



**MOUNT PROSPECT SCHOOL DISTRICT 57 BOARD OF EDUCATION**  
**Administration Building**  
**701 W. Gregory Street, Mount Prospect, IL 60056**

**AGENDA – REGULAR BUSINESS MEETING**  
**March 17, 2022**  
**Fairview School (Multipurpose Room)**  
**300 North Fairview Avenue**

Call to Order and Roll Call

Pledge of Allegiance

New Business

1. Approve the Appointment of Chris Lettow to Fill Board of Education Vacancy

Administer Oath of Office to New Board Member

Communications

1. Board of Education
  - NSSEO Report
  - Education Foundation
  - PTO Reports
  - Board President Report
    - Cancel April 7 Board of Education

Community Comments

Staff Reports

- Superintendent's Report
  1. State of Schools
  2. Curriculum Review Cycle
  3. Professional Development Plan
  4. Freedom of Information Act

Consent Agenda

1. Minutes of the following Board of Education Meetings
  - Regular Business Meeting February 17, 2022 – Open and Closed Sessions
  - Special Meeting February 24, 2022 – Open and Closed Sessions
  - Special Meeting March 3, 2022 – Closed Session
  - Special Meeting March 10, 2022 - Closed Session
2. Personnel Transactions
  - Accept the resignation of one administrative employee
  - Approve the employment of one certified individual
  - Approve the leave of absence of one certified employee
  - Approve the honorable dismissal of three certified employees
  - Accept the resignation of three certified employees
  - Approve the employment of one ESP individual

Mount Prospect School District 57 is subject to the requirements of the Americans with Disabilities Act of 1990, as well as Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to attend and/or participate, or who have questions regarding the accessibility of the meeting or the facilities, are requested to promptly contact Dr. Mary Gorr at (847) 394-7300.

- Accept the resignation of two ESP employee
- 3. Financial Reports – February 2022
- 4. Accounts Payable Bills

#### Unfinished Business

1. Approve the Following Board of Education Policies
 

Policy	Title
2:20	Powers and Duties of the School Board; Indemnification
2:105	Ethics and Gift Ban
2:110	Qualifications, Term, and Duties of Board Officers
2:120	Board Member Development
2:150	Committees
2:220	School Board Meeting Procedure
2:260	Uniform Grievance Procedure
3:40	Superintendent
3:50	Administrative Personnel Other Than the Superintendent
3:60	Administrative Responsibility of the Building Principal
4:60	Purchases and Contracts
4:80	Accounting and Audits
4:110	Transportation
4:120	Food Services
4:150	Facility Management and Building Programs
4:160	Environmental Quality of Buildings and Grounds
4:165	Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
4:170	Safety
4:175	Convicted Child Sex Offender; Screening; Notifications
5:10	Equal Employment Opportunity and Minority Recruitment
5:20	Workplace Harassment Prohibited
5:30	Hiring Process and Criteria
5:50	Drug- and AlcoholFree Workplace; E-Cigarette, Tobacco
5:90	Abused and Neglected Child Reporting
5:100	Staff Development Program
5:120	Employee Ethics; Conduct; and Conflict of Interest
5:125	Personal Technology and Social Media; Usage and Conduct
5:150	Personnel Records
5:185	Family and Medical Leave
5:200	Terms and Conditions of Employment and Dismissa
5:210	Resignations
5:220	Substitute Teachers
5:250	Leaves of Absence
5:260	Student Teachers
5:330	Sick Days, Vacation, Holidays, and Leaves
6:15	School Accountability
6:20	School Year Calendar and Day
6:50	School Wellness
6:60	Curriculum Content
6:120	Education of Children with Disabilities
6:130	Program for the Gifted

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6:135	Accelerated Placement Program
6:180	Extended Instructional Programs
6:340	Student Testing and Assessment Program
7:10	Equal Educational Opportunities
7:20	Harassment of Students Prohibited
7:30	Student Assignment and Intra-District Transfer
7:50	School Admissions and Student Transfers To and From Non-District Schools
7:60	Residence
7:70	Attendance and Truancy
7:80	Release Time for Religious Instruction/ Observance
7:150	Agency and Police Interviews
7:160	Student Appearance
7:165	School Uniforms
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:190	Student Behavior
7:200	Suspension Procedures
7:210	Expulsion Procedures
7:240	Conduct Code for Participants in Extracurricular Activities
7:250	Student Support Services
7:260	Exemption from Physical Education
7:290	Suicide and Depression Awareness and Prevention
7:310	Restrictions on Publications; Elementary Schools
7:340	Student Records
7:345	Use of Educational Technologies; Student Data Privacy and Security
8:70	Accommodating Individuals with Disabilities
8:100	Relations with Other Organizations and Agencies

Community Comments

New Business

2. Approve FY23 Preliminary Staffing Plan

Board Discussion

Closed Session

Adjournment

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***MOUNT PROSPECT SCHOOL DISTRICT 57***

701 West Gregory Street, Mount Prospect, Illinois 60056-2296

(847) 394-7300 / Fax (847) 394-7311 / [www.d57.org](http://www.d57.org)

March 17, 2022

**BOARD RECOMMENDATION**

**On Recommendation by the Superintendent:**

That the Board approves Chris Lettow to fill the Board of Education vacancy.

**Background**

The Board interviewed nine candidates to fill the vacancy which resulted from the resignation of Kevin Bull. The Board agreed to appoint Chris Lettow to the vacancy.

**Mount Prospect School District 57**  
Teaching and Learning

**To:** Dr. Mary Gorr

**From:** Dr. Kristin Vonder Haar, Assistant Superintendent for Teaching and Learning

**Date:** March 17, 2022

**Re:** Information-Curriculum Review Schedule Update

**Executive Summary:**

The Curriculum Review Schedule is developed in order to ensure rigorous programs of instruction aligned with Illinois Learning Standards.

Last year, much of the curriculum planning work needed to be paused in light of the challenges associated with changes from the COVID-19 pandemic. The District Leadership Team prioritized social emotional learning to meet the academic, developmental, and personal needs of our students. The district continued curricular reviews for subject areas that were paused due to the pandemic.

**Background Information:**

The following areas are currently or will be receiving a formal curriculum review in the near future.

<p><b>Social Emotional Learning</b></p>	<p>The District Leadership Team has prioritized how we can best meet the academic, developmental and personal needs of our students. We recognize that the pandemic has affected us all in different and often difficult ways. So in addition to prioritizing academic growth, the team recognized the importance of supporting students' mental health and helping them build strong social-emotional skills. These are life skills that help students recognize their emotions, thoughts and values and how they influence behavior; consider different perspectives; empathize with others; engage in responsible decision making; regulate emotions, thoughts and behaviors; manage stress; and establish and maintain healthy relations. The benefits of social and emotional learning are well-researched, with evidence demonstrating that it leads to improved academic performance, improved social behaviors and lower levels of distress. This school year, the District Leadership Team has researched different SEL curricula. Volunteers are conducting site visits and completing pilots based on this SEL curricula. In the spring, the District Leadership Team will provide a recommendation to the Board of Education regarding a social emotional curriculum that aligns with Illinois Learning Standards and a plan for implementation and professional learning for the upcoming school year.</p>
<p><b>World Language (6-8)</b></p>	<p>The Lincoln World Language Department began its curriculum review during the 2019-2020 school year. Teachers and District Administration received focused professional development from a consultant who specializes in world languages curriculum and instruction and is a leader in this field. As part of our work, we began analyzing our current curriculum scope and sequence, materials, and pedagogical and philosophical approach to teaching languages to students. This work was paused due to pandemic response planning. The World Language Department continued this important work in the summer and during the 2021-2022 school year.</p>
<p><b>Instruction &amp; Technology</b></p>	<p>Prior to the COVID-19 pandemic, only students in fifth through eighth grade had a one-to-one device. As we know, this immediately changed when we suddenly changed to full-remote instruction in March 2020. Since then, we have prioritized supporting all students in the district, from early childhood through eighth grade, in their use of personal technology devices to access instruction and support learning. Recently, the district changed the 1:1 device of our early childhood students and kindergarten students from</p>

	<p>Chromebooks to iPads, which offer a more developmentally appropriate and accessible experience for our early learners. Additionally, our Instruction and Technology Coaches have played an integral role in supporting best practices in teaching and learning. They completed a book study on Student-Centered Coaching and have played an important part in the early stages of drafting a D57 Learner Profile. This work will continue during the 2022-2023 school year. Additionally, the Instruction and Technology Coaches will receive additional professional learning related to Cognitive Coaching which will help them to better support our staff through coaching conversations. Cognitive Coaching professional learning directly aligns with the professional learning that our administrative team has received regarding Adaptive Schools. This professional learning offers a productive, practical set of ideas and tools for developing collaborative groups in becoming more effective and better equipped to resolve complex issues around student learning and in supporting the capacities of the organization and of individuals to cohesively respond to the changing needs of students and society.</p>
<p><b>Technology Education/ Project Lead The Way (6-8)</b></p>	<p>During the 2019-2020 school year, curriculum review of our Lincoln Tech Ed experience began. This included a review of the current class's curriculum goals, scope and sequence, and materials. District administration also collaborated with Prospect High School's technology department chair to support a strong pathway for our Lincoln students as they transition to Prospect High School. Site visits were conducted by district administration and the Lincoln Tech Ed Department to other middle schools in order to see how Tech Ed and Project Lead the Way are being implemented. Due to the COVID-19 pandemic, curriculum review was paused. The curriculum review continued during the 2021-2022 school year. Site visits were/will be conducted this year to Prospect High School, as well as middle schools to see how Technology Education and Project Lead the Way are being implemented. Teachers and administration are in the process of reviewing current curricular goals, scope and sequence, materials, Illinois Learning Standards, Prospect High School pathways, and instructional practices. Evaluation and Research, as well as Work Process Development, and Professional Learning will continue into the next school year.</p>
<p><b>Library Resource Center</b></p>	<p>One other area that we are reviewing is the Library Resource Center (LRC) curriculum. This year, we increased staffing at each school, moving from part-time to full-time LRC directors. In addition to developing a deep love for reading and encouraging independent reading, we seek to create a learning hub within our schools where LRC directors foster a culture of inquiry; help students learn how to construct informed and evidence-based arguments; use technology tools to connect the school with the global learning community; and foster communication, collaboration, critical thinking and creativity. This evaluation and research stage will continue into the 2022-2023 school year. Our Library Resource Center Directors continue to also play an integral role in drafting an early version of our D57 Learner Profile, which will be built upon through additional stakeholder involvement during the 2021-2022 and 2022-2023 school years. The purpose of this is to develop a D57 Learner Profile, which will serve as a clear visualization of priority goals for teaching and learning, as well as professional learning, that can be easily communicated to students, families, staff, and community members to align their collective efforts to support student learning and growth.</p>

**Recommendation:**

Information only. No action required.

### *D57 Curriculum Review Schedule*

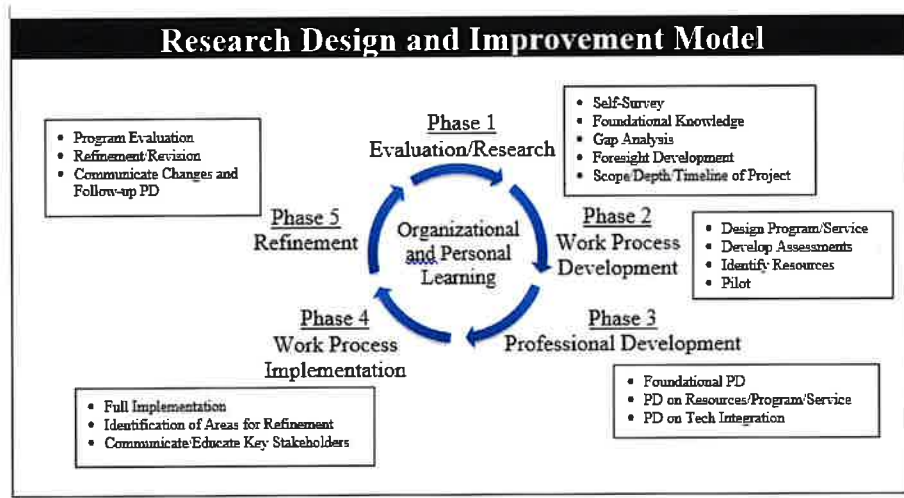
PHASES: 1) Evaluation/Research 2) Work Process Development 3) Professional Development 4) Work Process Implementation 5) Refinement						
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>Reading**</b>	5) Refinement	5) Refinement	5) Refinement	1) Evaluation/Research	2) WP Development	3) Professional Development 4) WP Implementation
<b>Language Arts** Writing Spelling</b>	2) WP Development	2) WP Development 3) Professional Development	3) Professional Development 4) WP Implementation	5) Refinement	5) Refinement	5) Refinement
<b>Mathematics**</b>	5) Refinement	5) Refinement	5) Refinement	5) Refinement	5) Refinement	1) Evaluation/Research
<b>Science**</b>	5) Refinement	5) Refinement	5) Refinement	5) Refinement	1) Evaluation/Research	2) WP Development
<b>Social Studies**</b>	5) Refinement	5) Refinement	5) Refinement	5) Refinement	5) Refinement	5) Refinement
<b>World Language (6-8)**</b>	5) Refinement	1-3) Evaluation & Research/WP Development/ Professional Development	1-3) Evaluation & Research/WP Development/ Professional Development	4) WP Implementation	5) Refinement	5) Refinement
<b>Physical Education</b>	5) Refinement	5) Refinement	5) Refinement	5) Refinement	1-3) Evaluation/Research/ Professional Development	4) WP Implementation
<b>Health** (6-8)</b>	5) Refinement	5) Refinement	1-3) Evaluation & Research/WP Development/ Professional Development	3) Professional Development 4) WP Implementation	5) Refinement	5) Refinement
<b>Art**</b>	5) Refinement	5) Refinement	5) Refinement	5) Refinement	1-3) Evaluation/Research/ Professional Development	4) WP Implementation
<b>Music**</b>	5) Refinement	5) Refinement	5) Refinement	5) Refinement	1-3) Evaluation/Research/ Professional Development	4) WP Implementation
<b>Library Resource Center (LRC)</b>	5) Refinement	1) Evaluation & Research	1-3) Evaluation & Research/WP Development/ Professional Development	3) Professional Development 4) WP Implementation	5) Refinement	5) Refinement
<b>Technology Integration (6-8)**</b>	5) Refinement	1-3) Evaluation & Research/WP Development/ Professional Development	1-3) Evaluation & Research/WP Development/ Professional Development	4) WP Implementation	5) Refinement	5) Refinement
<b>Tech Ed/Project Lead The Way (6-8)**</b>	5) Refinement	1-3) Evaluation & Research/WP Development/ Professional Development	1-3) Evaluation & Research/WP Development/ Professional Development	4) WP Implementation	5) Refinement	5) Refinement
<b>Social-Emotional</b>	5) Refinement	1-3) Evaluation & Research/WP Development/ Professional Development	3) Professional Development 4) WP Implementation	5) Refinement	5) Refinement	5) Refinement
<b>Early Childhood</b>	5) Refinement	5) Refinement	1-3) Evaluation & Research/WP Development/ Professional Development	3) Professional Development 4) WP Implementation	5) Refinement	5) Refinement

\*Professional development is ongoing in all content areas.

\*\*While core content is the foundation of a coherent and rigorous curriculum, we are also committed to developing students with the ability to think critically and creatively, apply knowledge, work collaboratively, and use technology and tools to access, evaluate, and communicate information, preparing them for a global society. Outstanding student performance requires guaranteed access to a viable curriculum for all students.

March 2022

## Curriculum Review Process



**Phase 1/Evaluation and Research** requires a careful examination of the existing District work systems and processes. Phase I is deployed through five tasks: (1) Conducting a self-assessment through an internal and/or external review (e.g., audits, researched-based studies, and surveys); (2) building foundational knowledge through an in-depth study of research and best practice, industry standards, 21<sup>st</sup> century skills and practices, focus on innovation, and assessment protocols; (3) conducting a gap analysis; (4) engaging in foresight development; and (5) developing a scope/depth/timeline for the work system revision/design.

**Phase 2/Work Process Development** designs and/or revises the actual work system programs and services. This phase is deployed using six steps: (1) Designing the program/service; (2) creating assessment measures; (3) aligning the program/service to other work processes including sequencing and linkages to other program offerings and services; (4) identifying key resources for program/service implementation; (5) determining the delivery method and related training needs for implementation; and (6) developing a pilot program.

**Phase 3/Professional Development** provides the necessary employee training to effectively implement new programs and services. Mount Prospect School District 57 believes planning and delivering of professional development is critical to the successful and sustained implementation of new programs and services. Change requires personal and organizational learning of new skills, approaches, and belief systems. Sufficient time is provided to master the new skills and technology required for successful, sustainable program implementation. The Professional Learning Committee receives the training requirements identified in Phase II and designs a professional development plan for the applicable employee group. Professional development plan timelines are determined by the training requirements. Professional development plans cascade throughout the organization through a variety of training methods and approaches.

**Phase 4/Work Process Implementation** involves three tasks: (1) Implementing the new program or service as designed; (2) identifying preliminary areas for refinement within the program or service; and (3) communicating the program/service change to key stakeholders.

**Phase 5/Refinement** includes three specific tasks: (1) Conducting ongoing program evaluation - careful review of the program and assessments as they have been implemented during the first two years. (e.g., examining evidence of student learning and program/service effectiveness; (2) reviewing employee-identified areas for refinement which encourages further modification of the program components, technology, and the assessments as well as the augmentation of new materials; (3) revising the program or service; and (4) communicating the program changes to the applicable employee groups, and staff development opportunities are planned and provided to support the new refinements, as necessary.



**Mount Prospect School District 57**  
Teaching and Learning

**To:** Dr. Mary Gorr  
**From:** Dr. Kristin Vonder Haar, Assistant Superintendent for Teaching and Learning  
**Date:** March 17, 2022  
**Re:** Information-Professional Development

**Executive Summary:**

**Building Resilience and Cultivating a Culture of Belonging**

Social-emotional learning has a positive impact on a wide range of outcomes, including academic performance, healthy relationships, mental wellness, and more.

At our opening Institute Day in August 2021, our keynote speaker, Dr. Doug Bolton, helped District 57 staff frame the school year by sharing current brain and social science research, as well as strategies to build resilience and community within our schools that can help guide us through these challenging times.

On the half day School Improvement Planning (SIP) Day on October 8, 2021, Dr. Bolton provided a foundational understanding of trauma/stress and the tools needed to address trauma/stress. He asserted that schools have an incredible power to heal trauma and to build resilience within our students.

On the half day SIP Day on January 14, 2022, District 57 social workers and psychologists facilitated learning that built off of the foundation that Dr. Bolton laid in the fall of 2021. District 57 social workers and psychologists facilitated discussions about sharing proactive strategies to build community, discussed how to identify stress/trauma, and supported staff in developing strategies to respond to stress and trauma.

**Empowering Learners with Voice and Choice**

In the fall of 2021, the Instruction and Technology Coaches developed differentiated student surveys that allowed all K-8 students to share the strategies that they feel help them to learn and to make their learning visible. This survey data were used to guide professional learning sessions that took place on November 2, 2021, and February 18, 2022. The Instruction and Technology Coaches facilitated professional learning based on the student survey data. For example, one area that students identified as helping them to learn and stay engaged was by offering choice. The Instruction and Technology Coaches provided supporting research, along with specific strategies of how staff could provide choice through the content, process, product, and learning environment. Examples included giving students choice in research topics; opportunities to work alone, in pairs or in small groups; product/project options that allow for student choice; and considering the layout of the room to allow for places to work quietly as well as places that invite student collaboration.

On November 2, 2021, the full day District Institute Day also included mini-sessions that reflected identified needs focused on student learning. Mini-sessions allowed for differentiated options based on staff need and allowed teachers choice in professional development focus. The upcoming full day District Institute Day on April 18, 2022, will also feature differentiated mini-sessions based on staff needs that also allows for teacher choice.

On March 11, 2022, there will be a half day School Improvement Planning (SIP) Day. Professional learning will take place at the buildings and will focus upon the needs that have been identified at each of the schools. On May 13, 2022, there will be a half day SIP Day used to prepare class assignments for the upcoming school year.

### **D57 Learner Profile**

On January 11, 2022, a committee of students, classroom teachers, instruction and technology coaches, library resource center (LRC) directors, building administration, and district administration worked alongside a consultant to review research about the skills, habits, attitudes, and mindsets needed for success within today's society. The LRC directors and instruction and technology coaches helped to synthesize the discussions and develop an early draft of a D57 learner profile. Additional work will focus on the instructional practices that support the development of these skills, habits, attitudes, and mindsets, along with a deeper dive into the connection between these elements and the Illinois Learning Standards and Danielson's evaluation framework for staff. Opportunities for additional input and discussion will be held with important stakeholders to continue to review this vision of a D57 Learner Profile. The D57 Learner Profile will help us to refine our professional learning around instructional practices to support student development and to improve student learning outcomes.

### **Restorative Practices**

In June, fifty District 57 staff members from the Restorative Justice Committee and the District Task Force participated in a professional development session centered on how to facilitate Community Building Circles in a virtual classroom environment. Specifically, participants learned how to incorporate the specific elements of a circle structure into a video conferencing context. Professional development opportunities were provided for staff in the fall in order to support the implementation of Community Building Circles this year.

### **Background Information**

The emphasis on building resilience, cultivating a culture of belonging, and empowering learners with voice and choice builds off of the foundations of restorative practices that have been a focus for District 57 in recent years. These will continue to be areas of focus for the upcoming school year. District 57 is currently piloting Social Emotional Learning curricula. In the spring of 2022, the District will provide a recommendation to the Board of Education regarding a Social Emotional Learning curriculum that will be implemented during the 2022-2023 school year, pending Board approval.

### **Restorative Practices**

- **Restorative Justice/Restorative Practices:** Restorative Justice is a mindset that values relationships at the center of community life. Restorative Practices are what we *do* to practice this mindset. When we focus on relationships, we are investing in creating and maintaining a strong community by building relationships proactively and repairing relationships when harm occurs. Restorative Justice is a proactive approach that puts relationships at the center of our work in schools.
  
- **Restorative Practices in District 57:** For the past several years, the 22 members of the District 57 Restorative Justice Committee, which includes teachers, social workers, school psychologists, building principals and assistant principals, and district administrators, have engaged in intentional professional learning focused on restorative justice and restorative practices. As our Restorative Justice Committee has increased our knowledge of how to apply this work within our classroom, school, and district communities, we have provided ongoing professional development for staff during District Institute Days in recent years. In the spring of 2020, the District

Leadership Committee recommended that circles are incorporated throughout the school year at each grade level (EC-8).

- **Community Building Circles:** Circles are a structured way for people to gather and connect with one another. There are many “types” of circles--from proactive relationship-building to conflict resolution. The purpose of implementing Community Building Circles is to create bonds and build relationships among a group of people who have a shared interest or intent to connect. Community Building Circles create supportive environments where people learn to build relationships, share/hear multiple perspectives, and can create community accountability.

**Next Steps**

Staff will complete the NSSEO training needs assessment in the spring of 2022. Results will be filtered to document needs identified by District 57 staff. This information, in conjunction with needs identified by the building administration and the curriculum adoption cycle, will be reviewed by the Professional Learning Committee to plan for the 2022-2023 school year.

**Recommendations:**

No recommendation. This is an information item.



## Board of Education

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### **Call to Order and Roll Call of Closed Session Meeting**

President Eileen Kowalczyk called the Closed Session Meeting of the Board of Education of February 17, 2022, to order at 6:02 p.m. The purpose of the meeting was to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and the second purpose is for Litigation when an action against, affecting or on behalf of the particular public body finds that an action is probable or imminent in which the basis for the finding shall be recorded and entered in the minutes of the closed session. Board members present were Vicki Chung, Kimberly Fay, Jennifer Kobus, Jennifer Ciok, Corrin Bennett-Kill, and Eileen Kowalczyk. Absent: None.

### **Adjournment of Closed Session**

President Kowalczyk entertained a motion to adjourn Closed Session. Member Ciok moved, seconded by Member Chung, to adjourn Closed Session. All members voted yes and the Board adjourned Closed Session at 6:51 p.m.

### **Call to Order and Roll Call of Open Session**

President Eileen Kowalczyk called the Regular Business Meeting of the Board of Education of February 17, 2022, to order at 7:01 p.m. Board members present at Fairview School were Corrine Bennett-Kill, Jennifer Ciok, Vicki Chung, Kimberly Fay Jennifer Kobus, and Eileen Kowalczyk. Absent: None.

### **Communications**

#### **Board of Education**

- **NSSEO:** Member Chung attended the last meeting on Tuesday, February 8, 2022. The Shing Stars this month are from Timber Ridge School. They discussed the FY23 budget that Member Chung is a member of the budget committee along with Jason Kaiz and Sara Tyburski from District 57. The goal is to get this budget to their governing Board in their April meeting. On March 2 there will be Ribbon Cutting Ceremony for the new gym at Timber Ridge School
- **Education Foundation:** Member Ciok attended the February 1 meeting said the discussion regarding the grant approvals. The Gala will be on April 9 and the next meeting is on March 2.
- **PTO Reports:** Vice President Fay (Lincoln), Member Kobus (Westbrook), Member Bennett-Kill (Fairview), reported on PTO meetings and events at the schools.
- **Board President Report:** President Kowalczyk informed the public that the Board is accepting applications for the vacant Board position until February 28, 2022. Please contact Administration if you are interested or have any questions.

### **Community Comments**

President Kowalczyk said there were two times on the agenda for community comments. Each time the Board would listen for up to 60 minutes and asked people to limit their time speaking to three minutes. In addition, President Kowalczyk advised the public that later in the agenda the Board Discussion regarding masking was added to the agenda because the Board was waiting on the possibility of the decision regarding the Temporary Restraining Order from the appellate court on masking. She stated the Board would like to wait for a ruling before we can have this discussion.

- The first to address the Board questioned the emails from the District and lack of transparency. She does not believe that masks should be required and there is not any evidence that the mitigations in place help the transmission of COVID-19.
- The next audience member thanked the Board for the option to go maskless. She is a new homeowner in the district and as she has seen, the District has not given all the information.
- A third member of the audience addressed the Board and believes we took an enormous step forward this week with the mask option. She believes that it should be a choice decided by families and discussed the many reasons why.
- A parent addressed the Board with many examples of the low worry of Covid-19 and that masks do not prevent disease. She is asking for the decision to please be up to a family.
- The next parent thanked the Board for making masks optional. It should be a decision.
- The final person addressed the Board with a poem regarding our former Board Member and her belief that the mask mandate is illegal and would like masks to continue as optional.

- Superintendent's Report

- ◆ COVID Updates

Superintendent Gorr discussed the positive direction that we are seeing in regards to the low positivity rates and student absences.

- ◆ Superintendent Goals Update

Superintendent Gorr asked the Board if they have any questions regarding her presentation, and at this time the Board did not.

- ◆ Preview of FY23 Staffing Plan

Superintendent Gorr referred to the staffing plan memo for Fiscal Year 23 in the packet and informed the Board that she has a couple of recommendations by looking at projections and needs across all schools. The first recommendation is to increase staffing for the SOAR Program (Structured Opportunities for Academics and Responsibility), our most intensive special education program. Also, she recommends a social worker to support in the SOAR program. Dr. Gorr then discussed removing the concurrent instructional assistant positions added last year to support remote learning. In addition, it is recommended to return to the previous custodian allocations and decrease four custodian positions added during the pandemic for sanitizing. She advised the Board that the administration team will continue to refine next year's staffing numbers based on enrollment and other needs, and the Board will review again at the March meeting. President Kowalczyk asked the member if they have any questions. A Board member recommended possibly leaving one custodian as a possible floater. All Board members agreed to look into this further.

Freedom of Information Act (FOIA) Report

Superintendent Gorr said she had three FOIA requests to report.

1. On January 18, 2022, we received a request from the Illinois Retired Teacher Association requesting the name and email address of any certified staff (teachers, administrators, nurses, counselors, etc.) who are retiring this year.  
A response was sent on January 24, 2022.
2. On February 2, 2022, we received a request from Lisa Hatzopoulos requesting the disclosure of public records on an assortment of Bonds.  
A response was sent on February 2, 2022.

3. On February 15, 2022, we received a request from Lisa Hatzopoulos requesting records regarding how ESSER Funds are impacted with the ‘mask optional’ decision.

A response was sent on February 15, 2022.

- Winter 2022 Student Update

Assistant Superintendent for Teaching and Learning, Dr. Kristin Vonder Haar, discussed the winter benchmarking. Benchmarking informs our teaching practices and ensures we are meeting the needs of students and accelerating growth. Our student achievement continues to surpass national averages in all areas, but she reported some lower scores as well. The district will continue to address learning loss through things like tutoring, summer programs, and implementing additional supports for those students.

District Technology Update

Technology Director, Mark Fijor presented to the Board a thorough update on the District’s many Technology initiatives. Some of the topics outlined were; the COVID response to update the capabilities, the new construction at Lions Park School, a new program called GoGuardian, and the recent Parent Technology Information Night Webinar. Mr. Fijor gave an overview of future projects and updates.

**Consent Agenda**

President Kowalczyk said it was not necessary to pull the minutes from the Consent Agenda because all members were present at the meetings. Member Bennet-Kill reviewed the bills and said everything was in order.

President Kowalczyk entertained a motion to approve the Consent Agenda. Vice President Fay moved, seconded by Member Chung, to approve the items of the Consent Agenda as follows

1. Minutes of the following Board of Education Meetings
  - Regular Business Meeting January 20, 2022 – Open Session
  - Regular Business Meeting January 20, 2022 – Closed Session
2. Personnel Transactions

That the Board of Education accept the resignation from second year leave of absence of the following certified employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Margaret Balk	Teacher	Westbrook	End of 2021/22 School year
Ella Bruno	Teacher	Westbrook	End of 2021/22 School year
Alison Kuebler	Teacher	Lincoln	End of 2021/22 School year

That the Board of Education approves the employment of the following ESP individual:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Tera Herling	Instructional Assistant	Lincoln	01/21/22	\$17.63/hr
Katherine Minogue	Instructional Assistant - .60 FTE	Westbrook	01/31/22	\$17.63/hr

That the Board of Education accepts the retirement of the following ESP employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Cindy Bartnicki	Kids Corner	Fairview	End of 2021/22 School year

Item 3. Financial Reports – January 2022

Item 4. Accounts Payable Bills Totaling \$449,582.90

Item 5. Approve Review of the Closed Session Minutes for the Period of January 2020 through June 2020 and destruction of the Closed Session Audio Tapes for the Period of July 2020 through December 2022.

Roll call vote resulted as follows

Yes: Bennett-Kill, Ciok, Chung, Fay, Kobus, Kowalczyk

No: None Motion carried.

**Unfinished Business**

None

**Community Comments**

President Kowalczyk said this was the second time for community comments and that the Board would hear Community Comments for one hour.

- The first person from the audience addressed the Board for a second time about her disapproval of the mask mandate. She continued to discuss testing and her opinions of our curriculum.
- President Kowalczyk explained that she would like everyone to be respectful of the decision that each individual makes with masks being optional.
- The next speaker is in the medical field and discussed the different masks.
- The final speaker addressed the Board in regards to the format being used at Board meetings and thinks things should change and it is not fair for parents.

**New Business**

1. Approve Amendment of the Intergovernmental Agreement with the Mount Prospect Park District  
President Kowalczyk entertained a motion to approve the agreement and Vice President Fay motioned, seconded by Member Chung:

Roll call vote resulted as follows

Yes: Bennett-Kill, Ciok, Chung, Kobus, Fay, Kowalczyk

No: None Motion carried.

2. First Read of the Following Board of Education Policies

President Kowalczyk said the Policy Committee, which consists of her, Member Kobus, and Dr. Gorr met on February 8 to review the policies. The policies were from the November 2021 Policy Reference Education Subscription Service (PRESS) packet. The following policies were for first read.

- 2:20 Powers and Duties of the School Board; Indemnification
- 2:105 Ethics and Gift Ban
- 2:110 Qualifications, Term, and Duties of Board Officers
- 2:120 Board Member Development
- 2:150 Committees
- 2:150 Superintendent Committees
- 2:220 School Board Meeting Procedure
- 2:260 Uniform Grievance Procedure
- 3:40 Superintendent
- 3:50 Administrative Personnel Other Than the Superintendent
- 3:60 Administrative Responsibility of the Building Principal

4:60	Purchases and Contracts
4:80	Accounting and Audits
4:110	Transportation
4:120	Food Services
4:150	Facility Management and Building Programs
4:160	Environmental Quality of Buildings and Grounds
4:165	Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
4:170	Safety
4:175	Convicted Child Sex Offender; Screening; Notifications
5:10	Equal Employment Opportunity and Minority Recruitment
5:20	Workplace Harassment Prohibited
5:30	Hiring Process and Criteria
5:50	Drug- and AlcoholFree Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
5:90	Abused and Neglected Child Reporting
5:100	Staff Development Program
5:120	Employee Ethics; Conduct; and Conflict of Interest
5:125	Personal Technology and Social Media; Usage and Conduct
5:150	Personnel Records
5:185	Family and Medical Leave
5:200	Terms and Conditions of Employment and Dismissa
5:210	Resignations
5:220	Substitute Teachers
5:250	Leaves of Absence
5:260	Student Teachers
5:330	Sick Days, Vacation, Holidays, and Leaves
6:15	School Accountability
6:20	School Year Calendar and Day
6:50	School Wellness
6:60	Curriculum Content
6:120	Education of Children with Disabilities
6:130	Program for the Gifted
6:135	Accelerated Placement Program
6:180	Extended Instructional Programs
6:220	Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
6:340	Student Testing and Assessment Program
7:10	Equal Educational Opportunities
7:20	Harassment of Students Prohibited
7:30	Student Assignment and Intra-District Transfer
7:50	School Admissions and Student Transfers To and From Non-District Schools
7:60	Residence
7:70	Attendance and Truancy
7:80	Release Time for Religious Instruction/ Observance
7:150	Agency and Police Interviews
7:160	Student Appearance
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:190	Student Behavior
7:200	Suspension Procedures
7:210	Expulsion Procedures
7:240	Conduct Code for Participants in Extracurricular Activities
7:250	Student Support Services
7:260	Exemption from Physical Education



7:290	Suicide and Depression Awareness and Prevention
7:310	Restrictions on Publications; Elementary Schools
7:340	Student Records
7:345	Use of Educational Technologies; Student Data Privacy and Security
8:70	Accommodating Individuals with Disabilities
8:100	Relations with Other Organizations and Agencies

President Kowalczyk asked if any Board members had any questions but there was none. She said policies would be on the agenda for the March 17 meeting.

**Board Discussion**

None

**Adjournment**

There being no further business to come before the Board, President Kowalczyk entertained a motion to adjourn the meeting. Member Chung moved, seconded by Member Ciok, to adjourn the meeting. Roll call vote resulted as follows

Yes: Bennet-Kill, Chung, Ciok, Fay, Kobus, Kowalczyk

No: None Motion carried and the meeting adjourned at 9:23 p.m.

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Roberta Flack, Secretary

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Eileen B. Kowalczyk, President

Date of approval: March 17, 2022



## Board of Education

701 West Gregory Street, Mount Prospect, Illinois 60056-2296  
P (847) 394-7300 / F (847) 394-7311 / [www.d57.org](http://www.d57.org)

### **Call to Order and Roll Call of Closed Session Meeting**

President Eileen Kowalczyk called the Closed Session Meeting of the Board of Education of February 24, 2022, to order at 6:05 p.m. Board members present were Vicki Chung, Kimberly Fay, Jennifer Kobus, Jennifer Ciok, Corrin Bennett-Kill, and Eileen Kowalczyk. Absent: None.

### **Adjournment of Closed Session**

President Kowalczyk entertained a motion to adjourn Closed Session. Member Ciok moved, seconded by Vice President Fay, to adjourn Closed Session. All members voted yes, and the Board adjourned Closed Session at 6:57 p.m.

### **Call to Order and Roll Call of Open Session**

President Eileen Kowalczyk called the Special Meeting of the Board of Education of February 24, 2022, to order at 7:02 p.m. Board members present at Fairview School were Corrine Bennett-Kill, Jennifer Ciok, Vicki Chung, Kimberly Fay Jennifer Kobus, and Eileen Kowalczyk. Absent: None.

### **Community Comments**

President Kowalczyk said there were two times on the agenda for community comments. Each time the Board would listen for up to 60 minutes and asked people to limit their time speaking to three minutes.

- The first to address the Board urged that masks are not required in school. The evidence points to masks not reducing the risk. The only masks that reduce the risk are K95 or N95 masks.
- The next speaker is a student in our District and shared that wearing a mask is not good for him. He believes that every family should decide if students should wear masks. Testing has not been the same with masks, and he cannot focus on the test.
- The next parent to address the Board discussed the Board President did not respond well to a comment made by an individual at the last meeting. He did not feel that it was correctly handled. He is asking for more open communication and additional community comments at different times.
- An audience member thanked the teachers and nurses for all their hard work and flexibility. She wants to move forward with how we can improve the curriculum and tests.
- A 7th grader addressed the Board to share she thinks there have been conflicts with masks. She believes it should be a choice.
- A parent addressed the Board to say the mask has been a large distraction in the classroom. Education should be the main focus now and not mandating masks. She showed her child's mask after 3 hours and thinks it is not healthy to wear a mask.
- A 30 year resident of Mount Prospect wanted to share her appreciation to the Board for dealing with a pandemic. Children do not live in isolation.
- A parent addressed the Board to please keep the masks optional. She relayed that her children's overall behavior and demeanor has improved in the last few weeks. She added that the stress of contact tracing has been very difficult.
- A District 57 parent asked to keep masks as optional and long overdue. Mask mandates are going away next week in Illinois and should include schools. Mitigations should include choice.

- The next audience member to address the Board is a former employee of District 57. She mentioned an email to staff and questioned how the highly recommended masks would affect their job if they did not wear a mask?
- The following person to address the Board would like to have masks optional and asked the Board to stop dividing the community. She also would like to volunteer at her child’s school and cannot because of mandates. She advised it is time to get back to normal.
- The next parent to address the Board shared she helped at special lunch and a staff member did not have their mask and thought it was terrific. She asked how the administration would address the stigma of those that choose to be mask free and would like it to be fair.
- A long-time resident of Mt. Prospect addressed the Board about freedom of choice. She was appalled at the last meeting to hear that children were watching movies at lunch and advised parents to be involved.
- A parent discussed the number of schools in our state that have now gone mask optional. We need to follow science. Her son has struggled when masks were mandatory. Now without the mask, he is back to participating.
- An eighth-grade student addressed the Board as her last year in the district and has been happy without the mask.
- The next person addressed the Board and thanked them for their time. He does not think masks should be mandatory.
- 

**Board Discussion**

The discussion is to possibly take action and update the District’s COVID Mitigation Plan. Superintendent Gorr addressed the Board with a presentation of her recommendations. She began the presentation with a review of transmission rates and the metrics. The internal metrics describe the low cases of covid clusters among students and staff. This is a reflection of the hard work of our staff. The vaccination rate for students is 42%, and staff is at 95%. Our current mitigation efforts include vaccination rates, increased cleaning, SHEILD testing, masking recommended, test to stay rapid Antigen testing available, and those that are sick stay home. The risk assessment is to keep monitoring COVID transmission, monitoring absences, and considering social-emotional factors. The recommendation that Superintendent Gorr brings to the Board is to continue with a mask recommended status. A Board member thanked Dr. Gorr and shared that numbers are very encouraging with the last few weeks not seeing an increase in positive numbers. The Board then discussed strategies in the case of increased positive covid numbers. Superintendent Gorr will communicate with the Board with numbers any changes. President Kowalczyk read the Resolution Regarding COVID-19 Mitigation Implementation of mask optional for the 2021- 2022 school year and the safety and guidance.

President Kowalczyk entertained a motion to approve The Resolution Regarding COVID-19 Mitigation Implementation. Vice President Fay moved, seconded by Member Ciok to approve the Resolution as read by President Kowalczyk and the roll call vote resulted as follows:

Yes: Bennet-Kill, Chung, Ciok, Fay, Kobus, Kowalczyk  
No: None Motion carried

**Community Comments**

President Kowalczyk said this was the second time for community comments and that the Board would hear Community Comments for one hour.

- The first to address the Board believes there is confusion with the TRO and she does not understand the last 25 minutes of discussing all the what if's. It would be good to refocus on what our children need not COVID numbers.
- The next person from the audience addressed the Board for a second time about her disapproval of the mask mandate. She continued to discuss testing and her opinions of our curriculum.
- An audience member shared her disapproval of the discussion by the Board and that the word 'power' comes up too many times. She thanked the Board for their discussion but would like to close the gaps.
- The final to speak believes the Board should work with the parents on their decisions.

**Adjournment**

There being no further business to come before the Board, President Kowalczyk entertained a motion to adjourn the meeting. Member Kobus moved, seconded by Member Ciok, to adjourn the meeting. Roll call vote resulted as follows

Yes: Bennet-Kill, Chung, Ciok, Fay, Kobus, Kowalczyk

No: None Motion carried and the meeting adjourned at 9:39 p.m.

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Roberta Flack, Secretary

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Eileen B. Kowalczyk, President

Date of approval: March 17, 2022



## Mount Prospect School District 57 Board of Education

### PERSONNEL TRANSACTIONS

**March 17, 2022**

POLICY REFERENCE 5:30

That the Board of Education accept the resignation of the following administrative employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Paul Suminski	Principal	Lincoln	06/30/22

That the Board of Education approves the employment of the following certified individual:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Higgs, Dolores	Bilingual Interventionist	Westbrook	02/18/22	*\$62,150

\*Salary includes Board paid TRS

That the Board of Education approve a leave of absence for the following certified employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Kristen Manteuffel	Enrichment Teacher	Lions Park	End of 2021-22 School Year

That the Board of Education approves the honorable dismissal of the following certified employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Maureen Fallon	Kindergarten Teacher .5 FTE	Westbrook	06/01/22
Jennifer Licato	Kindergarten Teacher .5 FTE	Westbrook	06/01/22
Ryan Nielsen	PE Teacher .2 FTE	Westbrook	06/01/22

That the Board of Education accept the resignation from the following certified employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Patricia Diamantopoulos	World Language .5 FTE	Lincoln	End of 2021-22 School Year
Rebecca Hill	Special Education	Westbrook	End of 2021-22 School Year
Amanda Trame	Special Education	Fairview	08/1/22

That the Board of Education approves the employment of the following ESP individual:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Mavreen Dunlavy	Instructional Assistant	Lions Park	02/24/22	\$17.63

That the Board of Education accepts the resignation of the following ESP employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Patricia Diamantopoulos	Instructional Assistant .5 FTE	Lincoln	End of 2021-22 School Year
Thomas O'Rourke	HR Coordinator	Admin	03/17/22

## **MOUNT PROSPECT SCHOOL DISTRICT 57**

**Monthly Financial Report  
Unaudited February 2022**

**Monthly Cash Balance Report  
Treasurer's Report  
Revenue Report  
Expenditure Report  
Cash and Investment Summary  
Payroll Ratification  
Accounts Payable Ratification**

**Jason Kaiz**  
Assistant Superintendent  
for Finance and Operations/CSBO

**Nick Honcharuk**  
Accounting Coordinator

# Mount Prospect School District 57

## Monthly Cash Balance Report

February 2022

### Board Funds

Fund	Description	1/31/2022	Revenues	Expenditures	Transfers	2/28/2022
10	Educational	\$5,842,346	\$4,076,607	\$2,115,596	\$0	\$7,803,357
20	Operations & Maintenance	\$5,971,190	\$646,974	\$212,155	\$0	\$6,406,009
30	Debt Service	\$1,273,587	\$129,097	\$0	\$0	\$1,402,684
40	Transportation	\$912,018	\$75,775	\$52,024	\$0	\$935,769
50	I.M.R.F.	\$46,716	\$44,524	\$25,323	\$0	\$65,917
51	Social Security	(\$71,727)	\$69,631	\$43,080	\$0	(\$45,176)
60	Capital Projects	(\$5,761,166)	\$0	\$29,199	\$0	(\$5,790,365)
70	Working Cash	\$3,191,745	\$56,682	\$0	\$0	\$3,248,427
<b>Total</b>		<b>\$11,404,709</b>	<b>\$5,099,290</b>	<b>\$2,477,377</b>	<b>\$0</b>	<b>\$14,026,622</b>

### Activity Fund

Account	Description	1/31/2022	Revenues	Expenditures	Transfers	2/28/2022
100	Education Foundation	\$0	\$0	\$0	\$0	\$0
300	Fairview Clearing	\$7,164	\$0	\$203	\$0	\$6,961
400	Lincoln Clearing	\$20,663	\$306	\$0	\$0	\$20,970
500	Lions Park Clearing	\$6,719	\$0	\$384	\$0	\$6,335
600	Westbrook Clearing	\$8,136	\$20	\$0	\$0	\$8,156
*****	Covid-19 Fund Donations	\$4,209	\$0	\$0	\$0	\$4,209
<b>Total</b>		<b>\$46,892</b>	<b>\$326</b>	<b>\$587</b>	<b>\$0</b>	<b>\$46,632</b>

# Mount Prospect School District 57

## Treasurer's Report

February 2022

Institution	Type	Yield	Value	
BMO-Harris Bank	Collateral MMA	0.08%	\$ -	**
Fifth Third Bank (fka MB Financial)	Collateral MMA	0.05%	\$ -	**
PMA	Collateral SDA/FDIC MMA	0.02%	\$ 12,016,661	
IL Funds	LGIP	0.02%	\$ 2,202,030	
			<b>Total:</b>	<b>\$ 14,218,691</b>

Closed and transferred to Huntington 2/11/2022\*\*

### Monthly Interest Earned:





# Mount Prospect School District 57

## Revenue Report February 2022

Source	Source Description	Budget	Activity	Balance	% of budget remaining	
					2022 YTD	2021 YTD
11XX	Property Taxes	\$ 27,121,812	\$ 17,290,682	\$ 9,831,130	36.2%	45.02%
1230	CPPR Taxes	512,000	580,959	(68,959)	-13.5%	17.55%
13XX	Summer School Tuition	6,000	-	6,000	100.0%	100.00%
1411	Transportation Fees	281,000	295,231	(14,231)	-5.1%	111.15%
1510	Interest Earnings	170,500	15,406	155,094	91.0%	44.39%
1611	Food Service Fees	200	60,497	(60,297)	-30148.3%	80.27%
1720	Activity Fees	95,100	97,555	(2,455)	-2.6%	81.54%
1811	Instruction Fees	256,000	248,435	7,565	3.0%	0.17%
1910	Facility Rentals	-	-	-	0.0%	0.00%
1920	Donations	100	-	100	100.0%	100.00%
1950	Refund of PY Expenditures	30,000	63,389	(33,389)	-111.3%	-8.90%
1960	TIF Revenue	21,000	-	21,000	100.0%	-21.75%
1993	Kids' Corner & Circle of Friends	675,000	521,445	153,555	22.7%	86.61%
1999	Other Local Revenues	50,100	55,164	(5,064)	-10.1%	65.58%
<b>Sub-Total Local</b>		<b>\$ 29,218,812</b>	<b>\$ 19,228,765</b>	<b>\$ 9,990,047</b>	<b>34.2%</b>	<b>45.99%</b>
3001	Evidence Based Funding Formula (GSA)	2,000,000	1,306,690	693,310	34.7%	36.36%
31XX	Special Education	25,000	2,522	22,478	89.9%	89.46%
3305	Bilingual Education	15,000	-	15,000	100.0%	100.00%
3360	Food Service	400	101,645	(101,245)	-25311.3%	46.22%
35XX	Transportation	43,500	3,859	39,641	91.1%	51.68%
3780	Library Grant	1,978	302	1,676	84.7%	-4.72%
<b>Sub-Total State</b>		<b>\$ 2,085,878</b>	<b>\$ 1,415,018</b>	<b>\$ 670,860</b>	<b>32.2%</b>	<b>38.49%</b>
42XX	Food Service	900	8,373	(7,473)	-830.4%	98.05%
4300	Title I	114,496	14,290	100,206	87.5%	-19.10%
4500	ESSER II and III	1,155,081	82,060	1,073,021	92.9%	100.00%
46XX	Special Education	601,874	376,636	225,238	37.4%	19.80%
4800	Stimulus Programs	-	31,176	-	-	100.00%
4909	Title III	19,316	12,759	6,557	33.9%	100.00%
4932	Title II	43,540	4,245	39,295	90.3%	35.60%
49XX	Medicaid Matching	70,000	42,594	27,406	39.2%	62.20%
4999	Cares Act / Emergency relief fund	-	-	-	0.0%	0.00%
<b>Sub-Total Federal</b>		<b>\$ 2,005,207</b>	<b>\$ 572,133</b>	<b>\$ 1,464,250</b>	<b>73.0%</b>	<b>33.00%</b>
<b>Total</b>		<b>\$ 33,309,897</b>	<b>\$ 21,215,916</b>	<b>\$ 12,125,157</b>	<b>36.4%</b>	<b>45.10%</b>

# Mount Prospect School District 57

## Expenditure Report February 2022

Function	Program Name	Budget	Activity	Balance	% of budget remaining	
					2022 YTD	2021 YTD
1000	Mentoring Stipend	\$ 21,548	\$18,378	\$ 3,170	14.7%	-52.8%
11XX	Regular Programs	12,475,065	\$6,265,917	\$ 6,209,148	49.8%	32.0%
1200	Special Education Programs	4,440,659	\$2,040,770	\$ 2,399,889	54.0%	37.2%
1500	Interscholastic Programs	145,127	\$57,656	\$ 87,471	60.3%	86.1%
1600	Summer School Programs	16,500	\$2,397	\$ 14,103	85.5%	24.5%
1800	Bilingual Programs	333,795	\$185,262	\$ 148,533	44.5%	36.4%
2110	Social Worker	448,825	\$222,706	\$ 226,119	50.4%	34.5%
2130	Health Services	460,638	\$255,571	\$ 205,067	44.5%	38.6%
2140	Psychological Services	247,454	\$126,127	\$ 121,327	49.0%	33.5%
2150	Speech & Audiology Services	717,007	\$360,844	\$ 356,163	49.7%	33.5%
2190	Other Support Services - Pupils	181,748	\$124,260	\$ 57,488	31.6%	93.6%
2210	Improvement of Instruction Services	571,207	\$286,043	\$ 285,164	49.9%	44.2%
2220	Educational Media Services	433,248	\$233,484	\$ 199,764	46.1%	36.4%
2230	Assessment and Testing	45,000	\$43,098	\$ 1,902	4.2%	13.6%
2310	Board of Education Services	187,450	\$98,047	\$ 89,403	47.7%	62.4%
2320	Executive Administration Services	393,419	\$263,811	\$ 129,608	32.9%	34.3%
2330	Special Area Administrative Services	237,437	\$166,747	\$ 70,690	29.8%	14.7%
236X	Insurances	201,000	\$192,250	\$ 8,750	4.4%	-5.4%
2410	Office of Principal Services	1,710,797	\$1,237,196	\$ 473,601	27.7%	31.0%
2510	Direction of Business Support Services	309,868	\$213,452	\$ 96,416	31.1%	30.5%
2520	Fiscal Services	318,917	\$258,009	\$ 60,908	19.1%	27.7%
2530	Construction Services	3,000,000	\$1,589,800	\$ 1,410,200	47.0%	19.4%
2540	O&M of Plant Services	2,500,556	\$1,526,655	\$ 973,901	38.9%	40.5%
2550	Pupil Transportation Services	757,800	\$333,535	\$ 424,265	56.0%	81.3%
2560	Food Services	170,650	\$159,062	\$ 11,588	6.8%	37.9%
2570	Internal Services	47,100	\$7,922	\$ 39,178	83.2%	37.4%
2620	Research and Development	5,000	\$0	\$ 5,000	100.0%	63.0%
2630	Information Services (Public Relations)	35,000	\$20,257	\$ 14,743	42.1%	33.2%
2640	Staff Services (Human Resources)	217,125	\$181,897	\$ 35,228	16.2%	20.8%
2660	Data Processing Services (Technology)	1,359,020	\$912,084	\$ 446,936	32.9%	16.7%
3000	Child Care Services	334,239	\$162,061	\$ 172,178	51.5%	39.3%
4120	Payments for Special Education Programs	443,344	\$435,493	\$ 7,851	1.8%	37.6%
5XXX	Debt Services	789,600	\$631,020	\$ 158,580	20.1%	18.0%
8190	Other Transfers	\$0	\$0	\$0	0.0%	0.00%
<b>Total</b>		<b>\$ 33,556,143</b>	<b>\$18,611,812</b>	<b>\$ 14,944,331</b>	<b>44.5%</b>	<b>33.5%</b>

# Mount Prospect School District 57

## Cash and Investment Summary

February 2022

### Board Accounts

<u>Bank</u>	<u>Description</u>	<u>Ending Balance</u>
Various	Investments per Treasurer's Report	\$ 14,218,691 **
Huntington Bank	Imprest Account	\$ 5,000
Illinois National	E-Pay Settlement Account	\$ 5,000
Huntington Bank	Board Account	\$ 778,236
Huntington Bank	Payroll Account	\$ -
	<b>Total</b>	<u><u>\$ 15,006,927</u></u>

BMO and Fifth Third accounts closed and moved to Huntington on 2/11/2022 \$1,590,445.00\*\*

### Activity Account

<u>Bank</u>	<u>Description</u>	<u>Ending Balance</u>
Huntington Bank	Activity Account	\$ 46,632
	<b>Total</b>	<u><u>\$ 46,632</u></u>

# Mount Prospect School District 57

## Payroll Ratification February 2022

	<u>Fund</u>	<u>Amounts</u>
<b>Salaries</b>	Educational	\$ 732,954
	Operations & Maintenance	\$ 174,788
	2/15/2022 Salary	<u>\$ 907,742</u>
<b>Benefits</b>	Educational	\$ 39,866
	Operations & Maintenance	\$ 6,381
	Municipal Retirement/Social Security	\$ 34,044
	2/15/2022 Benefits	<u>\$ 80,292</u>
	2/15/2022 Total	<u>\$ 988,033</u>
<b>Salaries</b>	Educational	\$ 732,363
	Operations & Maintenance	\$ 174,043
	2/28/2022 Salary	<u>\$ 906,406</u>
<b>Benefits</b>	Educational	\$ 39,167
	Operations & Maintenance	\$ 6,381
	Municipal Retirement/Social Security	\$ 33,844
	2/28/2022 Benefits	<u>\$ 79,392</u>
	2/28/2022 Total	<u>\$ 985,798</u>
	<b>Payroll Total</b>	<u><u>\$ 1,973,831</u></u>

# Mount Prospect School District 57

## Accounts Payable Ratification

February 2022

<u>Fund</u>	<u>Amounts</u>
Educational	\$ 238,096.75
Operations & Maintenance	\$ 121,122.48
Debt Services	\$ -
Transportation	\$ 60,935.52
Municipal Retirement/Social Security	\$ -
Capital Projects	\$ 29,136.84
Working Cash	\$ -
Tort	\$ -
Activity Account	\$ 291.31
Fire Prevention & Safety	\$ -
<b>Accounts Payable Total</b>	<b><u><u>\$ 449,582.90</u></u></b>

# **MOUNT PROSPECT SCHOOL DISTRICT 57**

## **Accounts Payable Bills March 17, 2022**

In accordance with Board Policy 4:50 Operational Services–Payment Procedures, this order authorizes administration to pay the following accounts payable bills totaling \$566,814.83 as approved at the Board of Education meeting held on the date referenced above.

Reviewed by: \_\_\_\_\_  
Board of Education Member

Approved by: \_\_\_\_\_  
Board of Education President

Attested by: \_\_\_\_\_  
Board of Education Secretary

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE NUMBER	ACCOUNT LEVEL DESCRIPTION	AMOUNT
555394	02/16/2022	BAILEY, KELLY	021622	Health Insurance Pool	318.18
555395	02/16/2022	BAJZEK, EMILY	021622	Health Insurance Pool	318.18
555396	02/16/2022	BEMBEN, CAROL	021622	Health Insurance Pool	318.18
555397	02/16/2022	BISSING, CARLI	021622	Health Insurance Pool	318.18
555398	02/16/2022	BONADURER, JOHN	021622	Health Insurance Pool	318.18
555399	02/16/2022	BOVIS, DINA	021622	Health Insurance Pool	318.18
555400	02/16/2022	BREWER, MCKENZIE	021622	Health Insurance Pool	318.18
555401	02/16/2022	BRUNNING, KELLY	021622	Health Insurance Pool	318.18
555402	02/16/2022	BRUNS, AMANDA	021622	Health Insurance Pool	318.18
555403	02/16/2022	BURGER, JOANNE	021622	Health Insurance Pool	318.18
555404	02/16/2022	CAPRA, CAROL	021622	Health Insurance Pool	318.18
555405	02/16/2022	CARPENTER, EILEEN	021622	Health Insurance Pool	318.18
555406	02/16/2022	CHANEY, CHRISTINE	021622	Health Insurance Pool	318.18
555407	02/16/2022	CHAPMAN, ALICE	021622	Health Insurance Pool	318.18
555408	02/16/2022	COLE, DAVID	021622	Health Insurance Pool	318.18
555409	02/16/2022	COMMARE, KARI	021622	Health Insurance Pool	318.18
555410	02/16/2022	COSCINO, ANGELA	021622	Health Insurance Pool	318.18
555411	02/16/2022	COTNER, NATALIE	021622	Health Insurance Pool	318.18
555412	02/16/2022	COUGHLIN, ELENA	021622	Health Insurance Pool	318.18
555413	02/16/2022	COURTNEY, BENJAMIN	021622	Health Insurance Pool	318.18
555414	02/16/2022	COURTNEY, TRINA	021622	Health Insurance Pool	318.18
555415	02/16/2022	CREMASCOLI, LORA	021622	Health Insurance Pool	318.18
555416	02/16/2022	DEPA, TINA	021622	Health Insurance Pool	318.18
555417	02/16/2022	DIAMANTOPOULOS, PATR	021622	Health Insurance Pool	318.18
555418	02/16/2022	DIVITO, JESSICA	021622	Health Insurance Pool	318.18
555419	02/16/2022	DOMALICK, ALLYSON	021622	Health Insurance Pool	318.18
555420	02/16/2022	DYNKIN, JOANN	021622	Health Insurance Pool	318.18
555421	02/16/2022	ELDER, KATELYN	021622	Health Insurance Pool	318.18
555422	02/16/2022	FERGUS, CARLY	021622	Health Insurance Pool	318.18
555423	02/16/2022	FINNEGAN-CRAWFORD, M	021622	Health Insurance Pool	318.18
555424	02/16/2022	FOUCH, AMANDA	021622	Health Insurance Pool	318.18
555425	02/16/2022	GAYLE, JULIE	021622	Health Insurance Pool	318.18
555426	02/16/2022	GRAY, CAROL	021622	Health Insurance Pool	318.18
555427	02/16/2022	GROAH, CASEY	021622	Health Insurance Pool	318.18
555428	02/16/2022	GROSSMAYER, MELISSA	021622	Health Insurance Pool	318.18
555429	02/16/2022	HANLEY, TRACY	021622	Health Insurance Pool	318.18
555430	02/16/2022	HERMANSON, JENNIFER	021622	Health Insurance Pool	318.18
555431	02/16/2022	HICKEY, KRISTEN	021622	Health Insurance Pool	318.18
555432	02/16/2022	HILL, REBECCA	021622	Health Insurance Pool	318.18
555433	02/16/2022	HIRSCH, JULIE	021622	Health Insurance Pool	318.18
555434	02/16/2022	HOWARD, SUSAN	021622	Health Insurance Pool	318.18
555435	02/16/2022	HUNT, MARY	021622	Health Insurance Pool	318.18
555436	02/16/2022	IONAS, ELAINE	021622	Health Insurance Pool	318.18
555437	02/16/2022	JEZUIT, JULIE	021622	Health Insurance Pool	318.18
555438	02/16/2022	JOHNSON, MEGAN	021622	Health Insurance Pool	318.18
555439	02/16/2022	JORGENSON, HEIDI	021622	Health Insurance Pool	318.18
555440	02/16/2022	KAAGE, KRISTEN	021622	Health Insurance Pool	318.18
555441	02/16/2022	KENNEDY, DONNA	021622	Health Insurance Pool	318.18
555442	02/16/2022	KOMPERDA, MONICA	021622	Health Insurance Pool	318.18
555443	02/16/2022	LAMBERT, SHARI	021622	Health Insurance Pool	318.18
555444	02/16/2022	LEGOWSKI, SYLWIA	021622	Health Insurance Pool	318.18
555445	02/16/2022	LITTEL, TARA	021622	Health Insurance Pool	318.18
555446	02/16/2022	LOGAR, MICHELE	021622	Health Insurance Pool	318.18
555447	02/16/2022	LUCE, KRYSTAL	021622	Health Insurance Pool	318.18
555448	02/16/2022	MAMAN, MONIQUE G	021622	Health Insurance Pool	318.18
555449	02/16/2022	MARTIN, ALEXA	021622	Health Insurance Pool	318.18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	INVOICE NUMBER	ACCOUNT LEVEL DESCRIPTION	AMOUNT
555450	02/16/2022	MCCARTHY, MARGERY	021622	Health Insurance Pool	318.18
555451	02/16/2022	MCGOVERN, MARK	021622	Health Insurance Pool	318.18
555452	02/16/2022	MICHALSKI, HEATHER	021622	Health Insurance Pool	318.18
555453	02/16/2022	MILLER, KRISTINE	021622	Health Insurance Pool	318.18
555454	02/16/2022	MILLIKEN, SUSAN	021622	Health Insurance Pool	318.18
555455	02/16/2022	MUELLER, CHRISTINA	021622	Health Insurance Pool	318.18
555456	02/16/2022	NELSON, AMY	021622	Health Insurance Pool	318.18
555457	02/16/2022	NIELSEN, RYAN	021622	Health Insurance Pool	318.18
555458	02/16/2022	NOLL, KAREN	021622	Health Insurance Pool	318.18
555459	02/16/2022	OBRIEN, MARY	021622	Health Insurance Pool	318.18
555460	02/16/2022	OLSON, KATIANNE	021622	Health Insurance Pool	318.18
555461	02/16/2022	OSTROWSKI, TIFFANY	021622	Health Insurance Pool	318.18
555462	02/16/2022	PARIZEK, AMANDA	021622	Health Insurance Pool	318.18
555463	02/16/2022	PARKER, SETH	021622	Health Insurance Pool	318.18
555464	02/16/2022	PAVLOWSKI, DEBBIE	021622	Health Insurance Pool	318.18
555465	02/16/2022	PETERS, AMELIA	02162	Health Insurance Pool	318.18
555466	02/16/2022	PISCITELLO, ALICIA	021622	Health Insurance Pool	318.18
555467	02/16/2022	PROSEN, KERRY	021622	Health Insurance Pool	318.18
555468	02/16/2022	RADOSZEWSKI, REBECCA	021622	Health Insurance Pool	318.18
555469	02/16/2022	RAPACZ, TRACY	021622	Health Insurance Pool	318.18
555470	02/16/2022	REDMON, MELISSA	021622	Health Insurance Pool	318.18
555471	02/16/2022	ROBERTS, KENDALL	021622	Health Insurance Pool	318.18
555472	02/16/2022	ROSE, LORETTA	021622	Health Insurance Pool	318.18
555473	02/16/2022	ROY, KRISTEN	021622	Health Insurance Pool	318.18
555474	02/16/2022	RUGGIERO, BART	021622	Health Insurance Pool	318.18
555475	02/16/2022	RYNO, LISA	021622	Health Insurance Pool	318.18
555476	02/16/2022	SAKOUFAKIS, TINA	021622	Health Insurance Pool	318.18
555477	02/16/2022	SAKOWICZ, STEVEN	021622	Health Insurance Pool	318.18
555478	02/16/2022	SCHMITZ, ROSEANN	021622	Health Insurance Pool	318.18
555479	02/16/2022	SCHOEDEL, REBEKAH	021622	Health Insurance Pool	318.18
555480	02/16/2022	SLOMA, KIMBERLY	021622	Health Insurance Pool	318.18
555481	02/16/2022	SMITHE, ASHLEY	021622	Health Insurance Pool	318.18
555482	02/16/2022	SMITH, SUSAN	021622	Health Insurance Pool	318.18
555483	02/16/2022	SOLAR, LINDSAY	021622	Health Insurance Pool	318.18
555484	02/16/2022	SOLIMINI, ALEKSANDRA	021622	Health Insurance Pool	318.18
555485	02/16/2022	SPENNER, AMANDA	021622	Health Insurance Pool	318.18
555486	02/16/2022	ST DENNIS, JESSICA	021622	Health Insurance Pool	318.18
555487	02/16/2022	STEPHENS, TARA	021622	Health Insurance Pool	318.18
555488	02/16/2022	STRACZEK, ELIZABETH	021622	Health Insurance Pool	318.18
555489	02/16/2022	TAINTER, AMANDA	021622	Health Insurance Pool	318.18
555490	02/16/2022	TALBOT, JESSICA	021622	Health Insurance Pool	318.18
555491	02/16/2022	TITZE, KIRSTEN	021622	Health Insurance Pool	318.18
555492	02/16/2022	TRAME, AMANDA	021622	Health Insurance Pool	318.18
555493	02/16/2022	TRAVERSONE-KALKWARF,	021622	Health Insurance Pool	318.18
555494	02/16/2022	TRAVIS, JEANNE	021622	Health Insurance Pool	318.18
555495	02/16/2022	VALENTINI, GAIL	021622	Health Insurance Pool	318.18
555496	02/16/2022	VISSER, KIMBERLY	021622	Health Insurance Pool	318.18
555497	02/16/2022	WATERS-WALSH, MICHEL	021622	Health Insurance Pool	318.18
555498	02/16/2022	WIEDEMANN, MCKENZIE	021622	Health Insurance Pool	318.18
555499	02/16/2022	WINTERS, KATHY	021622	Health Insurance Pool	318.18
555500	02/16/2022	WOLDENBERG, MARGARET	021622	Health Insurance Pool	318.18
555501	02/16/2022	ZEFFERY, CAROLYN	021622	Health Insurance Pool	318.18
555502	02/16/2022	ZEI, CHERON	021622	Health Insurance Pool	318.18
555503	02/16/2022	ZEMAITIS, JANICE	021622	Health Insurance Pool	318.18

Totals for checks 34,999.80



FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	34,999.80	34,999.80
***	Fund Summary Totals ***	0.00	0.00	34,999.80	34,999.80

\*\*\*\*\* End of report \*\*\*\*\*

CHECK CHECK			INVOICE	ACCOUNT LEVEL	
NUMBER	DATE	VENDOR	NUMBER	DESCRIPTION	AMOUNT
555504	02/22/2022	COMED	021822	O&M-ELECTRIC MNT	101.70
555505	02/22/2022	COOK COUNTY TREASURE	021822	CAPITAL IMPROVEMENTS - PAY APP	62.47
555506	02/22/2022	HAEFKE, TIMOTHY	021822	ISCHOLASTIC-ATHLETIC CONT SVRC	90.00
555507	02/22/2022	MCHUGH, JIM	021822	ISCHOLASTIC-ATHLETIC CONT SVRC	75.00
555508	02/22/2022	NORTH COOK ISC	49	HR-CONTRACT SRVCS	1,050.00
555509	02/22/2022	VILLAGE OF MOUNT PRO	021822-LN	O&M-SEWER/WATER LN	314.50
555509	02/22/2022	VILLAGE OF MOUNT PRO	021822-LP	O&M-SEWER/WATER LP	924.00
555509	02/22/2022	VILLAGE OF MOUNT PRO	021822-FV	O&M-SEWER/WATER FV	846.50
555509	02/22/2022	VILLAGE OF MOUNT PRO	021822-LN2	O&M-SEWER/WATER LN	645.00
555509	02/22/2022	VILLAGE OF MOUNT PRO	021822-LN1	O&M-SEWER/WATER MNT	12.00
555509	02/22/2022	VILLAGE OF MOUNT PRO	021822-AD	O&M-SEWER/WATER ADM	78.00
555509	02/22/2022	VILLAGE OF MOUNT PRO	021822-WB	O&M-SEWER/WATER WB	516.00
Totals for checks					4,715.17

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	1,215.00	1,215.00
20	OPERATIONS & MAINTENANCE FUND	0.00	0.00	3,437.70	3,437.70
60	CAPITAL PROJECTS FUND	0.00	0.00	62.47	62.47
***	Fund Summary Totals ***	0.00	0.00	4,715.17	4,715.17

\*\*\*\*\* End of report \*\*\*\*\*

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE NUMBER	ACCOUNT LEVEL DESCRIPTION	AMOUNT
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-SUPPLIES	171.58
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-SUPPLIES	-15.60
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-PROF DVLPMNT	200.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-SUPPLIES	91.03
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-SUPPLIES	148.50
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-CONTRACT SVRCS	12.95
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-CONTRACT SVRCS	12.95
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-CONTRACT SVRCS	12.95
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-CONTRACT SVRCS	12.95
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-CONTRACT SVRCS	12.95
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-CONTRACT SVRCS	12.95
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ESSER III - SUPPLIES	39.84
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	23.20
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ESSER III - SUPPLIES	84.48
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	HEALTH-SUPPLIES	-11.24
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	HEALTH-SUPPLIES	123.63
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP ED-CONTRACT SVRCS	219.65
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	29.25
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	-151.04
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	34.93
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	14.99
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	19.03
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LP CLEARING ACCT-AP LIAB	81.91
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-PROF DVLPMNT LP	25.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	93.87
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	151.04
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	34.99
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	24.70
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	200.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	200.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	29.68
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LRC-SUPPLIES WB	65.39
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	113.35
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	130.74
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	30.47
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	29.72
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	HEALTH-SUPPLIES WB	17.99
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES WB	31.98
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ESSER III - SUPPLIES	173.60
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ESSER III - SUPPLIES	195.30
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ESSER III - SUPPLIES	108.50
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ESSER III - SUPPLIES	197.51
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ESSER III - SUPPLIES	32.69
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-SUPPLIES	91.40
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-SUPPLIES	20.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-IN DISTRICT MEETINGS	79.25
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ESSER III - SUPPLIES	31.05
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	30.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-PROFESSIONAL DEVELOPMENT	30.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	30.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-SUPPLIES	20.80
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-SUPPLIES	20.45
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-IN DISTRICT MEETINGS	133.91
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-IN DISTRICT MEETINGS	118.93
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ESSER III - SUPPLIES	5.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-SUPPLIES	177.65
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-SUPPLIES	187.29

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE NUMBER	ACCOUNT LEVEL DESCRIPTION	AMOUNT
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-SUPPLIES	107.96
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-SUPPLIES	91.37
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	34.95
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	61.80
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	9.80
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	68.68
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	20.90
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	25.87
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	159.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	67.68
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LN	4.99
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LN CLEARING ACCT-AP LIAB	27.15
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LRC-SUPPLIES LN	58.98
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LN CLEARING ACCT-AP LIAB	13.48
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LN	18.60
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LN	9.49
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	FV CLEARING ACCT-AP LIAB	17.48
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	165.54
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LRC-SUPPLIES FV	48.74
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	FV CLEARING ACCT-AP LIAB	38.72
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	45.56
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	177.69
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	4.97
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	24.98
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	18.98
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	15.98
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	54.96
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	FV CLEARING ACCT-AP LIAB	146.94
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-SUPPLIES FV	62.70
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	BOE-PROF DVLPMT	510.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SUPT-DUES & FEES	99.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SUPT-SUPPLIES	53.82
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SUPT-SUPPLIES	31.78
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SUPT-PROF DVLPMT	225.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-SUPPLIES LP	88.03
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	151.44
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LP CLEARING ACCT-AP LIAB	55.97
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	43.39
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	8.50
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	94.09
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LP	149.60
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-SUPPLIES LN	100.76
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ISCHOLASTIC-PERF ARTS SUPPLIES	10.67
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LN	198.25
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LRC-SUPPLIES LN	352.94
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LN CLEARING ACCT-AP LIAB	33.99
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LRC-SUPPLIES LN	5.68
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LN	15.72
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ISCHOLASTIC-PERF ARTS SUPPLIES	34.99
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LN	144.99
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-SUPPLIES LN	83.61
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ISCHOLASTIC-ATHLETIC SUPPLIES	17.49
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-SUPPLIES LN	246.06
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-SUPPLIES LN	2.74
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ISCHOLASTIC-PERF ARTS SUPPLIES	186.90
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LN	14.63

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE NUMBER	ACCOUNT LEVEL DESCRIPTION	AMOUNT
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	HEALTH-SUPPLES LN	52.94
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES LN	229.76
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	ISCHOLASTIC-PERF ARTS SUPPLIES	66.99
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	REG-SUPPLIES FV	127.60
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-SUPPLIES FV	19.85
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-SUPPLIES FV	82.94
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-IN DIST MEETINGS WB	10.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-PROF DVLPMNT WB	200.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-IN DIST MEETINGS WB	36.45
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	HEALTH-SUPPLIES WB	-11.91
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	TECH-SUPPLIES	29.79
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	TECH-SUPPLIES	981.59
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	TECH-SUPPLIES	851.43
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	TECH-CONTRACTED SERVICES	863.89
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	TECH-CONTRACTED SERVICES	232.64
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-PROF DVLPMNT WB	-460.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PNPL SVCS-PROF DVLPMNT WB	-230.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-EQUIPMENT REPAIR	31.85
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PPE	99.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PPE	99.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PPE	99.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LP CLEARING ACCT-AP LIAB	-15.37
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	LP CLEARING ACCT-AP LIAB	261.22
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	C&I-PROF DVLPMNT FV	225.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PPE	99.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PPE	99.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	PPE	99.00
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	O&M-BUILDING SUPPLIES	299.67
202100201	02/24/2022	BMO HARRIS COMMERCIA	0701535-22	SP SVCS-PROF DVLPMNT	350.00
Totals for 202100201					13,425.45
Totals for checks					13,425.45

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	11,366.56	11,366.56
20	OPERATIONS & MAINTENANCE FUND	0.00	0.00	1,397.40	1,397.40
99	STUDENT ACTIVITY FUND	661.49	0.00	0.00	661.49
***	Fund Summary Totals ***	661.49	0.00	12,763.96	13,425.45

\*\*\*\*\* End of report \*\*\*\*\*

CHECK NUMBER	CHECK DATE	CHECK VENDOR	INVOICE NUMBER	ACCOUNT LEVEL DESCRIPTION	AMOUNT
555512	03/17/2022	ALARM DETECTION SYST	SI-566148	O&M-SECURITY SERVICES	10.50
555512	03/17/2022	ALARM DETECTION SYST	SI-566557	O&M-SECURITY SERVICES	10.50
555512	03/17/2022	ALARM DETECTION SYST	SI-567259	O&M-SECURITY SERVICES	10.50
555512	03/17/2022	ALARM DETECTION SYST	SI-567253	O&M-SECURITY SERVICES	10.50
555513	03/17/2022	ANDERSON LOCK COMPAN	7097187	O&M-EQUIPMENT REPAIR	215.00
555514	03/17/2022	APPLEWOOD CENTERS, I	R001860	SP ED-PRIVATE TUITION	7,255.04
555515	03/17/2022	ARAMARK UNIFORM SERV	030422	O&M-MOP/TOWEL/MAT RENTALS	4,500.00
555516	03/17/2022	BELLEFAIRE JCB	WELC03-02/	SP ED-PRIVATE TUITION	21,238.10
555516	03/17/2022	BELLEFAIRE JCB	WELC03-12/	SP ED-PRIVATE TUITION	20,553.00
555517	03/17/2022	BLICK ART MATERIALS	7854244	REG-SUPPLIES LN	436.90
555517	03/17/2022	BLICK ART MATERIALS	8094228	REG-SUPPLIES LN	10.78
555518	03/17/2022	BROOKES PUBLISHING	1218308	SP ED-CONTRACT SVRCS	499.90
555519	03/17/2022	BUSINESSSOLVER	0076579	FISCAL SVCS-CONTRACTED SVCS	12.00
555520	03/17/2022	CONSTELLATION NEW EN	3408190-LP	O&M-NATURAL GAS LP	3,099.56
555520	03/17/2022	CONSTELLATION NEW EN	3408190-FV	O&M-NATURAL GAS FV	3,045.00
555520	03/17/2022	CONSTELLATION NEW EN	3408190-LN	O&M-NATURAL GAS LN	2,354.71
555520	03/17/2022	CONSTELLATION NEW EN	3408190-LN	O&M-NATURAL GAS LN	2,668.44
555520	03/17/2022	CONSTELLATION NEW EN	3408190-LN	O&M-NATURAL GAS MNT	247.18
555520	03/17/2022	CONSTELLATION NEW EN	3408190-AD	O&M-NATURAL GAS ADM	430.38
555520	03/17/2022	CONSTELLATION NEW EN	3408190-WB	O&M-NATURAL GAS WB	1,777.16
555521	03/17/2022	COOPER MIDDLE SCHOOL	022422	ISCHOLASTIC-ATHLETIC CONT SVRC	150.00
555522	03/17/2022	DAILY HERALD - PADDO	022422	INTL SVCS-CONTRACT SRVCS	173.60
555523	03/17/2022	DEFRANCO PLUMBING	30350	O&M-PLUMBING SERVICES	512.92
555523	03/17/2022	DEFRANCO PLUMBING	30469	O&M-PLUMBING SERVICES	594.38
555524	03/17/2022	FIRST STUDENT INC.	11778898	TRANS-DAILY ROUTES	73,172.21
555524	03/17/2022	FIRST STUDENT INC.	11779495	TRANS-ATHLETIC TRIPS	229.89
555524	03/17/2022	FIRST STUDENT INC.	11779498	TRANS-ATHLETIC TRIPS	229.89
555524	03/17/2022	FIRST STUDENT INC.	11779500	TRANS-ATHLETIC TRIPS	229.89
555524	03/17/2022	FIRST STUDENT INC.	11779510	TRANS-ATHLETIC TRIPS	229.89
555525	03/17/2022	FRANK COONEY COMPANY	76026	ESSER III - SUPPLIES	567.24
555525	03/17/2022	FRANK COONEY COMPANY	76148	ESSER III - SUPPLIES	13,083.60
555525	03/17/2022	FRANK COONEY COMPANY	76203	REG-N/C EQUIPMENT LP	1,007.51
555526	03/17/2022	FRISHMAN, ELENA	022522	SP ED-CONTRACT SVRCS	1,500.00
555527	03/17/2022	GARVEY`S OFFICE PROD	PINV220616	O&M-BUILDING SUPPLIES	74.59
555527	03/17/2022	GARVEY`S OFFICE PROD	PINV220626	PPE	663.20
555527	03/17/2022	GARVEY`S OFFICE PROD	PINV220609	O&M-BUILDING SUPPLIES	465.48
555527	03/17/2022	GARVEY`S OFFICE PROD	PINV221371	O&M-CLEANING SUPPLIES LP	23.44
555528	03/17/2022	H.R. BOYD, INC.	200036739	O&M-SNOW REMOVAL SERVICES	870.00
555528	03/17/2022	H.R. BOYD, INC.	200036713	O&M-SNOW REMOVAL SERVICES	2,724.00
555528	03/17/2022	H.R. BOYD, INC.	200036759	O&M-SNOW REMOVAL SERVICES	870.00
555528	03/17/2022	H.R. BOYD, INC.	200036772	O&M-SNOW REMOVAL SERVICES	870.00
555528	03/17/2022	H.R. BOYD, INC.	200036805	O&M-SNOW REMOVAL SERVICES	2,724.00
555528	03/17/2022	H.R. BOYD, INC.	200036840	O&M-SNOW REMOVAL SERVICES	870.00
555528	03/17/2022	H.R. BOYD, INC.	200036877	O&M-SNOW REMOVAL SERVICES	1,854.00
555529	03/17/2022	HAND2MIND	60374677	ESSER III - SUPPLIES	299.99
555529	03/17/2022	HAND2MIND	60374748	SP ED-SUPPLIES	220.02
555529	03/17/2022	HAND2MIND	60392417	SP ED-SUPPLIES	105.32
555529	03/17/2022	HAND2MIND	60375810	SP ED-SUPPLIES	110.43
555530	03/17/2022	HEARTLAND BUSINESS S	496921-H	TECH-DISTRICT LICENSES	84.00
555530	03/17/2022	HEARTLAND BUSINESS S	500124-H	TECH-DISTRICT LICENSES	1,710.82
555530	03/17/2022	HEARTLAND BUSINESS S	498690-H	TECH-DISTRICT LICENSES	1,664.00
555531	03/17/2022	HIMES, PETRARCA & FE	46293	BOE-LEGAL SERVICES	2,967.50
555532	03/17/2022	HULSE, CHRISTINE	030322	SP ED-PROF DVLPMNT	99.00
555533	03/17/2022	ILLINOIS DEPT OF INN	T2216975	TECH-CONTRACTED SERVICES	25.00
555533	03/17/2022	ILLINOIS DEPT OF INN	T2206016	TECH-CONTRACTED SERVICES	25.00
555534	03/17/2022	INTEGRATED SYSTEMS C	0722498	FISCAL SVCS-CONTRACTED SVCS	630.00



CHECK NUMBER	CHECK DATE	CHECK VENDOR	INVOICE NUMBER	ACCOUNT LEVEL DESCRIPTION	AMOUNT
555535	03/17/2022	INTRADO LIFE & SAFET	6058572	TECH-DISTRICT LICENSES	300.00
555536	03/17/2022	JOHNSON CONTROLS	88485633	O&M-FIRE PROTECTION SERVICES	924.35
555537	03/17/2022	KRIHA BOUCEK	3207	BOE-LEGAL SERVICES	1,152.50
555538	03/17/2022	KUSTRA-QUINN, JENNY	022422	PR-CONTRACT SRVCS	1,915.00
555539	03/17/2022	LAKESHORE LEARNING M	6242760216	ESSER III - SUPPLIES	506.89
555539	03/17/2022	LAKESHORE LEARNING M	6242760222	ESSER III - SUPPLIES	349.93
555539	03/17/2022	LAKESHORE LEARNING M	6439900223	SP ED-SUPPLIES	359.88
555540	03/17/2022	LAMBERT, ALISON	022522	SP ED-CONTRACT SVRCS	1,440.00
555540	03/17/2022	LAMBERT, ALISON	030322	SP ED-CONTRACT SVRCS	1,440.00
555541	03/17/2022	LAUREATE DAY SCHOOL	LDS66337	SP ED-PRIVATE TUITION	5,246.80
555542	03/17/2022	MIDLAND PAPER COMPAN	IN01742116	REG-SUPPLIES FV	2,952.00
555543	03/17/2022	MILLER THERAPY, LLC	030322	SP ED-CONTRACT SVRCS	1,607.32
555544	03/17/2022	MOFFITT, BETH	022522	SP ED-CONTRACT SVRCS	500.00
555545	03/17/2022	MOUNT PROSPECT CHAMB	2022-023	BOE-DUES & FEES	300.00
555546	03/17/2022	NEXTERA ENERGY (FKA	5304464596	O&M-ELECTRIC LP	5,665.71
555546	03/17/2022	NEXTERA ENERGY (FKA	5304464596	O&M-ELECTRIC ADM/FV	6,901.02
555546	03/17/2022	NEXTERA ENERGY (FKA	5304464596	O&M-ELECTRIC LN	7,409.29
555546	03/17/2022	NEXTERA ENERGY (FKA	5304464596	O&M-ELECTRIC WB	5,270.56
555547	03/17/2022	NEXUS- ONARGA FAMILY	0000004228	SP ED-PRIVATE TUITION	2,138.52
555547	03/17/2022	NEXUS- ONARGA FAMILY	0000004229	SP ED-PRIVATE TUITION	9,842.60
555548	03/17/2022	NICHOLAS & ASSOCIATE	021522	CAPITAL IMPROVEMENTS - PAY APP	3,450.00
555548	03/17/2022	NICHOLAS & ASSOCIATE	6551-2	CAPITAL IMPROVEMENTS - FIXED	16,206.00
555548	03/17/2022	NICHOLAS & ASSOCIATE	030322	CAPITAL IMPROVEMENTS - PAY APP	31,252.00
555549	03/17/2022	NORTHWEST ELECTRICAL	17528360	O&M-BUILDING SUPPLIES	205.16
555549	03/17/2022	NORTHWEST ELECTRICAL	17523490	O&M-BUILDING SUPPLIES	685.29
555550	03/17/2022	NORTHWEST COMMUNITY	N-26-06	SP ED-HOME/HOSPITAL TUTORS	748.80
555551	03/17/2022	NSSEO	8644	TRANS-SP ED OUT-OF-DIST ROUTES	1,530.22
555551	03/17/2022	NSSEO	8562	NSSEO-DESC-EVALUATIONS	39,332.40
555551	03/17/2022	NSSEO	8572	SP ED- CONTRACTED SVCS IDEA B	87,771.00
555551	03/17/2022	NSSEO	8623	TRANS-SP ED OUT-OF-DIST ROUTES	129.79
555551	03/17/2022	NSSEO	8585	TRANS-SP ED OUT-OF-DIST ROUTES	214.52
555551	03/17/2022	NSSEO	8630	TRANS-SP ED OUT-OF-DIST ROUTES	1,440.00
555552	03/17/2022	OMNI GROUP	2203-7202	FISCAL SVCS-CONTRACTED SVCS	220.00
555553	03/17/2022	PEERLESS NETWORK, IN	499418	TECH-DATA LINES	7,108.25
555554	03/17/2022	PIONEER VALLEY BOOKS	I226910	ESSER III - SUPPLIES	1,233.54
555555	03/17/2022	PMA SECURITIES, INC.	INV14647	FISCAL SVCS-CONTRACTED SVCS	2,000.00
555556	03/17/2022	PRECISION CONTROL SY	43548	O&M-HVAC CONTRACTED SERVICES	115.00
555556	03/17/2022	PRECISION CONTROL SY	43549	O&M-HVAC CONTRACTED SERVICES	2,110.00
555557	03/17/2022	QUEST FOOD	IN112300	FOOD SVCS- FOOD PROCESSING	60,480.45
555558	03/17/2022	QUINLAN & FABISH MUS	13169405	ISCHOLASTIC-PERF ARTS SUPPLIES	16.99
555559	03/17/2022	REDWOOD LITERACY, LL	INV-00849	SP ED-CONTRACT SVRCS	1,912.50
555559	03/17/2022	REDWOOD LITERACY, LL	INV-00848	SP ED-CONTRACT SVRCS	1,912.50
555560	03/17/2022	SCHOLASTIC INC	36658665	ESSER III - SUPPLIES	207.20
555561	03/17/2022	SOUTH SIDE CONTROL S	S100752604	O&M-HVAC SUPPLIES	162.40
555561	03/17/2022	SOUTH SIDE CONTROL S	S100753349	O&M-HVAC SUPPLIES	16.47
555562	03/17/2022	STERICYCLE, INC	4010720528	HEALTH-CONTRACT SRVCS	357.81
555563	03/17/2022	THERAPY REHAB LTD.	322022	SP ED-CONTRACT SVRCS	700.00
555564	03/17/2022	THOMPSON ELEVATOR IN	22-0475	O&M-ELEVATOR/LIFT SERVICES	300.00
555565	03/17/2022	VILLAGE OF MOUNT PRO	021522	O&M-VEHICLE REPAIR/FEES	68.00
555565	03/17/2022	VILLAGE OF MOUNT PRO	021522-1	O&M-VEHICLE REPAIR/FEES	68.00
555566	03/17/2022	VILLAGE OF MOUNT PRO	2022-00240	O&M-VEHICLE GAS	226.78
555567	03/17/2022	WAREHOUSE DIRECT	5163361-0	FISCAL SVCS-SUPPLIES	28.26
555567	03/17/2022	WAREHOUSE DIRECT	5163361-0	O&M-CLEANING SUPPLIES-ADM	126.90
555567	03/17/2022	WAREHOUSE DIRECT	5166797-0	O&M-CLEANING SUPPLIES FV	1,285.53
555567	03/17/2022	WAREHOUSE DIRECT	IN422558	O&M-EQUIPMENT REPAIR	131.00
555567	03/17/2022	WAREHOUSE DIRECT	5170809-0	O&M-CLEANING SUPPLIES WB	722.00

CHECK CHECK			INVOICE	ACCOUNT LEVEL	
NUMBER	DATE	VENDOR	NUMBER	DESCRIPTION	AMOUNT
555567	03/17/2022	WAREHOUSE DIRECT	5174145-0	O&M-CLEANING SUPPLIES LP	1,105.82
555568	03/17/2022	WEST MUSIC COMPANY	SI2117894	REG-SUPPLIES LP	266.01
555569	03/17/2022	WEST SHIELD ADOLESCENCE	2022018	TRANS-SP ED OUT-OF-DIST ROUTES	6,734.77
Totals for checks					508,819.69

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	308,775.90	308,775.90
20	OPERATIONS & MAINTENANCE FUND	0.00	0.00	64,994.72	64,994.72
40	TRANSPORTATION FUND	0.00	0.00	84,141.07	84,141.07
60	CAPITAL PROJECTS FUND	0.00	0.00	50,908.00	50,908.00
***	Fund Summary Totals ***	0.00	0.00	508,819.69	508,819.69

\*\*\*\*\* End of report \*\*\*\*\*

CHECK CHECK			INVOICE	ACCOUNT LEVEL	
NUMBER	DATE	VENDOR	NUMBER	DESCRIPTION	AMOUNT
555570	03/04/2022	ANDERSON, LINDA	030422	ISCHOLASTIC-ATHLETIC CONT SVRC	75.00
555571	03/04/2022	CITI CARDS	030422	INTL SVCS-SUPPLIES	62.95
555572	03/04/2022	FINNEGAN-CRAWFORD, M	030422	C&I-DUES & FEES WB	50.00
555573	03/04/2022	GROOT INDUSTRIES	8039827	O&M-SANITATION SERVICES	354.72
555573	03/04/2022	GROOT INDUSTRIES	8039825	O&M-SANITATION SERVICES	354.72
555573	03/04/2022	GROOT INDUSTRIES	8039824	O&M-SANITATION SERVICES	337.83
555573	03/04/2022	GROOT INDUSTRIES	8039826	O&M-SANITATION SERVICES	739.60
555573	03/04/2022	GROOT INDUSTRIES	8485991T09	O&M-SANITATION SERVICES	850.54
555573	03/04/2022	GROOT INDUSTRIES	8485992T09	O&M-SANITATION SERVICES	407.93
555573	03/04/2022	GROOT INDUSTRIES	8485989T09	O&M-SANITATION SERVICES	388.50
555573	03/04/2022	GROOT INDUSTRIES	8485990T09	O&M-SANITATION SERVICES	407.93
555574	03/04/2022	MOUNT PROSPECT SD57	030422	REG-SUPPLIES LN	125.00
555575	03/04/2022	SOLAR, LINDSAY	030422	WB-BOSCH GRANT	700.00

Totals for checks 4,854.72

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	1,012.95	1,012.95
20	OPERATIONS & MAINTENANCE FUND	0.00	0.00	3,841.77	3,841.77
***	Fund Summary Totals ***	0.00	0.00	4,854.72	4,854.72

\*\*\*\*\* End of report \*\*\*\*\*

## **School Board**

### **Powers and Duties of the School Board: Indemnification**

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, 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 ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

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 REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.  
 115 ILCS 5/, Ill. Educational Labor Relations Act.  
 325 ILCS 5/, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: March 17, 2022



## Mount Prospect School District 57 Board of Education

### MEMORANDUM

To: Members, Board of Education  
 From: Mary Gorr  
 Re: Policies Second Read  
 Date: March 17, 2022

The following policies went before the Board of Education for First Read on February 17. The Board is asked to approve these policies at Second Read on March 17, 2022.

Policy #	Title	Recommendation
2:20	Powers and Duties of the School Board; Indemnification	Policy, Legal References, and Cross References are updated. Recommendation is to accept PRESS.
2:105	Ethics and Gift Ban	The Legal References are updated in response to legislation. Recommendation is to accept PRESS.
2:110	Qualifications, Term, and Duties of Board Officers	Legal References, and Administrative Procedure References are updated in response to legislation. Recommendation is to accept PRESS but maintain current language specific to District 57.
2:120	Board Member Development	The policy is updated in response to legislation. Recommendation is to accept PRESS.
2:150	Committees	The policy is unchanged. Recommendation is to accept PRESS.
2:220	School Board Meeting Procedure	The policy is updated in response to legislation. Recommendation is to accept PRESS.
2:260	Uniform Grievance Procedure	The policy and Legal References are updated for continuous improvement. Recommendation is to accept PRESS.
3:40	Superintendent	The policy, legal References, and Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. Recommendation is to accept PRESS.
3:50	Administrative Personnel Other Than the Superintendent	The Cross References are updated. Recommendation is to accept PRESS.



3:60	Administrative Responsibility of the Building Principal	The Legal References, Cross References are updated. Recommendation is to accept PRESS.
4:60	Purchases and Contracts	The policy and Legal References updated in response to the Coal Tar Sealant Disclosure Act. Recommendation is to accept PRESS.
4:80	Accounting and Audits	Recommendation is to maintain current policy, with language specific to District 57.
4:110	Transportation	Recommendation is to maintain current policy, with language specific to District 57.
4:120	Food Services	Policy is unchanged. Recommendation is to accept PRESS.
4:150	Facility Management and Building Programs	Policy is unchanged. Recommendation is to accept PRESS but maintain current language specific to District 57.
4:160	Environmental Quality of Buildings and Grounds	Policy, Legal References and footnotes are updated in response to legislation.  Recommendation is to accept PRESS.
4:165	Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors	Policy is new. Recommendation is to accept PRESS.
4:170	Safety	Policy is updated in response to legislation. Recommendation is to accept PRESS but maintain current language specific to District 57.
4:175	Convicted Child Sex Offender; Screening; Notifications	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
5:10	Equal Employment Opportunity and Minority Recruitment	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
5:20	Workplace Harassment Prohibited	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
5:30	Hiring Process and Criteria	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
5:50	Drug- and AlcoholFree Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.

5:90	Abused and Neglected Child Reporting	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
5:100	Staff Development Program	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
5:120	Employee Ethics; Conduct; and Conflict of Interest	Legal References, Cross References, and Administrative Procedure Reference are updated in response to legislative updates. Recommendation is to accept PRESS but maintain current language specific to District 57.
5:125	Personal Technology and Social Media; Usage and Conduct	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
5:150	Personnel Records	Recommendation is to maintain current policy, with language specific to District 57.
5:185	Family and Medical Leave	Recommendation is to maintain current policy, with language specific to District 57.
5:200	Terms and Conditions of Employment and Dismissal	Recommendation is to maintain current policy, with language specific to District 57.
5:210	Resignations	Recommendation is to maintain current policy, with language specific to District 57.
5:220	Substitute Teachers	Policy, Legal References and footnotes are updated in response to legislation. Recommendation is to accept PRESS.
5:250	Leaves of Absence	Policy, Legal References and footnotes are updated in response to legislation. Recommendation is to accept PRESS, but maintain current language specific to District 57.
5:260	Student Teachers	The policy is unchanged. The footnotes are updated in response to legislation. Recommendation is to accept PRESS.
5:330	Sick Days, Vacation, Holidays, and Leaves	Recommendation is to maintain current policy, with language specific to District 57.
6:15	School Accountability	Policy, Legal References and footnotes are updated in response to legislation. Recommendation is to accept PRESS.
6:20	School Year Calendar and Day	Policy, Legal References and footnotes are updated in response to legislation. Recommendation is to accept PRESS.
6:50	School Wellness	Recommendation is to maintain current policy, with language specific to District 57.
6:60	Curriculum Content	Policy, Legal References and footnotes are updated in response to legislation.

		Recommendation is to accept PRESS but maintain current language specific to District 57.
6:120	Education of Children with Disabilities	Policy, Legal References and footnotes are updated in response to legislation. Recommendation is to accept PRESS, but maintain current language specific to District 57.
6:130	Program for the Gifted	Policy unchanged. Footnotes are updated in response to legislation. Recommendation is to accept PRESS.
6:135	Accelerated Placement Program	Policy, Legal References and footnotes are updated in response to legislation. Recommendation is to accept PRESS, but maintain current language specific to District 57.
6:180	Extended Instructional Programs	Policy updated. Recommendation is to accept PRESS.
6:340	Student Testing and Assessment Program	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
7:10	Equal Educational Opportunities	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
7:20	Harassment of Students Prohibited	Policy and Legal References are updated in response to legislation. Recommendation is to accept PRESS.
7:30	Student Assignment and Intra-District Transfer	Recommendation is to maintain current policy, with language specific to District 57.
7:50	School Admissions and Student Transfers To and From Non-District Schools	The policy is unchanged. Recommendation is to accept PRESS but maintain current language specific to District 57.
7:60	Residence	The policy and legal references are updated in response to five-year review and legislative changes. Recommendation is to maintain current policy, with language specific to District 57.
7:70	Attendance and Truancy	Legal References, Cross References, and Administrative Procedure References update in response to legislative updates. Recommendation is to accept PRESS but maintain current language specific to District 57.
7:80	Release Time for Religious Instruction/ Observance	Policy updated in response to legislative changes. Recommendation is to accept PRESS.
7:150	Agency and Police Interviews	Policy updated in response to legislative changes. Recommendation is to accept PRESS.
7:160	Student Appearance	Policy updated in response to legislation.

		Recommendation is to accept PRESS but maintain current language specific to District 57.
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment	Policy and legal references are updated in response to legislative changes. Recommendation is to accept PRESS.
7:190	Student Behavior	Policy, legal references, and cross-references are updated for continuous improvement. Recommendation is to accept PRESS.
7:200	Suspension Procedures	Policy and legal references are updated in response to legislative changes. Recommendation is to accept PRESS.
7:210	Expulsion Procedures	Policy is updated in response to legislative changes. Recommendation is to accept PRESS.
7:240	Conduct Code for Participants in Extracurricular Activities	Recommendation is to maintain current policy, with language specific to District 57.
7:250	Student Support Services	The policy and legal references are updated to legislative updates. Recommendation is to accept PRESS.
7:260	Exemption from Physical Education	Policy is updated in response to legislative updates. Recommendation is to accept PRESS but maintain current language specific to District 57.
7:290	Suicide and Depression Awareness and Prevention	Policy and legal references are updated in response to legislative updates. Recommendation is to accept PRESS.
7:310	Restrictions on Publications; Elementary Schools	Policy and legal references are updated in response to legislative updates. Recommendation is to accept PRESS.
7:340	Student Records	Recommendation is to maintain current policy, with language specific to District 57.
7:345	Use of Educational Technologies; Student Data Privacy and Security	Legal references are updated in response to legislative changes. Recommendation is to accept PRESS.
8:70	Accommodating Individuals with Disabilities	Policy is unchanged, but the cross-references are updated for continuous improvement. Recommendation is to accept PRESS.
8:100	Relations with Other Organizations and Agencies	Policy is unchanged. Recommendation is to accept PRESS.

*\* IASB policies are on an automatic 5-year review cycle regardless of any legislative change.*

## **School Board**

### **Ethics and Gift Ban**

#### **Prohibited Political Activity**

The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

#### **Limitations on Receiving Gifts**

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee, shall intentionally solicit or accept any *gift* from any *prohibited source*, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter,

stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under 26 U.S.C. §501(c)(3).

#### Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any

decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

### Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

*Political activity* means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, *compensated time* includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

*Prohibited source* means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;

3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

*Gift* means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

#### Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office.



LEGAL REF.: 105 ILCS 5/22-90 (final citation pending).  
5 ILCS 430/, State Officials and Employees Ethics Act.  
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED: March 17, 2022

## School Board

### Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

#### President

The Board elects a President from its members for a one-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
10. Administer the oath of office to new Board members;
11. Serve as or appoint the Board's official spokesperson to the media;
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
13. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### Vice President

The Board elects a Vice President from its members for a one-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

#### Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before

appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. 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;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

#### Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, and 5/21B-85.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure)

ADOPTED: March 17, 2022

## **School Board**

### **Board Member Development**

The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

### **Mandatory Board Member 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 elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term.
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 the certificate of completion with the Board. 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 tenured teacher's dismissal using the optional alternative evaluation 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.

### **Professional Development: Adverse Consequences of School Exclusion: Student Behavior**

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

### **Board Self-Evaluation**

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

### **New Board Member Orientation**

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.

2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.  
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of School Board Meetings)

ADOPTED: March 17, 2022

## **School Board**

### **Committees**

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

### **Special Board Committees**

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

### **Standing Board Committees**

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.  
105 ILCS 5/10-20.14 and 5/14-8.05.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of School Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: March 17, 2022

## School Board

### School Board Meeting Procedure

#### Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

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; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

#### Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;



6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within ten days after the Board approves them; the minutes will remain posted for at least 60 days.

#### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record 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.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. 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.

#### Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

#### 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.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, as a guide when a question arises concerning procedure.

#### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before 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 REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of School Board Meetings), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

ADOPTED: March 17, 2022

## School Board

### 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 its 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, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
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 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this 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 under this policy 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 policy 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.

#### 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 any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to 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 5:20, *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.

#### Investigation Process

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 parents/guardians 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, this policy, or any collective bargaining agreement, (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, this policy, or any collective bargaining agreement, (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 policy about the status of the investigation. Within 30 school business days after 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.

Decision and Appeal

Within five 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 registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of 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 after an appeal of the Superintendent’s decision, the Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within five school business days after 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 registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy 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.

Appointing a 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 this policy. If possible, the Superintendent will appoint two 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, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator:**

Jason Kaiz  
Name  
701 Gregory Mt. Prospect, IL 60056  
Address  
jkaiz@d57.org  
Email  
847-394-7300 ext. 1003  
Telephone

**Complaint Managers:**

Dr. Kristin Vonder Haar  
Name  
701 Gregory Mt. Prospect, IL 60056

Jason Kaiz  
Name  
701 Gregory Mt. Prospect, IL 60056

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Address  
kvonderhaar@d57.org

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Email  
847-394-7300 ext. 1002

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Telephone

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Address  
jkaiz@d57.org

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Email  
847-394-7300 ext. 1003

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Telephone

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
20 U.S.C. §1232g, Family Education Rights Privacy Act.  
20 U.S.C. §1400, The Individuals with Disabilities Education Act.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.  
29 U.S.C. §206(d), Equal Pay Act.  
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.  
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
29 U.S.C. §2612, Family and Medical Leave Act.  
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.  
42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).  
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
42 U.S.C. §12101 et seq., Americans With Disabilities Act.  
105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.  
5 ILCS 415/10(a)(2), Government Severance Pay Act.  
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.  
410 ILCS 513/, Ill. Genetic Information Privacy Act.  
740 ILCS 174/, Whistleblower Act.  
740 ILCS 175/, Ill. False Claims Act.  
775 ILCS 5/, Ill. Human Rights Act.  
820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.  
820 ILCS 112/, Equal Pay Act of 2003.  
820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/2523 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: March 17, 2022



## **General School Administration**

### **Superintendent**

#### **Duties and Authority**

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, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. 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. 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 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**

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 Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

#### **Evaluation**

The 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 State law, the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all 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, in-service training, or similar continuing education pursuits.

#### **Compensation and Benefits**

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25,  
5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130  
(Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals  
and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming  
Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring  
Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee  
Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210  
(Resignations), 5:290 (Employment Termination and Suspensions)

ADOPTED: March 17, 2022

## **General School Administration**

### **Administrative Personnel Other Than the Superintendent**

#### **Duties and Authority**

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

#### **Qualifications**

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

#### **Evaluation**

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

#### **Administrative Work Year**

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

#### **Compensation and Benefits**

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.  
23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: March 17, 2022

## **General School Administration**

### **Administrative Responsibility of the Building Principal**

#### **Duties and Authority**

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. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. 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.

#### **Evaluation Plan**

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

#### **Qualifications and Other Terms and Conditions of Employment**

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.  
10 ILCS 5/4-6.2, Election Code.  
105 ILCS 127/, School Reporting of Drug Violations Act.  
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: March 17, 2022

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## **Operational Services**

### **Purchases and Contracts**

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

#### **Standards for Purchasing and Contracting**

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 *et seq.*
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each 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.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
8. 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 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven

years following the end of the employee's sentence for the criminal offense; and (3) 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 new employee of a contractor that provides services to students or in schools, 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 or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or 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 Ill. Department of Public Health rules or order of a local health official.
9. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 2 C.F.R. Part 200.  
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

ADOPTED: March 17, 2022



## **Operational Services**

### **Accounting and Audits**

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

#### **Annual Audit**

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

#### **Annual Financial Report**

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

#### **Inventories**

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

#### **Capitalization Threshold**

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

#### **Disposition of District Property**

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

### Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent 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 ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

### Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

### Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

LEGAL REF.: 2 C.F.R. §200 et seq.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Ad.Code 7000 et seq.

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

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

ADOPTED: March 17, 2022

## **Operational Services**

### **Transportation**

The District will offer transportation services to its K – 8 students residing within District boundaries. The District will provide free transportation for (1) any special education student (including Pre-K) if included in the student's individualized educational program, (2) any homeless student in accordance with Section 45/1-15 of the Education for Homeless Children Act, (3) any student whose transportation costs are covered 100% by funding pursuant to a State or federal grant, (4) any student requiring transportation to/from a special intervention service, or (5) foster care students in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act. Fees for transportation will be assessed on all other students who utilize the transportation services provided by the district in accordance with the annual fee schedule adopted by the Board and Board policy 4:140, waiver of student fees. Any fees assessed are intended to cover the cost of the transportation services provided.

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 preparing routes, the pick-up and drop-off locations shall be designed for the District to provide transportation services that are safe, effective, and efficient for its students as well as the community.

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 Superintendent or designee shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

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

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

### **Pre-Trip and Post-Trip Vehicle Inspections**

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device 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 each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-22.22 and 5/29-1 et seq.  
105 ILCS 45/1-15.  
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.935.  
92 Ill.Admin.Code §440-3.

ADOPTED: March 17, 2022

## **Operational Services**

### **Food Services**

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. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any 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.

LEGAL REF.: 42 U.S.C. §1751 et seq., Russell B. National School Lunch Act.  
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.  
7 C.F.R. Parts 210 and 220, Food and Nutrition Service.  
105 ILCS 125/.  
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: March 17, 2022

## **Operational Services**

### **Facility Management and Building Programs**

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

#### **Standards for Managing Buildings and Grounds**

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

#### **Standards for Green Cleaning**

For each District school with 50 or more students, 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.

#### **Standards for Facility Construction and Building Programs**

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

#### **Naming Buildings and Facilities**

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make

the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.

105 ILCS 140/, Green Cleaning Schools Act.

105 ILCS 230/, School Construction Law.

410 ILCS 25/, Environmental Barriers Act.

410 ILCS 35/25, Equitable Restrooms 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, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: March 17, 2022

## Operational Services

### Environmental Quality of Buildings and Grounds

The Superintendent 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.

#### Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. 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/.

#### Coal Tar Sealant

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.: 105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)

23 Ill.Admin.Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED: March 17, 2022

## Operational Services

### Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited 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 6:60, *Curriculum Content*;
  - b. Information in policy 7:250, *Student Support Services*, 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 materials that include:
  - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
  - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
  - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
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 5:120, *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 pursuant to policy 7:250, *Student Support Services*.
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.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

ADOPTED: March 17, 2022

## **Operational Services**

### **Safety**

#### **Safety and Security**

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

#### **School Safety Drill Plan**

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown 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, school support personnel, or a parent/guardian.

#### **Annual Review**

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 Ill. State Board of Education (ISBE). 29 Ill.Admin.Code Part 1500.

#### **Automated External Defibrillator (AED)**

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness

Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

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 Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

#### 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 reviews these procedures.

#### 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 ISBE.
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 Ill. 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.

#### Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.  
105 ILCS 128/, School Safety Drill Act; 29 Ill.Admin.Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications),  
4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and  
Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other  
Organizations and Agencies)

ADOPTED: March 17, 2022

## **Operational Services**

### **Convicted Child Sex Offender; Screening; Notifications**

#### **Persons Prohibited on School Property without Prior Permission**

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 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.

#### **Screening**

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

#### **Notification to Parents/Guardians**

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.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.  
20 ILCS 2635/, Uniform Conviction Information Act.  
720 ILCS 5/11-9.3, Criminal Code of 2012.  
730 ILCS 152/, Sex Offender Community Notification Law.  
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: March 17, 2022

**General Personnel**

**Equal Employment Opportunity and Minority Recruitment**

The School 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; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with 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 his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 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 addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

**Nondiscrimination Coordinator:**

Jason Kaiz  
Name  
701 W. Gregory, Mt. Prospect, IL 60056  
Address  
[jkaiz@d57.org](mailto:jkaiz@d57.org)  
Email  
847-394-7300 ext. 1003  
Telephone

**Complaint Managers:**

Dr. Kristin Vonder Haar Jason Kaiz

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[jkaiz@d57.org](mailto:jkaiz@d57.org)

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Email  
847-394-7300 ext. 1003

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Telephone

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.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
29 U.S.C. §206(d), Equal Pay Act.  
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.  
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.  
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).  
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.  
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.  
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.  
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.  
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.  
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.  
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.  
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.  
410 ILCS 513/25, Genetic Information Privacy Act.  
740 ILCS 174/, Ill. Whistleblower Act.  
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.  
775 ILCS 35/, Religious Freedom Restoration Act.  
820 ILCS 55/10, Right to Privacy in the Workplace Act.  
820 ILCS 70/, Employee Credit Privacy Act.  
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.  
820 ILCS 112/, Ill. Equal Pay Act of 2003.  
820 ILCS 180/30, Victims' Economic Security and Safety Act.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.



CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: March 17, 2022

## **General Personnel**

### **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, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

### **Sexual Harassment Prohibited**

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention 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, physical, or other 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 Report or Complaint**

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they 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.

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.

Employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, 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, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

**Nondiscrimination Coordinator:**

Jason Kaiz  
Name  
701 W. Gregory, Mt. Prospect, IL 60056  
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**Complaint Managers:**

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847-394-7300 ext. 1003  
Telephone

The Superintendent shall also use reasonable measures to inform

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 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *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 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *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 2:260, *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 nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.  
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.  
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.  
Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).  
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).  
Crawford v. Metro. Gov't of Nashville & Davidson Cty., 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).  
Oncala v. Sundowner Offshore Servs., 523 U.S. 75 (1998).  
Porter v. Erie Foods Int. Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).  
Vance v. Ball State Univ., 133 S. Ct. 2434 (2013).  
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: March 17, 2022

## **General Personnel**

### **Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application in order to be considered for employment.

### **Job Descriptions**

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

### **Investigations**

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

#### Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

#### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.  
15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.  
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85,  
5/22-6.5, and 5/24-5.  
20 ILCS 2630/3.3, Criminal Identification Act.  
820 ILCS 55/, Right to Privacy in the Workplace Act.  
820 ILCS 70/, Employee Credit Privacy Act.  
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115  
Ill.2d 482 (Ill. 1987).  
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).  
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the  
Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender;  
Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority  
Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and  
Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and  
Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)



## **General Personnel**

### **Drug- and Alcohol-Free Workplace: E-Cigarette, Tobacco, and Cannabis Prohibition**

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present 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, use, or being impaired by or under the influence of 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. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy, a controlled substance means a substance 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.

For purposes of this policy, *District premise* means workplace as defined in the Cannabis Regulation and Tax Act (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.

As a condition of employment, each employee shall:

1. Abide by the terms of this Board 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 five 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.

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

1. Provide each employee with a copy of this policy.
2. Post notice of this 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.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

#### E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

*Tobacco* has the meaning provided in 105 ILCS 5/10-20.5b.

*Cannabis* has the meaning provided in the CRTA, 410 ILCS 705/1-10.

*E-Cigarette* is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

#### 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 rehabilitation program.

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

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

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.: 42 U.S.C. §12114, Americans With Disabilities Act.  
21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act.  
41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.  
20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.  
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.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: March 17, 2022

## **General Personnel**

### **Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

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 1-800-THE-LOST (1-800-843-5678) or online at [www.report.cybertip.org](http://www.report.cybertip.org) or [www.missingkids.org](http://www.missingkids.org). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

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. Hazing is defined as 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.

### **Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training**

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*.

### **Alleged Incidents of Sexual Abuse: Investigations**

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.

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 policy 7:20, *Harassment of Students Prohibited*.

#### Special Superintendent Responsibilities

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.

When the Superintendent has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. 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.

#### Special School Board Member Responsibilities

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 ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

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.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.  
105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.  
20 ILCS 1305/1-1 et seq., Department of Human Services Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: March 17, 2022

## **General Personnel**

### **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 Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) training as follows (see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. 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.
2. 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.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide, at a minimum, at least once every two 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 two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.  
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 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, 5/10-23.13, 5/22-80(h), and 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 REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADMIN. PROC.: 2:265-AP1 (Title IX Sexual Harassment Response), 2:265-AP2 (Formal Title IX Sexual Harassment Complaint Grievance Process), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:100-AP (Staff Development Program), 5:120-AP2 (Employee Conduct Standards), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

ADOPTED: March 17, 2022



## **General Personnel**

### **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 paragraph 1 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 Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts including collective bargaining agreement(s), 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 2:105, *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 Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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 2:105, *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: 5:120-E (Code of Ethics for Ill. Educators)

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 Ill. 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.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure),  
4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse  
and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff  
Development Program), 5:125 (Personal Technology and Social Media; Usage and  
Conduct), 7:20 (Harassment of Students Prohibited)

ADOPTED: March 17, 2022

## **General Personnel**

### **Personal Technology and Social Media: Usage and Conduct**

#### **Definitions**

**Includes** - Means “includes without limitation” or “includes, but is not limited to.”

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

#### **Usage and Conduct**

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.

8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.  
775 ILCS 5/5A-102, Ill. Human Rights Act.  
820 ILCS 55/10, Right to Privacy in the Workplace Act.  
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.  
Garcetti v. Ceballos, 547 U.S. 410 (2006).  
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).  
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: March 17, 2022

## **General Personnel**

### **Personnel Records**

**Covered by the current “Agreement between the Mount Prospect Education Association and the Board of Education, Mount Prospect School District 57” and the current “Collective Bargaining Agreement between the Board of Education of Mount Prospect School District 57 and the Mount Prospect Educational Support Professional Association.”**

#### **For employees not covered by a collective bargaining agreement:**

The Section of the MPEA Agreement regarding personnel records will apply under the same terms and conditions to all employees not covered by a collective bargaining agreement.

LEGAL REF.: 820 ILCS 40/1 et seq.  
23 III. Admin. Code § 1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

DISTRICT REF.: MPEA Agreement, New Teacher Manual, MPESPA Agreement

ADOPTED: March 17, 2022

## **General Personnel**

### **Family and Medical Leave**

#### Leave Description

**Please refer to the current collective bargaining agreements: Agreement between the Board of Education of Mount Prospect School District 57 and the Mount Prospect Education Association and the Board of Education of Mount Prospect District 57 and the Mount Prospect Educational Support Professional Association.**

#### Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning July 1 and ending June 30 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.



An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) 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, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may 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.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

#### 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. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

#### Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

#### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: March 17, 2022

## **Professional Personnel**

### **Terms and Conditions of Employment and Dismissal**

**Covered by the current “Agreement between the Mount Prospect Education Association and the Board of Education, Mount Prospect School District 57”.**

#### **Assignments**

The Superintendent is authorized to make teaching, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District’s needs and best interests, employee qualifications, and employee desires.

#### **Dismissals**

The Board of Education will follow State law when dismissing a teacher.

LEGAL REF.: 105 ILCS 5/10-19, 5/18-8, 5/24-2, 5/24-8, 5/24-9, 5/24-21, 5/24A-4,  
and  
5/24A-5. Metzl v. Leininger, 57 F.3d 618 (7<sup>th</sup> Cir. 1995).

CROSS REF.: 5:290 (Employment Termination and Suspensions)

DISTRICT REF.: MPEA Agreement, New Teacher Handbook, Teacher Handbook

ADOPTED: March 17, 2022

## **Professional Personnel**

### **Resignations**

Tenured teachers may resign at any time with consent of the Board of Education or by written notice sent to the Board of Education Secretary at least 30 days before the intended date of resignation. Probationary teachers may resign during their contract period only with the Board of Education's consent. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

LEGAL REF.: 105 ILCS 5/24-14.

ADOPTED: March 17, 2022

## **Professional Personnel**

### **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 or short-term 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 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Ill. Teachers' Retirement System (TRS) 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, 2023, 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.

### **Short-Term Substitute Teachers**

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

### **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 five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).  
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: March 17, 2022

## **Professional Personnel**

### **Leaves of Absence**

Sick/Personal Leave, Association Leave, Sabbatical Leave, Catastrophic Leave, Parental Leave, Child Care Leave, Graduate Study Leave, Leaves of Absence, Health Leave, and Military Obligation Leave

**Please refer to the current collective bargaining agreement: Agreement between the Board of Education of Mount Prospect School District 57 and the Mount Prospect Education Association.**

Professional personnel not covered by a collective bargaining agreement or an individual contract covering leaves will receive sick/personal leave, sabbatical leave, catastrophic leave, parental leave, child care leave, graduate study leave, leaves of absence, health leave and military obligation leave under the same terms and conditions as those employees covered by the MPEA Agreement.

### **Sick and Bereavement Leave**

Staff members 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 Superintendent may require medical certification.

### **Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence**

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of 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 the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

LEGAL REF.: 10 ILCS 5/13-2.5.

105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.



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

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave),  
5:330 (Sick Days, Vacation, Holidays, and Leaves)

DISTRICT REF.: MPEA Agreement

ADOPTED: March 17, 2022

## **Professional Personnel**

### **Student Teachers**

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *105 ILCS 5/10-21.9(g) Check* shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/10-21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. The Superintendent or designee will provide each student teacher with a copy of his or her report.

### **Assignment**

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.  
Uniform Conviction Information Act, 20 ILCS 2635/1.  
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher  
Qualifications)

ADOPTED: March 17, 2022

## **Educational Support Personnel**

### **Sick Days, Vacation, Holidays, and Leaves**

#### Sick/Personal Leave, Vacation, Military Obligation Leave, and Catastrophic Leave

**Covered by the current “Collective Bargaining Agreement between the Board of Education of Mount Prospect School District 57 and the Mount Prospect Educational Support Professional Association.”**

Educational support personnel not covered by a collective bargaining agreement or an individual contract will receive sick/personal leave, vacation, military obligation leave, and catastrophic leave as set forth in the MPESPA Agreement.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth 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) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a 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 3 days for personal illness, the District shall pay the expenses incurred by the employee.

#### Leaves

Educational support personnel receive leaves based on approval by the School Board.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
820 ILCS 147 and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED: March 17, 2022

## **Instruction**

### **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 Ill. State Board of Education (ISBE) 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 student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. 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.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.

23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: March 17, 2022

## **Instruction**

### **School Year Calendar and Day**

#### **School Calendar**

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

#### **Commemorative Holidays**

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

#### **School Day**

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

5 ILCS 490/, State Commemorative Dates Act.

23 Ill.Admin.Code §1.420(f).

Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd by* 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED: March 17, 2022

## Instruction

### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based 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:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. 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:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound 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 6:60, *Curriculum Content*.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools 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 Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- 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 (ISBE).

### Nutrition Guidelines for Foods Available During the School Day: Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules)..

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

#### 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 grades 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

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 (a triennial report). 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 the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

#### Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and 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 the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

#### Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, Pub. L. 108-265, Sec. 204.  
 Child Nutrition Act of 1966, 42 U.S.C. §1771 *et seq.*  
 National School Lunch Act, 42 U.S.C. §1751 *et seq.*  
 Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.  
 42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.



Local Records Act, 50 ILCS 205/  
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.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: March 17, 2022

## Instruction

### Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 through 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. 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. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

13. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
18. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2.

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, Ill. Vehicle Code.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

ADOPTED: March 17, 2022

## **Instruction**

### **Education of Children with Disabilities**

The School 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, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, 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 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act 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 ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, 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), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

42 U.S.C. §12101 et seq., Americans With Disabilities Act.

34 C.F.R. Part 106.

34 C.F.R. Part 300.

105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.

23 Ill.Admin.Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: March 17, 2022

## **Instruction**

### **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)

ADOPTED: March 17, 2022

## **Instruction**

### **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 School Board policy 7:10, *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;
3. Assessment processes that include multiple valid, reliable indicators; and

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.  
23 Ill.Admin.Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: March 17, 2022

## **Instruction**

### **Extended Instructional Programs**

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before-and after-school programs for students in grades K-6.
3. Child care and training center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
11. Anti-bias education and activities to address intergroup conflict resolution.
12. Volunteer service credit program.
13. Vocational academy.
14. Advanced vocational training and/or career education program.

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6.

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

ADOPTED: March 17, 2022



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## Instruction

### Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. 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. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

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. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:           20 U.S.C. §1232g, Family Educational Rights and Privacy Act.

105 ILCS 10/, Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1.

23 Ill. Admin. Code §1.30(b) and § 375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

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ADOPTED:           March 17, 2022

## Students

### Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. 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 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, and 5/27-1.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (School Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: March 17, 2022

## **Students**

### **Harassment of Students Prohibited**

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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, sexual, 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, sexual violence, 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.

### **Sexual Harassment Prohibited**

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, 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 employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

### **Nondiscrimination Coordinator:**

Jason Kaiz

\_\_\_\_\_  
Name

701 W. Gregory, Mt. Prospect, IL 60056  
\_\_\_\_\_  
Address

Address

[jkaiz@d57.org](mailto:jkaiz@d57.org)  
\_\_\_\_\_  
Email

Email

847-394-7300 ext. 1003  
\_\_\_\_\_  
Telephone

Telephone

**Complaint Managers:**

<u>Dr. Kristin Vonder Haar</u>	<u>Jason Kaiz</u>
Name	Name
<u>701 W. Gregory, Mt. Prospect, IL 60056</u>	<u>701 W. Gregory, Mt. Prospect, IL 60056</u>
Address	Address
<u><a href="mailto:kvonderhaar@d57.org">kvonderhaar@d57.org</a></u>	<u><a href="mailto:jkaiz@d57.org">jkaiz@d57.org</a></u>
Email	Email
<u>847-394-7300 ext. 1002</u>	<u>847-394-7300 ext. 1003</u>
Telephone	Telephone

The Superintendent shall also use reasonable measures to inform

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.
1. 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

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 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.

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 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, 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 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

### 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 third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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, 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.

### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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, 5/10-22.5, 5/10-23.13, 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).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: March 17, 2022

## **Students**

### **Student Assignment and Intra-District Transfer**

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually 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 6:140, *Education of Homeless Children*.

### **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. 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 the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

### **Class Assignments**

The Superintendent or designee shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED: March 17, 2022

## **Students**

### **School Admissions and Student Transfers To and From Non-District Schools**

#### Age [Elementary or Unit Districts only]

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness 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 six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

#### 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. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee 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 ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee 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 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

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 duty 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



Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

#### Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

#### 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. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.  
20 U.S.C. §1232, Family Educational Rights and Privacy Act.  
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.  
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
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.  
105 ILCS 10/8.1, Ill. School Student Records Act.  
105 ILCS 45/, Education for Homeless Children Act.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
325 ILCS 50/, Missing Children Records Act.  
325 ILCS 55/, Missing Children Registration Law.  
410 ILCS 315/2e, Communicable Disease Prevention Act.  
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.  
23 Ill.Admin.Code Part 226, Special Education.  
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED: March 17, 2022

## Students

### Residence

#### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student is a resident of the District if all of the following criteria are met:

The student resides with a person who is a resident within the District's boundaries and who has legal custody of the student; and whose primary regular fixed nighttime abode is within the District's boundaries; and that the establishment of residency/custody is for purposes other than to access the educational programs of the district.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

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. The District, however, is not responsible for the student's transportation to or from school.

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, 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.

#### Requests for Non-resident Student Admission

Non-resident students may attend District schools:

1. Upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:
  - a. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
  - b. The student will be accepted only if there is sufficient room.
  - c. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
  - d. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.
2. According to an intergovernmental agreement.

### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

### Challenging a Student's Residence Status

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 School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and 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.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.  
105 ILCS 45/.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).

Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: 6:15 (School Accountability *containing* "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring"), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: March 17, 2022

## **Students**

### **Attendance and Truancy**

#### **Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of 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, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), 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. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

#### **Absenteeism and Truancy Program**

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff

members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. 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.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.: 105 ILCS 5/26-1 through 18.  
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: March 17, 2022

## **Students**

### **Release Time for Religious Instruction/Observance**

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s).

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons, including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.: 105 ILCS 5/26-1 and 5/26-2b.  
775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: March 17, 2022

## **Students**

### **Agency and Police Interviews**

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-88.  
55 ILCS 80/, Children's Advocacy Center Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.  
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED: March 17, 2022

## **Students**

### **Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the Student Handbook(s)

The Superintendent is authorized to require students to wear face masks or other face coverings when required or recommended by health authorities, including but not limited to the Illinois Department of Public Health or the U.S. Center for Disease Control, and/or by the Illinois Department of Public Health or the U.S. Center for Disease Control, and/or by the Illinois State Board of Education, during a pandemic or other similar health emergency.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities),  
7:165 (School Uniforms), 7:190 (Student Behavior)

ADOPTED: March 17, 2022



## Students

### 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.

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

*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, (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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

*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 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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator:**

**Nondiscrimination Coordinator:**

Jason Kaiz

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**Complaint Managers:**

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1. The Superintendent shall also use reasonable measures to inform 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.
2. 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.

3. 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.

4. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
5. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
6. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
7. 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.
8. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

9. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 2:265, *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. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- e. 6:235, *Access to Electronic Networks*. 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. 7:20, *Harassment of Students Prohibited*. 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 7:20 is the same as the list in this policy).
- g. 7:185, *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. 7:190, *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. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. 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.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.  
 405 ILCS 49/, Children's Mental Health Act.  
 775 ILCS 5/1-103, Ill. Human Rights Act.  
 23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

ADOPTED: March 17, 2022

## Students

### Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product 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 the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) 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: (a) 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 (b) 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: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) 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 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 or silenced 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); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. 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.
8. 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.
9. 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.
10. 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: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. 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.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. 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.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. 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.
21. 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.

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 aggressive behavior 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 aggressive behavior 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.

#### Disciplinary Measures

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 disciplinary measures 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 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. 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 two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may 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 disciplinary measures is a range of options that will 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.

#### Isolated Time Out, Time Out, and Physical Restraint

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 two 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 one or two 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 goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and 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, Ill. Dept. of State Police (ISP), 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 disciplinary measures 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 ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten 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.

Incorporated  
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.  
20 U.S.C. §7961 *et seq.*, Gun Free Schools 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, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.  
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.  
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.  
23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: March 17, 2022

## **Students**

### **Suspension Procedures**

#### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

- b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
- c) That the student's continuing presence in school would either:
  - i) Pose a threat to the safety of other students, staff, or members of the school community, or
  - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).  
105 ILCS 5/10-20.14, 5/10-22.6.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: March 17, 2022

## **Students**

### **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:

- a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).  
105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: March 17, 2022



## **Students**

### **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 or 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 discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code 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.

LEGAL REF.: Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).  
Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999).

Todd v. Rush County Schs., 133 F.3d 984 (7th Cir. 1998).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: March 17, 2022

## **Students**

### **Student Support Services**

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

#### **Erin's Law Counseling Options, Assistance, and Intervention**

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq.*

LEGAL REF.: 105 ILCS 5/10-23.13(b) and 5/21B-25(G).  
405 ILCS 49/, Children's Mental Health Act of 2003.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

ADOPTED: March 17, 2022

## **Students**

### **Exemption from Physical Education**

In order to be excused from participation in physical education, a student must present 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. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the 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.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.: 105 ILCS 5/27-6.  
225 ILCS 60/, Medical Practice Act.  
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences;  
Course Substitutions; Re-Entering Students)

ADOPTED: March 17, 2022

## **Students**

### **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 5/2-3.166(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 policy 6:60, *Curriculum Content*, which implements 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 policy 5:100, *Staff Development Program*, and teacher's institutes under 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. Implementation will incorporate:
  - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators 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; and
  - b. Ill. 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 including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. 6:65, *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. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

- c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. 6:270, *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;
  - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
  - g. 7:250, *Student Support Services*, 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
  - h. 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. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, 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 2:240, *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. Student identification (ID) cards, the District’s website, and student handbooks and planners will contain the support information as required by State law.

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 REF.: 42 U.S.C. § 1201 et seq. Individuals with Disabilities Education Act.  
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.73 (final citation pending), 5/10-22.24a, 5/10-22.24b,  
5/10-22.39, 5/10-20.75 (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and  
5/14-7.02b, 5/27-7.  
405 ILCS 49, Children’s Mental Health Act of 2003.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60  
(Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120  
(Education of Children with Disabilities), 6:270 (Guidance and Counseling Program),  
7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250  
(Student Support Services)

ADOPTED: March 17, 2022

## **Students**

### **Restrictions on Publications; Elementary Schools**

*[For elementary or unit districts only]*

#### **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 Accessed or Distributed On-Campus**

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications 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 publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. 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. 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, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and 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 sources as long as the material to be distributed or accessed is primarily prepared by students.

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 and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7.

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: March 17, 2022

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## Students

### Student Records

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 may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal 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 electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student 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 the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.: 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. 1-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information), 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

ADOPTED: March 17, 2022

## **Students**

### **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. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

#### **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.

23 Ill. Admin. Code Part 380.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic  
Networks), 7:340 (Student Records)

ADOPTED: March 17, 2022

**Community Relations**

**Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District’s compliance efforts, recommend necessary modifications to the School Board, and maintain the District’s final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II’s protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.

Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).

105 ILCS 5/10-20.51.

410 ILCS 25/, Environmental Barriers Act.

71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

ADOPTED: March 17, 2022

## **Community Relations**

### **Relations with Other Organizations and Agencies**

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: March 17, 2022

**MOUNT PROSPECT SCHOOL DISTRICT 57**  
**FY23 PRELIMINARY STAFFING PLAN**

New Business Item 2

Presented on March 17, 2022

	Fairview	Lions Park	Westbrook	Lincoln	Administration	Totals
<b>Administrators</b>	2.00	2.00	2.00	3.00	5.00	<b>14.00</b>
<b>Certified</b>	41.50	<del>42.5</del> <b>41.5</b>	<del>38.4</del> <b>37.2</b>	59.80	0.50	<del>182.7</del> <b>180.5</b>
<b>ESP</b>	20.35	21.40	36.55	<del>28.10</del> <b>29.10</b>	15.00	<del>121.40</del> <b>122.40</b>
<b>Kids Corner ESP</b>	3.28	3.92	3.78			<b>10.98</b>
<b>ESP Total</b>	23.63	25.32	40.33	<del>28.10</del> <b>29.10</b>	15.00	<del>132.38</del> <b>133.38</b>
<b>TOTAL</b>	67.13	<del>69.82</del> <b>68.82</b>	<del>80.73</del> <b>79.53</b>	<del>90.90</del> <b>91.9</b>	20.50 20.5	<del>146.38</del> <b>327.88</b>
<b>TOTAL STAFFING PLAN FOR FY22</b>						<b>329.08</b>

	FY22 Official Staffing Plan	FY23 Preliminary Staffing Plan	Difference between FY22 Approved and FY23 Preliminary	FY23 Staffing Plan Pending Board Approval on 3-17-22	NOTES
	<b>Approved: 9/23/21</b>	<b>Preliminary Presented: Feb 17, 2022</b>		<b>To be approved on March 17, 2022</b>	
Administrators	14.00	14.00	0.00	<b>14</b>	(no change)
Certified	180.20	182.70	2.50	<b>180.5</b>	(minus 1.2 and WB and 1.0 at LP)
ESP	151.38	132.38	-19.00	<b>133.38</b>	(plus 1 at LN)
Total	345.58	329.08	-16.50	<b>327.88</b>	

**Proposed changes from FY22 Staffing Plan for the FY23 Staffing Plan**

- Increase 1 social worker (.5 FTE at Lions Park for SOAR & .5 FTE at Lincoln)
- Increase 1.5 SLP (.5 FTE at LP & 1.0 FTE at WB)
- Decrease 17 Concurrent Assistants
- Decrease 4 custodians

**Proposed changes from FY23 Staffing Plan presented to the Board on 2/17/22**

- Decrease 1.2 FTE at WB (2 0.5 FTE Kindergarten Teachers, 1 0.2 FTE P.E. Teacher)
- Increase 1.0 FTE custodian at LN