social and emotional screening.

Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.

Parents/guardians are encouraged to have their children undergo a vision examination as part of any required health examination.

If the physical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the performance of the health examination shall endorse such fact upon the health examination form.

Parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning before the child will be admitted into any District-operated pre-kindergarten, kindergarten, or child care program.

A tuberculosis skin-test screening shall be included as part of each health examination if it is determined by the Department of Public Health that students reside in an area having a high incidence of tuberculosis. The District shall encourage parents to have their children undergo dental examinations at the same time as the required health examinations.

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

All children entering Kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist within one year prior to entry into Kindergarten or the school.

Student will be exempted from this policy's requirements for religious, if the student's parents/guardians present the Illinois Department of Public Health's (IDPH) Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is present, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policies and State rules if there is an outbreak of one or more diseases from which the student is not protected. A student will be exempted from the health examination or immunization requirements of this policy on medical grounds if verified in writing by a physician. A student will be exempted from the dental or vision examination requirement if his/her parent/guardian shows that the examination imposes an undue burden, or that there is a lack of access to an appropriate physician.

A homeless child shall be immediately admitted to school, even if the child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Legal Reference: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin. Code Part 665.
77 Ill.Admin. Code Part 690

Policy Adopted: 03/23/92
Policy Revised: 03/28/94
Policy Revised: 03/27/95
Policy Revised: 03/27/06
Policy Revised: 03/28/11
Policy Revised: 06/25/12
Policy Revised: 09/28/15
Policy Revised: 02/22/16
Policy Revised: 07/23/18
Policy Revised: 04/29/19
Policy Revised: 02/22/21

ADMINISTRATION OF MEDICATION TO STUDENTS

Medication required by a student shall not be administered at school, during regular school hours or during school-related activities, unless absolutely necessary to maintain the continued attendance of the student. This policy shall apply to both prescription and non-prescription medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a written and signed authorization is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy. The District shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students. If it is determined that a student shall receive medication at school, the following procedures shall be followed:

1. The student's physician shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the medication, dosage, time interval in which the medication is to be taken, the necessity for the medication during the school day, the commencement date and the expiration date of drug therapy, the desired benefits of the medication, and an emergency number where the physician can be reached. In addition, the physician's written order shall indicate any expected reactions to the medication and shall advise school personnel of how to determine if the student experiences an adverse reaction to the medication. The physician's written order shall detail steps to be followed by school personnel should the student experience an adverse reaction to the medication. The order shall be renewed periodically and shall state that the medication may be safely self-administered by the student. If the medication may not be safely self-administered by the student, the physician's written order shall state whether the medication may be safely administered by school personnel other than the school nurse.
2. The student's parent or guardian shall provide to the superintendent a written request authorizing the self-administration of prescription or non-prescription medication by the student at school. If the medication may not be safely self-administered by the student, the written request of the parent or guardian shall indicate those persons who are authorized to administer the medication. The request shall include the parent's or guardian's name and telephone number in case of an emergency.
3. Medication shall be brought to the school and given to the school's Administration or nurse in a closed container, appropriately labeled by the pharmacy or physician, and clearly stating the dosage and expiration date of the medication. The label must include any requirements for storage (e.g., is the medication either heat or light sensitive; will the medication deteriorate within a specific period of time). The name of the student and the name and phone numbers of the physician and pharmacy shall be indicated on the container. Whenever possible, medication should be delivered to the school by the student's parent or guardian.
4. The school's Administration or nurse shall retain the medication in a locked space for safe storage and shall make the medication available to the student for self-administration at the time designated by the physician's written orders.
5. The school's Administration or nurse will record the following information: who was given access to the medication, what medication was given, when access was given (date and time), whether medication was self-administered in the presence of the Administration and who was present, who administered the medication if it was not self-administered, the date of initiation of drug therapy in school, any absenteeism, if and when access to medication was denied or terminated and the reason why, and the date of discontinuance. This information shall be placed in the student's health file along with the physician's orders and parental request authorizing the administration of medication.

6. The School shall be under no obligation to notify or remind a student when such medication should be administered. It shall be solely the student's responsibility to obtain the medication from authorized personnel at the time of administration.
7. The student's parent or guardian shall remove any unused medication from the school at the end of the drug therapy. If the student's parent or guardian fails to remove unused medication by the end of the school year, the school's Administration shall appropriately dispose of the unused medication in the presence of a witness.
8. In the case of an emergency, whereby the student is incapable of self-administering the medication, or in the case medication may not be safely self-administered by the student, the medication may be administered by the school nurse, a registered professional nurse (RN), the Superintendent, or the designee of the Superintendent who shall be an administrator.
9. A student may possess asthma inhaler and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form" The student's parent/guardian must also provide the prescription label showing the name of the medication, prescribed dosage and the time or circumstances for administration of the medication or inhaler. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the storage of any medication or inhaler by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or an inhaler, or the storage of any medication or inhaler by school personnel.
10. A student may possess an epinephrine auto-injector (Epi-Pen®) for immediate use at the student's discretion, provided the student's parent/guardian has provided written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the use of an epinephrine auto-injector; the written authorization must also contain the name and purpose of the epinephrine auto-injector, prescribed dosage and the time or circumstances for administration of the epinephrine auto-injector. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration or storage of an epinephrine auto-injector. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector, or the storage of an epinephrine auto-injector by school personnel.

These procedures shall apply except in cases where the physician's written order requires the student to retain the medication on his or her person at all times due to the need for immediate administration in the event of emergency. In such case, the procedures contained herein shall be followed to the maximum extent possible so that the school's administration is aware of the possible need for medication during school hours. The Superintendent or designee will ensure an Emergency Action Plan is developed for each student who self-administers medication under a (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

No medication shall be administered to students unless these guidelines are followed. The Superintendent shall have the discretion to reject requests for the self-administration of medication subject to the requirements of the *Individuals with Disabilities Education Act* and Section 504 of the *Rehabilitation Act of 1973*.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement [Section 22-30\(f\)](#) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or

administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

This section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and scheduled
to be repealed on July 1, 2020.
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

Policy Adopted: 03/23/92
Policy Revised: 01/22/01
Policy Revised: 02/26/07
Policy Revised: 09/27/10
Policy Revised: 03/19/18
Policy Revised: 04/29/19
Policy Revised: 02/24/20

REQUESTS TO FORGO LIFE-SUSTAINING TREATMENT FOR STUDENTS

The Board recognizes that parents/guardians might request District employees to withhold emergency care for students in the event of a life-threatening circumstance. However, it is the policy of this district that, when any student enrolled in the District experiences sudden illness or injury, District staff should provide emergency health care to preserve life and prevent disability. "Do Not Resuscitate" ("DNR") orders, or other orders to forgo life-sustaining treatment will not be honored by school personnel absent order of a court or appropriate governmental agency. District staff will provide any existing such orders to emergency medical personnel when they assume responsibility for District students.

Parent/Guardian who submit such orders are to be advised of the following procedures:

1. When District staff receives notification from a parent/legal guardian that such order is being made, the building principal will notify the parent/guardian that the District will not honor such a request.
2. The order will immediately be placed in the student's medical file.
3. District personnel who have been trained in emergency rescue procedures (e.g., CPR) are expected to administer first aid including life-saving resuscitation procedures to a student in the event of an accident, choking, respiratory and/or life-threatening emergency.
4. Community emergency rescue personnel (911) will be called immediately and school personnel will continue resuscitation procedures until relieved by emergency rescue personnel.
5. When emergency rescue personnel arrive at the school site, school personnel will transfer responsibility for the student to the emergency personnel and simultaneously provide the emergency team with a copy of the order.
6. Once the student begins transport from the school to an emergency room or medical facility, the order becomes the responsibility of the parents/guardian and physicians.
7. The order may be addressed in a student's Individualized Education Program or Section 504 Plan.

LEGAL REF.: Health Care Surrogate Act, 755 ILCS 40/
Cruzan v. Director, Missouri Dept. of Health, 497 U.S. 261 (1990).
In re: C.A., a minor, 603 N.E.2d 1171 (Ill.App.1, 1992).

Policy Adopted: 03/24/97
Policy Revised: 12/17/12

Food Allergy Management Program

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39.
Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health.

CROSS REF.: 430.00 (Transportation), 436.00 (Food Services), 428.01 (Safety), 506.01 (Staff Development Program), 6617.00 (Education of Children with Disabilities), 6:240 (Field Trips), 717.00 (Administering Medicines to Students)

Adopted: 12/13/10

THE EDUCATION OF STUDENTS AFFLICTED WITH A CONTAGIOUS DISEASE

A student with a communicable or infectious disease shall be treated as a "handicapped person" under Section 504 of the *Rehabilitation Act of 1973*, unless the student has an IEP under the *Individuals with Disabilities Education Act*. For those students with an IEP, applicable law and the District's Policies and Procedure for the Implementation of Comprehensive Programming for Children with Disabilities, must also be followed and will control whenever there is a conflict with this policy.

Rules and guidance from the ISBE and IDPH are to be consulted and, in the event of a conflict, supersede this policy (see "Management of Chronic Infectious Disease in Schoolchildren," revised 2003 by the ISBE and IDPH, <http://www.isbe.net/spec-ed/pdfs/chronicdiseases.pdf> and "Communicable Disease Guide" revised 2002, IDPH).

A. Reporting Procedures

1. Any report that a student of the District has or is believed to have a contagious disease shall be made or forwarded in confidence to the Superintendent.
2. The identity of a student who has or is believed to have a contagious disease (such as AIDS or ARC, or has been exposed to HIV or other identified causative agent of AIDS, or has a similar contagious disease) shall not be revealed by any District employee or official to anyone including other District employees except as is authorized in writing by the Superintendent. In cases where the IDPH or a local health department gives notice to a Principal of the identity of a child diagnosed as having AIDS or ARC, or as having been exposed to HIV or other identified causative agent of AIDS, the Principal shall disclose the identity of the child to the Superintendent of the school district in which the child resides. The Principal may, as necessary, disclose the identity of the child to the health aide at that school, the classroom teachers in whose classes the child is enrolled, and those persons who, pursuant to federal or state law, are required to decide the placement or educational program of the child (i.e., the multidisciplinary team). Further, in such cases, the Principal may inform such other persons as may be necessary that an infected child is enrolled at that school so long as the child's identity is not revealed.
3. The Superintendent shall notify the IDPH if any student of the District has a condition for which reporting is required by the Department.

B. Review Procedures

Decisions regarding the type of educational setting for infected children should be based on the behavior, neurological development, and physical condition of the child and the expected type of interaction with others in that setting. These decisions are best made using the team approach which may include the child's physician, public health personnel, the child's parent(s) or legal guardian(s), and school personnel. In each case, risks and benefits to both the child and others in the setting shall be weighed.

1. If the Superintendent has reasonable grounds to believe that a student in the District has a contagious disease, the Superintendent shall immediately take the following action:
 - a. Contact the parent(s) or guardian(s) of the student and require that a letter from the student's physician be submitted indicating whether or not the student is able to continue in his educational program without endangering himself or others. The opinion of the student's physician will be considered but will not be controlling.

- b. Convene a meeting of a Review Committee which shall consist of the Superintendent, a physician retained by the District and such other persons, if any, as the Superintendent may designate.
 - c. The Review Committee shall maintain a protocol file for case management purposes, which file shall not become a part of the student's permanent record, except upon review and decision of the Superintendent and after consultation with legal counsel. The file shall contain all recommendations, reports to the Review Committee, and any conclusions or decisions of the Committee. The file shall also contain a list identifying any and all individuals who have been made aware of the identity of a student who has or who is believed to have the contagious disease.
2. The Review Committee shall investigate the student's case and shall make an initial determination whether or not the student should be permitted to continue in his current educational program. This determination shall be based on the following considerations:
- a. The nature of the risk (how the disease is transmitted);
 - b. The duration of the risk (how long is the carrier infectious);
 - c. The severity of the risk (what is the potential harm to third parties; what is the affected person's physical condition, behavior and ability to control bodily functions and secretions); and
 - d. The probabilities that the disease will be transmitted and will cause varying degrees of harm.
- I. If the Review Committee finds at any point that the health and safety of the child or others would be endangered by the student's continued presence in his current educational program, the Superintendent may direct a temporary exclusion or an interim alternative placement pending the completion of these procedures.
 - II. If the Review Committee determines that a change in the student's current educational placement is warranted in order to reasonably accommodate the student, a case study evaluation of the student shall be commenced and an individualized education program developed, as may be necessary to address special education needs in accordance with the *Individuals with Disabilities Education Act*, Article 14 of the *Illinois School Code* and their respective rules and regulations. Participation in case study evaluations shall be had on a "need to know" basis.
 - III. If the Review Committee determines that no change is warranted in the student's educational program, the Superintendent shall so advise the student's parent(s) or guardian(s). The Review Committee may designate a person to monitor the student's condition and behavior and to inform the student's parent(s) or guardian(s) in the event there is an outbreak of contagious disease in the District. The Review Committee may reevaluate the student's case at any time but not less than once every six (6) months.

Legal Reference: 105 ILCS 5/10-21.11
23 IL Admin. Code §§1.610, and 226.300
77 IL Admin. Code Part 690
29 U.S.C. §794(a), *Rehabilitation Act of 1973*, Section 504,
20 U.S.C. §1400 et seq., *Individuals with Disabilities Education Improvement Act of 2004*

Policy Adopted 03/23/92
Policy Revised: 12/15/03
Policy Revised: 09/22/08
Policy Revised: 09/26/11
Policy References Revised: 06/28/21

EMERGENCY CLOSINGS

The Superintendent is authorized by the School Board to close the schools in event of hazardous weather or other emergencies which present threats to the safety of students, staff members, or school property. The Superintendent shall make reasonable efforts to issue an announcement whenever it is necessary to close school due to inclement weather or other reason. Since parents/guardians may not be at home when closings occur during the regular school day period, students and faculty will remain at the school building in case of extreme emergency when an advanced notice to parents/guardians is not possible. Written or oral consent of a student's custodial parent/guardian is required before a student is released from school. Parents/guardians may come to pick up their children when this procedure is in effect. Until contact with parents/guardians is made, students will be kept in the school building and supervised by school personnel.

In the case of an influenza outbreak or pandemic, any decision for an emergency school closing will be made by the Superintendent in consultation with and, as necessary, the Ill. Dept. of Public Health, the District's local health department, emergency management agencies, and/or the District's ISC. Emergency school closing decisions may also be made at the direction of the Governor, the District's local health department, emergency management agencies, and/or the District's ISC. During such a closing, the Board President and the Superintendent may, to the extent the emergency situation allows, examine existing Board policies and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement.

Payment of Employee Salaries During Emergency School Closures

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policy and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

The Superintendent may implement the District's e-learning plan, if any, during an emergency closing in accordance with the School Code.

If the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use remote instruction (including, but not limited to, remote learning days or blended remote learning days, the Superintendent shall approve and present to the Board for adoption a plan that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;
2. Implements the requirements of 105 ILCS 5/10-30, other applicable law, regulations and/or State or federal guidance; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

Legal Reference: 105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.
20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).
20 ILCS 3305/, Ill. Emergency Management Agency Act.
115 ILCS 5/, Ill. Educational Labor Relations Act.

Policy Adopted: 03/23/92
Policy Revised: 11/17/07
Policy Revised: 07/27/20

RELEASE FROM SCHOOL

For safety and security reasons, prior written or oral consent of a student's custodial parent/guardian must be provided to the Building Principal before a student will be released from school: 1) at any time other than regular dismissal times or other times when a school is officially closed, and/or 2) to any person other than the custodial parent/guardian.

Parents/guardians shall be urged to provide the Building Principal with prior written notification that the school is authorized to release their child(ren) to other identified persons on specified dates.

Policy Adopted: 03/23/92

Policy Revised: 11/20/06

Policy Revised: 11/17/07

STUDENT BEHAVIOR

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish unless authorized under Ashley's Law.
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless authorized under Ashley's Law.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (1) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (2) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (1) that a student believes to be, or represents to be, an illegal drug, controlled substance,

or other substance that is prohibited by this policy; or (2) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

- h. Drug paraphernalia, including devices that are or can be used to: (1) ingest, inhale, or inject cannabis or controlled substances into the body; and (2) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using, possessing, controlling, transferring or discharging fireworks, explosive devices or any incendiary devices including but not limited to “firecrackers,” “sparklers,” “rockets,” “cherry bombs,” “M 80’s,” “caps,” or “Roman candles.”
6. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (1) expression of gender or sexual orientation or preference, or (2) display of affection during non-instructional time.
12. Teen dating violence, as described in Board policy.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school, fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
23. Refusing or failing to wear an appropriate facial cover over the student's mouth and nose unless exempted by a medical provider during any time said action is required by the District or for eating/drinking or playing an instrument.
24. Failing to maintain proper social distancing of a particular distance designated by the District.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in behavior prohibited by this policy that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in behavior prohibited by this policy is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Interventions

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential interventions include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy.
11. Out-of-school suspension from school and all school activities in accordance with Board policy. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of interventions is a range of options that may not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The re-engagement process shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same interventions as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parents/guardians within 15 days of the beginning of the school year or a student’s enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7961 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-23
5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.
23 Ill.Admin.Code §1.280.

Policy Adopted: 03/23/92
Policy Revised: 12/20/93
Policy Revised: 07/25/94
Policy Revised: 04/28/97
Policy Revised: 04/24/00
Policy Revised: 07/26/04
Policy Revised: 10/24/05
Policy Revised: 09/24/07
Policy Revised: 03/22/10
Policy Revised: 02/28/11
Policy Revised: 06/25/12
Policy Revised: 01/28/13
Policy Revised: 09/22/14
Policy Revised: 07/27/15
Policy Revised: 07/25/16
Policy Revised: 03/19/18
Policy Revised: 04/29/19
Policy Revised: 07/27/20

BUS CONDUCT

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes, but is not limited to:

1. Prohibited student conduct as defined in the Student Behavior policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Electronic Recordings on School Buses

Electronic video and audio recordings ("electronic recordings") may be used on school buses to monitor conduct and maintain a safe environment for students and employees when transportation is provided for any school-related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with the electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's Student Discipline Policy, and shall also reimburse the District for any necessary repairs or replacement.

Discipline Procedure

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. The Superintendent or authorized designee may suspend a student from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct. The Board may suspend a student from riding the school bus for a period in excess of ten (10) school days for safety reasons.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Legal Reference: *Family Educational Rights and Privacy Act*, 20 U.S.C. sec. 1232(g), 34 C.F.R. Part 99.
 105 ILCS 5/10-20.14, 5/10-22.6 and 10
 720 ILCS 5/14-3(m)
 23 Ill.Admin.Code Part 375, Student Records.

Policy Adopted: 07/24/00
Policy Revised: 11/20/06
Policy Revised: 02/25/08
Policy Revised: 12/17/12
Policy Revised: 07/25/16

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and

society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Name

Joe Byrne

Address 1200 N. Wolf Rd, Berkeley, IL 60163

Email jbyrne@berkeley87.org

Telephone

708-449-3350

Complaint Managers:

Name Joe Byrne

Address 1200 N. Wolf Rd, Berkeley, IL 60163

Email jbyrne@berkeley87.org

Telephone 708-449-3350

Name LaTesh Travis

Address 1200 N. Wolf Rd. Berkeley, IL 60163

Email ltravis@berkeley87.org

Telephone 708-449-3350

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
- a. 233.02, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 233.03, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 613.00, *Instruction and Curriculum*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 611.01, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - e. 313.00, *Permissible Use of District Technology*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 701.01, *Equal Educational Opportunities*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 701.01 is the same as the list in this policy).
 - g. 722.05, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 722.00, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. 739.00, *Publications*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 231.00 (Board Policy Development), 233.02 (Uniform Grievance Procedure), 233.03 (Title IX Sexual Harassment Grievance Procedure), 428.01 (Safety), 613.00 (Instruction and Curriculum), 611.01 (Student Social and Emotional Development), 313.00 (Permissible Use of District Technology), 701.01 (Equal Educational Opportunity), 722.05 (Teen Dating Violence Prohibited), 722.00 (Student Behavior), 722.01 (Bus Conduct), 725.00 (Discipline of Students with Disabilities), 741.00 (Extracurricular Activities/Conduct Code for Participants in Extracurricular Activities), 717.02 (Food Allergy Management Program), 739.00 (Publications)

Policy Adopted: 09/22/14
Policy Revised: 09/28/15
Policy Revised: 07/25/16
Policy Revised: 03/19/18
Policy Revised: 02/24/20
Policy Revised: 11/15/21

REPORTING OF DRUG-RELATED INCIDENTS OCCURRING ON SCHOOL PROPERTY

For purposes of this Section, “drug” means:

- Cannabis as defined by the *Cannabis Control Act*, 720 ILCS 550/3;
 - Narcotic drug as defined by the *Illinois Controlled Substances Act*, 720 ILCS 570/102; or
 - Methamphetamine as defined by the *Methamphetamine Control and Community Protection Act*, 720 ILCS 646/10.
1. The Superintendent or designee will report all drug-related incidents to local law enforcement officials immediately when any written, electronic, or verbal report is made by any school personnel regarding a verified incident involving drugs in a school or on school grounds, including any property owned, leased, or used by the school to transport students or school personnel.
 2. The Superintendent or designee will report all drug-related incidents to the Department of State Police in a form, manner, and frequency as prescribed by that Department.
 3. The Superintendent or designee will report all drug-related incidents to the State Board of Education through the Student Incident Reporting System (SIRS).

LEGAL REF.:105 ILCS 5/10-27.1B.

Policy Adopted: 03/24/08

TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

4. Fully implements and enforces each of the following Board policies:
 - a. *701.00 Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. *722.02, Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
 - c. *233.02, Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - d. *233.03, Title IX Sexual Harassment Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
5. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 701.00, *Harassment of Students Prohibited*.
6. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 613.00, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 611.01, *Student Social and Emotional Development*.
7. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Notifies students and parents/guardians of this policy.

Legal Reference: 105 ILCS 110/3.10.

Policy Adopted: 09/22/14

Policy Revised: 08/31/20

HAZING PROHIBITED

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal.

Legal Reference: 720 ILCS 5/126-50.1(b)

Policy Adopted: 09/22/14

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threat assessment procedures work best when incorporated into an overall Targeted School Violence Prevention Program (Program) strategically developed and collectively implemented by local school officials, District staff, student body members, and the community. Under a properly implemented Program, schools can respond to student behavior that raises safety concerns. This administrative procedure contains four sections as follows:

1. Glossary of Terms
2. Targeted School Violence Plan
3. Preparedness for a Targeted School Violence Crisis, Response, and Recovery
4. Threat Assessment (Three Phases)
 - Phase One: Identification
 - Phase Two: Investigation
 - Phase Three: Response

Glossary of Terms

Threat - An expression of intent to harm someone that may be spoken, written, or communicated in some other way.

Targeted School Violence - Includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity.

Targeted School Violence Prevention Program (Program) - The overall process used to create a District and school environment that is conducive to learning by identifying, managing, and preventing threats and acts of Targeted School Violence.

Targeted School Violence Prevention Plan (TSVP Plan) - The strategic procedures used to integrate a Targeted School Violence Prevention Program into a District's existing policies and procedures.

School Violence Prevention Team (SVP Team) - A District level team that the Superintendent creates to develop a Targeted School Violence Prevention Plan and oversee the District's Targeted School Violence Prevention Program and anti-bullying program. The SVP team utilizes the expertise of its members to ensure that the District develops school violence prevention plans that comply with applicable civil rights and other federal and State laws.

Threat Assessment - A rational approach to prevent school violence through evaluating students that demonstrate potentially dangerous behavior. Developed by the U.S. Secret Service and adapted for use in school settings, it aims to first assess the seriousness of the threat and then the appropriate response to resolve it and ultimately prevent an act of Targeted School Violence.

Threat Assessment Team - A building-level team that performs a threat assessment when activated by the Building Principal.

It may include the Building Principal, Assistant Building Principal, School Resource Officer, School Psychologist, and School Counselor or Social Worker.

Targeted School Violence Prevention Plan

Threat Assessment

Phase One: Identification of Threat

Actor	Action
Anyone	Identifies student or situation to applicable Building Principal.
Building Principal (alone or with Threat Assessment Team)	Assesses the question: "How much time do we have?" If time is critical, proceeds directly to the crisis management procedures outlined in 428.01-P, (this procedure outlines when to involve law enforcement). Notifies the Superintendent. If 428.01-P, is not immediately necessary, uses the following <i>Threat Assessment Decision Tree</i> , and follows steps to evaluate the threat

Actor	Action
	<p>(generally, a Building Principal can quickly resolve the first three steps without engaging the full Threat Assessment Team in a comprehensive threat assessment).</p> <p>Step 1: Evaluate threat. Thoroughly and promptly collect information and evaluate threat by:</p> <ol style="list-style-type: none"> 1. Interviewing student with a standard set of questions and documenting the facts; 2. Notifying the student's parent(s)/guardian(s) (use <i>Aggressive Behavior Reporting Letter and Form</i>, when appropriate); 3. Notifying the parent(s)/guardian(s) of the target(s); and 4. Assessing the need for confidentiality of the information gathered from students and other witnesses during the threat assessment investigation and response phases. <p>Step 2: Decide whether threat is clearly transient or substantive. Considers the context of how the threat was made and categorizes the level of risk as transient or substantive. The most important distinction between transient and substantive threats is that substantive threats require protective action to prevent the threat from being carried out. Serious discipline violations do not always constitute substantive threats.</p> <p>Transient threats proceed to Step 3: Respond to transient threat. Substantive threats skip Step 3 and proceed directly to Step 4: Assess whether the substantive threat is serious or very serious, using Phase Two: Investigation below.</p> <p>Step 3: Respond to transient threat. When the threat is transient, the full threat assessment team does not need to perform a comprehensive threat assessment; determines appropriate management and discipline considerations and responds accordingly. When a transient threat is sparked by an argument or conflict, may involve other Threat Assessment Team members to determine the appropriate management and discipline considerations to resolve the problem. See policies 722.00, <i>Student Behavior</i>; 722.02, <i>Preventing Bullying, Intimidation, and Harassment</i>; and/or 725.00, <i>Students with Disabilities</i></p>

Phase Two: Investigation

Actor	Action
Building Principal and Threat Assessment Team	<p>Step 4: Assess substantive threat as serious or very serious. Keep Superintendent informed. Assess whether the threat is <i>serious</i> or <i>very serious</i> by examining the intended severity of the threatened injury/action.</p> <p><i>Serious threats</i> (generally threats to physically harm) proceed to Step 5. <i>Very serious threats</i> (generally threats involving the use of a weapon, murder, sexually assault, or severely injure others) skip Step 5, proceeding directly to Step 6 below in Threat Assessment - Phase Three: Response, Local Law Enforcement.</p> <p>Manage the student of concern; consider contacting the Board Attorney; and ensure discreteness of situation.</p> <p>Step 5: Respond to serious substantive threat.</p>

Actor	Action
	<p>Notify and protect all potential target(s) and notify their parents/guardians. Ensure that protective action reflects the circumstances of the threat.</p> <p>Caution the student about the consequences of carrying out the threat and keep student's parent(s)/guardian(s) informed.</p> <p>Determine the appropriate management and discipline considerations to resolve the problem.</p>

Phase Three: Response

Actor	Action
<p>Building Principal and Threat Assessment Team in conjunction with Local Law Enforcement Investigators</p>	<p>Step 6: Respond to Very Serious Threat</p> <p>Determine whether to conduct safety evaluation, psychological assessment, or law enforcement investigation.</p> <p>Consider suspension to ensure immediate protection of all potential targets and notify their parents/guardians.</p> <p>Ensure that protective action reflects the circumstances of the threat.</p> <p>Refer student for mental health evaluation; manage the student(s); contact Board attorney; and ensure discreteness of situation.</p> <p>Refer matter to the school resource officer and/or local law enforcement to investigate and engage other resources within the community.</p>
<p>School Resource Officer and/or Local Law Enforcement</p>	<p>Issue findings and recommendations of investigation to Threat Assessment Team.</p>
<p>Building Threat Assessment Team</p>	<p>Determines appropriate management and discipline; recommend suspension or expulsion based upon the findings and recommendations of local law enforcement.</p> <p>Step 7: Implement a written safety plan.</p> <p>If student returns to school, integrate findings and recommendations of investigation to create a written safety plan that responds to the incident through management and protection of potential target(s) while addressing student(s)' educational needs. The plan should, among other things:</p> <ul style="list-style-type: none"> • Describe conditions the student must meet to return and stay in school; • Implement procedures to monitor the student if he or she returns to the school; • Include feedback from the student(s)' parent(s)/guardian(s) (when appropriate); and • Include other items as deemed appropriate by the Threat Assessment Team.

Replaces Policy 722.03

Policy Adopted: 09/22/14

Policy Revised: 02/24/20

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policies implementing 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policies implementing 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
 - a. For students in grades 7 and 8, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
 - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
 - a. Board policy 611.01, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. Board policy 611.00, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board policy 611.01, *Student Social and Emotional Development*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 611.00, *Guidance and Counseling Program*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 231.00, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

Legal Reference: 105 ILCS 5/2-3.163, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.
745 ILCS 10/.

Policy Adopted: 02/22/16

Policy Revised: 04/29/19

STUDENT BEHAVIOR, PERSONAL RIGHTS AND RESPONSIBILITIES

In order to clarify the intent of the Student Behavior Policy, the following "Rights and Responsibilities" have been delineated:

The **SUPERINTENDENT** has the RESPONSIBILITY to:

Confer with school personnel, parents/guardians, students, and as desirable, community agencies to formulate procedures and programs that will ensure socially acceptable conduct on the part of the students.

Discuss the contributing causes of individual student misconduct with local school staff, the parents/guardians, and community agencies as necessary.

Review student interventions and suspensions, arrange expulsion hearings, review the hearing officer's recommendations, and make recommendations for special placement and for court action.

And the RIGHT to:

Expect the support of the professional staff, the Board of Education, and the parents/guardians in the implementation of the District 87 Student Behavior Program.

The **PRINCIPAL/ASSISTANT PRINCIPAL** has the RESPONSIBILITY to:

Work with the teachers and auxiliary staff and, when appropriate, the staffs of public and private agencies to enable parents/guardians and students to identify problems and to seek resolutions.

Work with the staff to relate school regulations to district-wide policies, and support the staff in the enforcement of those regulations.

Communicate with parents/guardians regarding their child(ren)'s continuous classroom infractions.

And the RIGHT to:

Be present at any student/parent/guardian conference concerning repeated disruptions.

Expect support from the Superintendent, the Board of Education, the professional staff and the parents/guardians in the implementation of the District 87 Student Behavior Program.

The **TEACHERS** have the RESPONSIBILITY to:

Demonstrate a high degree of professionalism in providing for the individual academic, social, and physical development of each student.

Manage classroom routine so that it contributes to the program of instruction and the development of civic responsibility in students.

Know and enforce the rules of the school courteously, consistently, and fairly and deal with misconduct quickly, firmly, and objectively.

Communicate with parents/guardians regarding their child(ren)'s continuous classroom infractions.

And the RIGHT to:

Be present at any student/parent/guardian conference concerning repeated disruptions.

Expect support from the Superintendent, the Board of Education, the professional staff and the parents/guardians in the implementation of the District 87 Student Behavior Program.

The **PARENTS/GUARDIANS** have the RESPONSIBILITY to:

Work with the school in supporting disciplinary interventions and actions taken in the best interests of the child(ren).

Assume the responsibility to talk with their child(ren) about school activities and expected behavior.

Recognize that their child(ren) may be removed for behavior that is disruptive to the instructional process.

Instill in their child(ren) respect for themselves and the law, including the rights of others.

And the RIGHT to:

Receive a timely report of their child(ren)'s absence, tardiness, cutting of class, and other continued misconduct.

Request and be granted a timely conference with the teacher and/or principal.

Expect the support of the professional staff and the Board of Education in the implementation of the District 87 Student Behavior Program.

The **STUDENTS** have the RESPONSIBILITY to:

Strive for excellence in academics and ethics.

Assist in providing a good learning climate.

Exhibit good sportsmanship.

Respect and refrain from violating the individual rights of fellow students, school personnel, and others.

Make every effort to improve their performance upon notification of unsatisfactory progress.

Keep lockers and person free of any substance or material which violates laws, Board of Education Policies and procedures, or that detracts from the education process.

And the RIGHT to:

Due process when being considered for disciplinary reassignment, suspension, or an in-school suspension.

A due process hearing before a hearing officer when being considered for expulsion.

Request counseling.

Engage in individual, non-disruptive expression, or prayer that is not sponsored, promoted or endorsed by the school.

Expect the support of the professional staff, the Board of Education, and their parents/guardians in the implementation of the District 87 Student Behavior Program.

Legal Reference: 20 U.S.C. §7904.
105 ILCS 20/5.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

Policy Adopted: 03/23/92
Policy Revised: 04/28/97
Policy Revised: 05/18/98
Policy Revised: 04/24/00
Policy Revised: 09/24/07
Policy Revised: 07/25/16

SUSPENSION AND EXPULSION

After all usual disciplinary procedures and interventions have been exhausted, or such procedures or interventions are not available or appropriate, the Superintendent or Principals may suspend a child guilty of gross disobedience or misconduct from school (and/or bus privileges) for a period not to exceed ten school days, provided the reason for such suspension and a written notice of their right to a review has been reported to the parents.

The Board of Education will expel pupils guilty of gross disobedience or misconduct provided such action is warranted following a thorough review of the reasons for such action.

At the beginning of each school year, the Board will appoint a hearing officer. The hearing officer will report to the Board a written summary of the evidence heard at any expulsion hearing or appeal of a suspension.

- I. A pupil who uses, possesses, distributes, purchases, or sells a weapon on school premises or property or any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for at least one calendar year and may be expelled up to two calendar years. When so directed by the Board of Education, the Superintendent of Schools may modify or reduce the penalty on a case-by-case basis.

The term "weapon" means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "lookalikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

- II. A pupil may be suspended or expelled for gross disobedience or misconduct. Gross disobedience or misconduct is conduct that is prohibited by Board Policy, the Parent-Student Handbook, or any other directive, bulletin, or memorandum concerning student conduct.
- III. If the principal has probable cause to believe a pupil is guilty of gross misconduct or disobedience, the pupil will be summoned to the principal's office where he will be given a written statement outlining the charges and an opportunity to explain the evidence against him. A copy of the charges should be initialed by the pupil indicating receipt of the same from the principal. When a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting academic process, the principal may remove him/her from school immediately and afford him/her an opportunity to be heard as soon as practicable.
- IV. The principal may suspend a pupil for up to ten (10) days after having found him guilty of gross disobedience or misconduct in accordance with the requirements of Section 10-22.6 of the School Code and Board Policy. Upon suspension, parents or guardians of the pupil shall be notified within twenty-four (24) hours thereof by registered or certified mail, return receipt requested, a copy of which shall be given to the Board of Education and the Superintendent. Such shall be in accordance with the requirements of Section 10-22.6 of the School Code.

The parents or guardians of the student may request a review of the suspension by the Board of Education, or a hearing officer appointed by it, upon request received within seven (7) days of the date of the notice.

- V. Upon request of the parents or guardian, the Superintendent, Board or its hearing officer shall conduct a hearing to review a suspension of ten (10) days or less. Parents or guardians and pupils may be represented by counsel at parental expense and shall be accorded the following opportunities:
 - A. Examination of written reports and statements constituting evidence supporting the charges, and questioning of witnesses presented by the Board of Education; and,
 - B. Presentation of oral and written evidence on behalf of the student.

- C. The results of such hearing shall be reported in writing to the parents or guardians of the subject student.
- VI. If the Superintendent, Board of Education, or hearing officer find in review of the suspension of a student, that the action was unjustified or unreasonable, the following procedures shall be followed:
- A. The student's record shall be expunged of all notations or remarks in regard to the suspension;
 - B. The student's absence(s) shall be recorded as "excused"; and,
 - C. All educational opportunities and services missed by the student shall be afforded to the degree possible. Tutoring shall be provided for the number of days suspended, if requested or deemed necessary.

- VII. If a hearing is convened to determine whether a pupil shall be suspended for more than ten (10) days or expelled for the remainder of the school term, parents or guardians and the pupil shall be accorded an opportunity to appear before and be heard by the Board or a hearing officer appointed pursuant to the provision of Paragraph IX.

The parents or guardian of the student shall be notified thereof by certified or registered mail, return receipt requested, at least three (3) days before the date of said hearing. The notice shall state the time and place of the hearing, and include a specific statement of the student's alleged act or acts of gross disobedience or misconduct, and the recommended effective dates of the suspension or expulsion. The notice and request to attend shall also state that the parties shall have the following rights:

- A. To be represented by counsel at parents' cost;
- B. To present evidence refuting the charges;
- C. To present evidence in mitigation of punishment;
- D. To present evidence evincing the pupil's entitlement to special education services upon exclusion; and,
- E. To cross-examine such witnesses as may testify as to the facts in each case.

Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior.

- VIII. The hearing, whether conducted before the Board of Education, or before a hearing officer, shall be an informal hearing at which the formal rules of evidence shall not apply. The hearing shall not be conducted in public session unless decided otherwise by the Board of Education with the consent of parents or guardians of the affected student. The Board president, designee, or the hearing officer shall conduct the hearing, which shall proceed with a presentation of the district's evidence subject to questioning by the parents or guardians or their representative followed by a presentation of evidence, if any, by the parents, subject to questions by the Board or its representative.

- IX.
- A. If the hearing is conducted before a hearing officer appointed pursuant to paragraph VIII, the hearing officer shall, within five (5) days of the conclusion of the hearing, tender to the Board of Education his/her written findings of facts and summary of evidence heard at the hearing (along with his/her recommendation as to whether the evidence warrants the subject suspension or expulsion). The Board shall, no later than its next regular meeting after the receipt of the hearing officer's report, take such action thereon as it deems appropriate.
 - B. No suspension in excess of ten (10) days, nor any expulsion, shall be effected until the final determination of the Board of Education either at its own hearing, or upon the findings (and recommendations) of a hearing officer.

Legal Reference: Gun-Free Schools Act of 1994 (20 USC 3551, et seq.)

Policy Adopted: 03/23/92
Policy Revised: 07/28/93
Policy Revised: 11/28/94
Policy Revised: 12/18/95
Policy Revised: 04/28/97
Policy Revised: 07/25/16

WEAPONS

No student shall bring a weapon on a school bus, to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school.

The term "weapon" means (1) a firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code, of 1961 (720 ILCS 5/24-1); (2) a knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above, lock, stick, pencil, and pen. The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

Student who bring a weapon to school any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, nor more than two years, except that the expulsion period may be lessened by the Superintendent and/or the Board on a case by case basis. District administrators shall notify local juvenile authorities of any student determined to have brought a firearm or weapon to school. School authorities may also turn over weapons to local law enforcement authorities.

Expulsion or suspension shall be construed in a manner consistent with the Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in this policy may be eligible for a transfer to an alternative school program.

Legal Reference: 105 ILCS 5/10-22.6
105 ILCS 5/13A-1 *et seq.*
430 ILCS 65/1.1
720 ILCS 5/24-1
18 U.S.C. Sec. 921
20 U.S.C. Sec. 1400 *et seq.*

Policy Adopted: 12/22/97
Policy Revised: 01/25/99
Policy Revised: 03/22/10

DISCIPLINE OF STUDENTS WITH DISABILITIES

The District will comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavior interventions for students with disabilities.

Legal Reference: *Individuals with Disabilities Education Improvement Act of 2004*
Education for All Handicapped Children Act, P.A. 94-142
Rehabilitation Act of 1973, Section 504
105 ILCS 5/14-1 et seq.

Policy Adopted: 03/23/92
Policy Revised: 03/23/09

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

I. Purpose

The purpose of this policy is to establish and maintain a process for implementing safe and effective behavioral interventions for students with disabilities.

Behavioral Intervention Policy/Procedures will be designed to protect each student's civil rights and maintain personal dignity while ensuring a safe environment for all individuals. Procedures will be designed to facilitate an environment conducive for learning for all students. These procedures will be employed for the purpose of enhancing personal adjustment and interpersonal skills necessary to assist the student in achieving academically and socially in the school and community settings. They will be utilized for the purposes of developing, strengthening or generalizing desirable behaviors to compete with and displace undesirable behaviors. Positive behavioral intervention procedures should be given the highest priority and always should accompany the use of restrictive behavioral intervention procedures.

Restrictive behavioral intervention procedures shall not be employed unless the use of less restrictive procedures were or would be ineffective or harmful to the student because of a gradual change in the student's problematic behavior. The use of restrictive procedures should be considered temporary and approached with utmost caution and restraint. When restrictive procedures are necessary, there will be increased planning, assessment, documentation and supervision in order to ensure that the procedures and methods utilized are consistent with generally accepted practice in the field of behavioral intervention.

II. Parent-Teacher Advisory Committee

1. School District 87 will maintain a Parent-Teacher Advisory Committee, as required by 105 ILCS 5/14-8.05 to develop policy and procedure recommendations on the use of behavioral interventions for students with disabilities.
2. The membership of the committee shall be comprised of parents of students with disabilities and other parents, teachers, a school social worker, school psychologist, supervisor/ principals, advocates for persons with disabilities, and other individuals knowledgeable about the development and implementations of behavioral interventions for persons with disabilities.
3. The Parent Teacher Advisory Committee shall:
 - A. Review School District 87 Procedures and Policies on the use of restrictive behavioral interventions for students with disabilities on at least an annual basis.
 - B. Serve as a review committee to ensure the dignity and privacy of students and to ensure that School District 87 Programs maintain safe and effective behavioral intervention procedures.
 - C. Advise the School District 87 Administration of issues arising from the use of behavioral interventions.

III. Guidelines and Procedures

In compliance with 105 ILCS 5/14-8.05, School District 87 will furnish a copy of this policy and behavioral intervention guidelines and procedures for the discipline of students with disabilities to their parents or guardians within 15 days after such policy and/or guidelines and procedures are amended and at the time an individualized education plan is first implemented for any student. A copy of this policy shall also be given to parents/guardians at each annual review conference, and the guidelines and procedures shall also be provided to the parents/guardians upon request. In addition, students with disabilities should be informed annually of the existence of the policy and the guidelines and procedures.

The Board of Education, School District 87, based on recommendations from the Parent-Teacher Advisory Committee, will develop and maintain behavioral intervention guidelines and procedures to include, but not be limited to, the following components:

- A. Designation of behavioral interventions by level of restrictiveness.
- B. Designation of school-based behavioral intervention committees and identification of behavioral intervention consultants.
- C. Criteria for determining when a student with disabilities may require a behavior management plan, and procedures for developing behavior management plans.
- D. Procedures for monitoring the use of restrictive behavioral interventions, including the documentation of emergency use of restrictive interventions.
- E. Provisions for parent involvement and assurance of due process rights including parent notification and rights to appeal.
- F. Provisions for staff training and professional development.

The School District 87 behavioral interventions guidelines and procedures shall reflect the behavioral intervention guidelines of the Illinois State Board of Education ("ISBE") and have been reviewed and considered and shall state the address of the ISBE so that the ISBE's behavioral intervention guidelines may be requested by parents or guardians.

References: The Illinois School Code, 105 ILCS 5/14-8.05 Behavioral Interventions for Students with Disabilities

The Illinois School Code, 105 ILCS 5/10-20.14 Parent-Teacher Advisory Committee

The Illinois School Code, 105 ILCS 5/10-24-24 Corporal Punishment

Illinois State Board of Education, Behavioral Intervention in Schools: Guidelines for the Development of District Policies for Students with Disabilities, June 1996, Memorandum - 94.25.

Individuals with Disabilities Education Act, 20 U.S.C. Section 1401 et seq.

Policy Adopted: 03/23/98

PSYCHOTROPIC/PSYCHOSTIMULANT MEDICATION

The School Board recognizes the right of parents to refuse a recommendation for the administration of a psychotropic or psychostimulant medication to their child. Any disciplinary action within the District will not be based, either totally or in part, on the refusal of a student's parent to consent to the administration of a psychotropic or psychostimulant medication to their child.

At least once every two years, the District shall conduct inservice training of certified school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

Legal Reference: P.A. 92-0663
105 ILCS 5/10-20.35

Cross Reference: Policy No. 506.01

Policy Adopted: 02/24/03

DRUG FREE SCHOOLS AND COMMUNITY ACTI. POLICY

The Board of Education finds and determines that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs and alcohol, including anabolic steroids, by students on school premises or as part of any of its activities is hereby prohibited. Moreover, no student shall be under the influence of any substance specified herein on school premises or as part of any of its activities.

II. DISSEMINATION OF INFORMATION

Age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for students in all grades of the schools operated or served by the District shall be made available to students and parents. Information concerning any available drug and alcohol counseling and rehabilitation and re-entry programs shall be made available to students and parents. Students and parents shall be notified at least each school year of the contents of this policy, and shall be given a copy of this policy at the commencement of each school year.

III. PENALTIES FOR VIOLATION

Compliance with this policy is mandatory and is a condition of continued enrollment. Any student who violates this policy shall be subject to discipline up to and including expulsion and referral for prosecution. Alternatively, if deemed appropriate by the Board of Education, any student who violates this policy may be required to participate in and complete, to the satisfaction of the Board, an appropriate rehabilitation program.

IV. REVIEW

The Board of Education, its Superintendent or his/her designee shall conduct a biennial review of this policy to:

- a. determine its effectiveness and implement changes to this policy and program if necessary; and
- b. ensure that the sanctions required by this policy are consistently enforced.

Legal Reference: Drug-Free Schools and Communities Act of 1986 (47 U.S.C. Sec. 3171, et. seq.),
as amended

Policy Adopted: 03/23/92

Policy Revised: 07/22/96

STUDENT APPEARANCE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent or his or her designee and included in the Parent-Student Handbook.

LEGAL REF.: 105 ILCS 5/10-22.25

Oleson by Oleson v. Board of Education, 676 F.Supp. 820 (N.D.Ill. 1987).

Tinker v. Des Moines Independent School Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 723.00 (Student Behavior, Personal Rights and Responsibilities),
722.00 (Student Behavior)

Policy Adopted: 07/22/96

Policy Revised: 05/18/98

Policy Revised: 07/25/17

Policy Revised: 06/28/21

PROHIBITING GANG ACTIVITIES, CELLULAR COMMUNICATION AND ELECTRONIC DEVICES

Based upon past incidents of which this Board of Education is aware, this Board finds that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang" as defined in this Policy is any group of two or more persons whose purposes include the commission of illegal acts.

This Board further finds that the unrestricted and unregulated use by students of cellular communication devices, pocket pagers and similar electronic paging devices on school grounds or in school buildings adversely affects the educational environment, welfare and safety of students in that cellular communication devices, pocket pages and similar electronic paging devices are being regularly used for the conduct of unlawful activities during school hours and on school property, including activities directly related to the unlawful possession, sale, delivery, or other trafficking in drugs or other controlled substances.

Gang Activities

By this policy, the Board acts to prevent disruption and to prohibit gang activities by restricting the actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation. No student on or about school property or at any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang;
2. shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang; or
3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including but not limited to:
 - a. soliciting others for membership in any gangs;
 - b. requesting any person to pay protection or other-wise intimidating or threatening any person;
 - c. committing any other illegal act or other violation of school district policies;
 - d. inciting other students to act with physical violence upon any other person.

Penalties for violations of the "Gang Activities" portion of this Policy are as follows:

- Any student who is first suspected of violating paragraphs 1 or 2 may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate said paragraphs to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student shall be returned to the parent upon request.
- Any student alleged to have violated paragraphs 1 or 2 a second or subsequent time, or to have violated paragraph 3 shall, upon a finding of such violation, be subject to appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy.

Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones and Other Electronic Devices

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* or *non-consensual dissemination of private sexual images* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

In the investigation of sexting allegations school employees shall **NEVER** transfer or store indecent visual depictions as defined in State law on personal or school cellular or electronic devices to minimize accusations of possession of child pornography. School administrators are to immediately confiscate devices with such material on them and report the incident to law enforcement. School administrators must follow the reporting requirements of all federal and State statutes.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher; e.g., BYOT programs.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods®, some cellular telephones, smartphones, laptop computers, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods® used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow established rules. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Penalties for violations of the "Cellular Communication/Electronic Device" portion of this Policy are as follows:

- Any student who is first suspected of violating this portion of the Policy may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student shall be returned to the parent upon request.

- Any student alleged to have violated this portion of the Policy a second or subsequent time shall, upon a finding of such violation be subject to appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy.

Legal Reference: 105 ILCS 5/10-20.5, 10-20.28, 10-21.10
705 ILCS 405/3-40
720 ILCS 5/26-4

Policy Adopted: 03/23/92
Policy Revised: 02/24/03
Policy Revised: 02/28/11
Policy Revised: 07/25/16
Policy Revised: 12/12/16

SEARCH AND SEIZURE

When reasonable suspicion exists that students have violated the law, local ordinances or District policies or rules, school authorities may search students and inspect and search personal effects including, but not limited to purses, wallets, book bags, backpacks, knapsacks, lunch bags and lunch boxes, containers of any kind, books, notebooks, outer clothing and hats of students, without notice to or the consent of a student.

To maintain order and security in District 87 schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by District 87 without notice to or the consent of a student, and without a search warrant. Such authority to conduct searches shall extend to all certificated personnel and school liaison police officers. Such searches may take place at school, on school premises, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, whether on or off District 87 premises. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of students or lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

When practicable, the search should be conducted outside the view of others, including other students; in the presence of an administrator or other certificated personnel; and by an individual of the same sex as the student.

SEIZURE OF PROPERTY

If a search conducted pursuant to this policy produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, school authorities may seize the evidence and take appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of the School Code and Board Policy. School authorities may also turn over the evidence to local law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Legal Reference: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).
People v. Dilworth, 169 Ill. 2d 195 (1996), cert. denied, 116 S.Ct. 1692 (1996).
People v. Pruitt, 278 Ill.App.3d 194 (1st Dist, 1996), app. denied, 667 N.E. 2d 1061 (Ill.App.1, 1996).
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

Policy Adopted: 03/23/92
Policy Revised: 03/23/98
Policy Revised: 03/24/08
Policy Revised: 02/22/16
Policy Revised: 07/25/16
Policy Revised: 02/22/21

DAMAGE TO SCHOOL PROPERTY

Payment in compensation for damage to school property or to the property of school personnel, attributed to actions of a District student, shall be made by the student within a reasonable period after demand by a school official. Arrangements for deferred payments may be granted by the Superintendent or his/her designee. Further, the parents of the student may be held responsible under the terms of the Parental Responsibility Law.

Legal Reference:Ill.Rev.Stat., ch. 70, par. 51 et. seq.

Policy Adopted: 03/23/92

SPORTS/PHYSICAL EXAMINATIONS

Students who participate in interscholastic or intramural sports programs shall annually submit proof of a physical examination indicating the student's physical ability to participate in the sport. Parents must also give their written permission in order that their children may participate in the school-sponsored athletic program.

The Board of Education may appoint doctors for the schools of the district for services required.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 27-8.1

Policy Adopted: 03/23/92

PHYSICAL EDUCATION

Students of the District shall be involved in physical education courses with such frequency as required by law and Board policy and as is compatible with the optimum growth and development needs at the various age levels. Where an appropriate written explanation from a licensed physician, parent or guardian is received by the District, special activities will be provided for such pupils.

A student in grades 3-8 who is eligible for special education may be excused from physical education courses if:

1. The student's parent or guardian agrees that the student must utilize the time set aside for physical education to receive special education and services, or
2. The student's individualized education plan (IEP) team determines that the student must utilize the time set aside for physical education to received special education support and services.
3. The student presents an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and,
2. The student's class schedule.

The agreement or determination must be made as part of the student's IEP. A student requiring adapted physical education must receive that service in accordance with the student's IEP.

Legal Reference: 105 ILCS 5/27-6
225 ILCS 60/23 Ill. Admin. Code §1.420(P)

Policy Adopted: 03/23/92
Policy Revised: 09/24/07
Policy Revised: 09/26/11
Policy Revised: 03/19/18
Policy Revised: 04/29/19

ERRANDS

Students shall not be allowed to perform errands for school personnel off of the school grounds.

SAFETY PATROLS

The Principal of each school building may organize a safety patrol to control the traffic of students at street crossings near the school. To serve on such patrol, the consent of parents or legal guardians must be secured. Safety patrol members shall be instructed carefully in the duties and procedures of handling student traffic. In no case are students to control vehicular traffic.

Policy Adopted: 03/23/92

TUTORING OF STUDENTS

In the process of education, it becomes necessary from time to time to provide tutorial assistance to some students. In support of maximizing educational growth, the Board of Education is supportive of such arrangements with the provisions:

1. that all normal and usual student assistance is provided by teachers during their regular hours of employment -- this includes short periods before, during, and after school;
2. that teachers are not to enter into private-for-pay arrangements for lessons or tutoring with students from their own building, unless by the expressed written consent of the Superintendent; and,
3. that out-of-school tutorial assistance is requested (within the statutory confines) by the parents on the standard forms. An accompanying supportive medical statement is also required.

All such requests will be approved by the Superintendent, who will also assign a tutor.

Policy Adopted: 03/23/92

PARENT/GUARDIAN VISITATION

The Administration shall notify parents or guardians of District 87 students of their school visitation rights.

Legal Reference: 820 1992 ILCS, pars. 147/1 et seq.

Policy Adopted: 12/20/93

DISTRIBUTION OF NON-SCHOOL RELATED INFORMATION TO STUDENTS

It is the intent of the District to assist students in becoming knowledgeable of community organizations, the programs they provide, and the events they sponsor. To this end, the dissemination of literature to students by responsible nonprofit community organizations may be approved under the following conditions:

1. The request is made and approval is obtained from the superintendent, or designee, prior to time of distribution.
2. A copy of the literature to be distributed is presented at time of initial request.
3. The literature includes information about a particular student-oriented meeting, event, or activity which the organization is to sponsor commencing within 30 days after proposed distribution.
4. The literature contains no direct solicitation of money or of other items of value except for dues for membership or fees for an activity announced in the literature and except for fund drives approved by the superintendent.
5. The information is contained in a letter or flier no longer than four pages in length, and which pages may be no larger than 8 1/2" x 11" in size.
6. No more than five submittals per semester for any single organization will be disseminated.
7. The letter or flier contains a clear statement that the community organization is not associated with the school district and that the meeting, event, or activity is not school-sponsored.
8. The literature contains none of the following:
 - a. material which would cause substantial disruption of the orderly operation of the school or its activities;
 - b. personal information about persons other than those seeking the distribution;
 - c. material which is vulgar or otherwise socially inappropriate due to the maturity level of the students;
 - d. material dealing with issues of human sexuality;
 - e. material which is commercial in nature; or
 - f. material the distribution or display of which would be violative of any law or board policy.

When a responsible nonprofit community organization's request for distribution of literature meets these conditions, its literature may be distributed only by school district employees or employee-supervised students at such times and places and in such a manner to be determined by the administration for all such distributions. The administration may limit the number of requests for distribution granted on a first-come, first-served basis.

Except as provided by this policy or as part of a school assignment or school-sponsored activity, no student may distribute any literature, flier, pamphlet, or other item to more than ten (10) persons on school premises or bus stops or at a school-sponsored activity.

PUBLICATIONS

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School-Sponsored Publications and Web Sites

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

1. that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. that violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. that is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. that is primarily intended for the immediate solicitation of funds; or
5. that, in kindergarten through eighth grade, is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed or accessed is primarily prepared by students.
6. that is commercial in nature, except material that is related to school fund raising activities approved by the superintendent or material that is related to school-sponsored activities.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "on campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience or misconduct and may be disciplined for creating and/or distributing publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) or interferes with the rights of other students or staff members.

Legal Reference: *Hazelwood v. Kuhlmeier*, 108 S. Ct. 562 (1988)

Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F, 3d 1295
(7th Cir. 1993).

Policy Adopted: 07/24/00

Policy Revised: 11/20/06

Policy Revised: 03/28/11

SCHOOL ACCOUNTABILITY

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and State Board of Education rules, by:

1. Preparing each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. If applicable, implement a No Child Left Behind Act (NCLB) plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable.
3. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided by State law.
5. In accordance with Section 203.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 8 and teachers.
6. Establish school improvement plans, and supervise their implementation, that contain the following elements:
 - District student learning objectives,
 - Assessment systems for measuring students' progress in the fundamental learning areas identified by the State Board of Education and the School Code, and
 - Reporting systems for informing the community and the State of assessment results.

The Superintendent shall regularly report the District's progress to the Board and seek Board approval for each School Improvement Plan.

School Choice and Supplemental Education Services.

This section of the policy is effective only if the choice and/or supplemental educational services requirements in federal law are applicable to Illinois. When effective, school choice and supplemental education services will be offered to students as provided in Title I of the Elementary and Secondary Education Act.

LEGAL REF.: No Child Left Behind Act, §1116, 20 U.S.C. §6316.
 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-3.25c-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2.64a-5, 5/10-21.3a and §5/27-1.
 23 Ill.Admin.Code §§1, 1.20 and 1.30

Policy Adopted: 09/23/02
 Policy Revised: 02/24/03
 Policy Revised: 02/22/16

NONRESIDENT STUDENT TRANSFERS

Because of the fiscal, physical, and human resources required for each student, nonresident students will not be accepted for enrollment in District schools.

This transfer policy applies to foreign exchange students but does not apply to District students who may be participating in an International Exchange Program. Further, the District will accept for enrollment those homeless students who are entitled to enrollment by law.

Legal Reference: *No Child Left Behind Act of 2001*, P.L. 107-110
P. A. 92-0604

Policy Adopted: 9/23/02

UNSAFE SCHOOL CHOICE OPTION

District students shall, to the extent possible, be offered the opportunity to transfer from a District school or schools that meet the *No Child Left Behind Act's* definition of a "persistently dangerous school," i.e., a school meeting all of the following criteria for 2 consecutive years.

1. Have violence-related expulsions greater than 3% of the student enrollment;
2. Have one or more students expelled for bringing a gun or weapon to school as defined in 18 U.S.C. §921;
3. Have 3% or more of the student enrollment exercising the individual option to transfer; and
4. The District receives notification of such status from the ISBE.

Within 10 calendar days of such identification, or longer if necessary, the principal(s) of the affected school(s) shall notify by U.S. mail, the parents/guardians of students attending a "persistently dangerous school," of that school's status as "persistently dangerous".

The Superintendent shall keep the School Board informed as appropriate, and determine which, if any, District schools are available recipients for students assigned to a "persistently dangerous school". The Superintendent shall also form a committee to develop and implement a corrective action plan for such school(s). The Superintendent, or designee, shall, upon completion of the corrective action plan, request that the ISBE remove the school from the list of "persistently dangerous schools".

To the extent possible, the recipient school should be making adequate yearly progress and not identified as being in school improvement, corrective action, or restructuring. The recipient school may be a public charter school.

If a recipient school is not available in the District, the Superintendent will explore other appropriate options, e.g., intergovernmental agreements with another district to accept transfer students.

The needs and preferences of affected students and parents/guardians shall be considered.

Within 20 calendar days of identification, or longer if necessary, the Building Principal(s) of the affected school(s) shall inform parents/guardians of the following:

1. The status of the corrective action plan; and
2. the identities of any available school or public charter school into which students may transfer.

Parents/Guardians of a student attending a school identified as persistently dangerous must, within 30 calendar days of being informed of the unsafe school choice option, inform the Building Principal whether his or her child will transfer to an available school or public charter school.

The Building Principal, or designee, upon receipt of such request shall, to the extent possible, execute any requested transfers as soon as possible. Transfers will be in effect at least while the original school is identified as "persistently dangerous". When determining the transfer length, the Principal shall consider the student's educational needs as well as other factors affecting the student's ability to succeed if returned to the transferring school.

Unsafe School Choice Option Available to Any Student Who Is a Victim of a Violent Criminal Offense While In the School, or On the School Grounds, that the Student Regularly Attends

Any student, or any individual on the student's behalf, may notify the student's Building Principal that the student was a victim of a violent crime, as defined by 725 ILCS 120/3, while at the school, or on the school grounds, that the student regularly attends, and shall provide, if possible, the Building Principal with a copy of the police report.

The Building Principal or designee, shall then notify the Superintendent that a student was a victim of a violent crime while in school or on school grounds.

The Superintendent shall, as soon as possible, determine which, if any, schools are available recipients for a student who was a victim of a violent crime while in school or on school grounds.

To the extent possible, the recipient school should be making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring. The recipient school may be a public charter school.

If a recipient school is not available in the District, the Superintendent will explore other appropriate options, e.g., an agreement with a neighboring district to accept the student.

The needs and preferences of the affected student and his or her parents/guardians shall be considered. The Superintendent shall also keep the School Board informed as appropriate.

The Building Principal or designee, shall as soon as possible, notify the student's parents/guardians that the student may transfer to another school, provided another school is available.

The parents/guardians of such student shall, within 30 calendar days of being informed of the unsafe school choice option, inform the Building Principal whether his or her child will transfer to an available school or public charter school.

The Building Principal or designee shall, to the extent possible, execute any requested transfer as soon as possible. When determining the transfer length, the Principal shall consider the student's educational needs as well as other factors affecting the student's ability to succeed if returned to the transferring school.

Policy Adopted: 12/15/03

EXTRACURRICULAR ACTIVITIES**Conduct Code for Participants in Extracurricular Activities**

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on and off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria determined by the School District or Administration on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student and his or her parent/guardian must (a) comply with the eligibility rules of and complete any forms required by any sponsoring association, and (b) complete all forms required by the District including, without limitations, signing an acknowledgement of receiving information about the Board's concussion policy 741.01 *Student Athlete Concussions and Head Injuries*.

Legal Reference: Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).
105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.
23 Ill. Admin.Code §1.530(b).

Policy Adopted: 02/28/11
Policy Updated: 09/28/15
Policy Updated: 02/22/16
Policy Updated: 02/22/21

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic training other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A Student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols as developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specific in the Youth sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, and licensed or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether volunteer or a District employee); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a

physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant, or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all coaching personnel, including the head and assistant coaches, and any athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Distribute the Illinois Department of Public Health-published brochure educating the general public on the effects of concussions in children and how to look for concussion warning signs in children.
8. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Legal Reference: 105 ILCS 5/10-20.53.
 105 ILCS 5/22-80
 105 ILCS 25/1.15

Policy Adopted: 03/26/12
Policy Revised: 08/26/13
Policy Revised: 02/22/16
Policy Revised: 03/19/18
Policy Revised: 04/29/19

CITIZEN'S ADVISORY COMMITTEE

The Citizen's Advisory Committee (CAC) is a special committee that is subject to Board Policy 217.00. Its members may be appointed by the Board President at such times as the Board considers desirable. The Committee shall be dissolved when the duties assigned to it are completed, or at an earlier date, at the discretion of the Board President.

When constituted, the CAC shall serve as a research body for the Board. The Board may charge the CAC with specific issues to study for which the Board requests recommendations.

Policy Adopted: 03/23/92
Policy Revised: 03/28/94
Policy Revised: 12/17/12

COMMUNICATION IN LANGUAGES OTHER THAN ENGLISH

It is in the best interest of the Board of Education and Administration of the School District to communicate in the most effective manner possible on all occasions. This is especially true when communicating with parents.

The Board of Education is particularly sensitive to the need to communicate with parents in their native language and, therefore, directs the administration to prepare and distribute translated copies of parent and student correspondence when it is at all desirable and practical.

Policy Adopted: 03/23/92

BILINGUAL EDUCATION ADVISORY COMMITTEE (BEAC)

I. PURPOSES

- A. The Bilingual Education Advisory Committee (BEAC) shall serve in an advisory capacity to provide representative input to the Board of Education and the administrators and to consider those items specifically related to the Transitional Program of Instruction and the Transitional Bilingual Education Program of the District as referred to them by the Board of Education.
- B. The BEAC shall not take action regarding the employment, dismissal, promotion, or transfer of employees; the actual establishment of programs; nor, encroach upon the professional responsibilities of the administration.

II. ORGANIZATION OF THE BEAC

A. Membership

1. The BEAC shall consist of the following:

- a. District Administration - Superintendent, Assistant Superintendent, Business Manager, two (2) School Board Members
- b. Building Administration - Riley School and Northlake Middle School
- c. Faculty - (1) TBE/TPI teacher, (1) Special Education Teacher, (1) Primary Teacher, (1) Intermediate Teacher and (1) Middle School Teacher
- d. TBE/TPI Parents - Minimum of 13 parents whose students are enrolled in the TBE/TPI Programs

2. Membership on the committee shall be by appointment or by virtue of position.

3. Non-employee members of the BEAC shall be legal residents of the district and parents of students in the program.
4. Members of the BEAC will not be considered as official representatives of organizations, groups, or institutions to which they may belong.
5. The BEAC shall notify the Board in writing concerning vacancies as they occur.
6. Information regarding the work of the BEAC and reports of its works will be released only through the Board of Education or the Superintendent, unless requested by the Illinois State Board of Education or its authorized agents.

III. BEAC Year

The BEAC's year shall be from July 1st until June 30th of the following year. All appointments to the BEAC are for a BEAC year or portion thereof, i.e., all appointments expire on June 30th of each year. Reappointments are at the request of the BEAC members and the approval of the Board of Education.

Policy Adopted: 03/23/92

TITLE 1 ADVISORY COMMITTEE (TIAC)

I. PURPOSE

- A. The Title 1 Advisory Committee (TIAC) shall serve in an advisory capacity to provide representative input to the Board of Education and the administrators and to consider those items specifically related to the Title 1 Program of the District as referred to them by the Board of Education. The TIAC shall be involved in the planning, operation and evaluation of the program.
- B. The TIAC shall not take action regarding the employment, dismissal, promotion, or transfer of employees; the actual establishment of programs; nor, encroach upon the professional responsibilities of the administration.

II. ORGANIZATION OF THE TIAC

A. Membership

1. The TIAC shall consist of the following:
 - a. District Administration - Superintendent, Assistant Superintendent, Business Manager, Director of Special Services, and two (2) School Board Members
 - b. Building Administration - Riley School and Jefferson School
 - c. Faculty - Two (2) Title 1 teachers
 - d. TIAC Parents - Minimum of 6 parents whose students are enrolled in the Title 1 program.
2. Membership on the committee shall be by appointment or by virtue of position.
3. Non-employee members of the TIAC shall be legal residents of the district and parents of students in the program.
4. Members of the TIAC will not be considered as official representatives of the organizations, groups, or institutions to which they may belong.
5. The TIAC shall notify the Board in writing concerning vacancies as they occur.
6. Information regarding the work of the TIAC and reports of its works will be released only through the Board of Education or the Superintendent, unless requested by the Illinois State Board of Education or its authorized agent

III. TIAC YEAR

The TIAC's year shall be from July 1st until June 30th of the following year. All appointments to the TIAC are for a TIAC year or portion thereof; i.e., all appointments expire on June 30th of each year. Reappointments are at the request of the TIAC members and the approval of the Board of Education.

COMMUNICATION WITH THE PUBLIC

Channels of communication must be kept open at all times between the school system and the people of the school district. The School Board will continuously attempt to create and maintain schools that reflect the public's wishes, and will do its best to keep the people informed of the affairs of the school system.

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards set forth in Board policy 313.00, *Permissible Use of District Technology*, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

Legal Reference: 115 ILCS 5/14(c-5)

Policy Adopted: 03/23/92

Policy Revised: 07/27/20

SCHOOL COMMUNICATIONS

The Superintendent is primarily responsible for all informational services to and from the public. The School Board reserves the right to deal with publicity directly at its own discretion.

The Superintendent shall use all available media of communication to keep the goals, program, achievements and needs of the schools before the public. He may delegate his authority to the central administrative staff and the school principals.

Policy Adopted : 03/23/92

PUBLIC INFORMATION PROGRAMPublic Relations Program

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program may include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with the prior approval of the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will:
 - a. Commit to the determined purpose(s) and objective(s), and
 - b. Provide information about the expected nature of the public's involvement.
2. The Superintendent or designee will:
 - a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s),

- b. The Superintendent will: (1) At least annually, prepare a report for each community engagement initiative, and/or (2) Prepare a final report of each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

Policy Adopted: 03/23/92
Policy Revised: 07/27/20

Policy Adopted: 03/23/92

COMMUNICATIONS FROM OUTSIDE THE SCHOOLS

Students and faculty of the schools are to be protected from intrusions on their time during the school day by announcements, posters, bulletins, and communications of any kind from individuals and organizations not directly connected with the schools. To this end, the dissemination of literature to students by responsible nonprofit community organizations may be approved by the Superintendent of Schools, under the following conditions:

1. The request is made and approval is obtained from the superintendent, or designee, **prior** to time of distribution.
2. A copy of the literature to be distributed is presented at time of initial request.
3. The literature includes information about a particular student-oriented meeting, event, or activity which the organization is to sponsor, commencing within 30 days after proposed distribution.
4. The literature contains no direct solicitation of money or other items of value except for dues for membership, fees for an activity announced in the literature, or for fund drives approved by the superintendent.
5. The information is contained in a letter or flier no longer than four pages in length, which pages may be no larger than 8 1/2" by 11" in size.
6. No more than **five** submittals per semester for any single organization will be disseminated.
7. The letter or flier contains a clear statement that the community organization is not associated with the school district and that the meeting, event, or activity is not school sponsored.
8. The literature contains none of the following:
 - a. material which would cause substantial disruption of the orderly operation of the school or its activities;
 - b. personal information about persons other than those seeking the distribution;
 - c. material which is vulgar or otherwise socially inappropriate due to the maturity level of the students;
 - d. material dealing with issues of human sexuality;
 - e. material which is commercial in nature;
 - f. material recruiting students for private schools; or
 - g. material of which the distribution or display would violate any law or board policy.

When a responsible nonprofit community organization's request for distribution of literature meets these conditions, its literature may be distributed only by school district employees or employee-supervised students at such times and places and in such a manner to be determined by the administration for all such distributions. The administration may limit the number of requests for distribution granted on a first-come first-served basis.

Except as provided by this policy or as part of a school assignment or school-sponsored activity, no student may distribute any literature, flier, pamphlet, or other item to more than ten (10) persons on school premises or at school bus stops or at a school-sponsored activity.

Legal Reference: Ill.Rev.Stat., ch. 122, par. 10-20.5
Policy Adopted: 03/23/92
Policy Revised: 07/25/94
Policy Revised: 08/26/13

SPECTATOR CONDUCT AT SCHOOL EVENTS

Any individual, including an adult, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including Board meetings, may be ejected from the event or meeting. The individual is also subject to being denied admission to school events or meetings for up to one calendar year provided the procedures contained in this policy are followed. Examples of unsportsmanlike or disruptive conduct include but are not limited to:

1. Using vulgar or obscene language;
2. Possessing, using, or being under the influence of any alcoholic beverage, illegal substance, or controlled substance; be present when the person's alcohol, illegal drug consumption, or controlled substance consumption is detectable, regardless of when and/or where the use occurred (for purposes of this provision "controlled substance" has the same definition as provided for in Policy 522.00 *Drug- and Alcohol-Free Workplace*);
3. Possessing a weapon, or any object that can reasonably be considered or looks like, a weapon, or any dangerous device;
4. Fighting or otherwise striking or threatening another person
5. Failing to obey the instructions of a security officer or School District employee

Engaging in any activity that is illegal or disruptive.

Procedures to Deny future Admission to School Events or Meetings

Before any individual may be denied admission to school events or meetings as provided in this policy, the individual has a right to a hearing before the Board. The Superintendent or designee must provide the individual with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the School Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the unsportsmanlike or disruptive conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF: 105 ILCS 5/24-24. *Nuding v Cerro Gordo Community Unit School Dist.* 730 N.E.2d 96 (Ill. App. 4, 2000)

Policy Adopted: 11/20/06
Policy Revised: 02/22/16

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

“School property” – School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

“Visitor” – Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Building Principal’s office and receive permission to remain on school property. All visitors must sign a visitors’ log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Engage in a physical altercation;
4. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
5. Damage or threaten to damage another’s property;
6. Damage or deface school property;
7. Violate any Illinois law, or local ordinance;
8. Smoke or otherwise use tobacco products;
9. Consume, possess, distribute, or be impaired by or under the influence of alcohol, cannabis, or controlled substances, as defined in Board Policy;
10. Possess or use medical cannabis, unless he or she has complied with Board policy implementing *Ashley’s Law*;
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);

12. Record classroom instruction with audio or audio-visual devices without the school administration and teacher's knowledge. Visitors must also attain permission from the building administration if they would like to use an electronic note-taking device in a classroom while instruction is taking place.
13. Enter upon any portion of school property at any time for purposes other than those that are lawful and authorized by the Board;
14. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
15. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
16. Refuse and/or fail to wear an appropriate facial cover over the person's face and mouth while in any District facility unless excused by a medical provider or while eating or drinking;
17. Fail to maintain proper social distancing of a particular distance designated by the District;
18. Fail to obey the directives of security, school resource officer, and/or police official on duty;
19. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
20. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Building Principal, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

Legal Reference: *Nuding v. Cerro Gordo Community Unit School Dist.*, 730 N.E.2d 96 (Ill App. 4, 2000).
 Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.
 105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
 720 ILCS 5/11-9.3 410 ILCS 130/

Policy Adopted: 06/23/08
Policy Revised: 02/28/11
Policy Revised: 09/22/14
Policy Revised: 07/27/20