



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

**AGENDA – REGULAR MEETING
December 20, 2018 7:00 PM
Fairview School (Multipurpose Room)
300 North Fairview Avenue**

Call to Order and Roll Call

PUBLIC HEARING ON 2018 TAX LEVY

Communications

1. Board of Education
 - NSSEO Report
 - Education Foundation
 - PTO Reports
 - Board President Report
 - Tri-conference attendance debrief

Community Comments

Staff Reports

- 2019 – 2020 Student Fees Presentation
- Superintendent's Report
 - First Read 2019 – 2020 School Calendar
 - Summer 2019 ESY/ELL/Band Summer School Program

Consent Agenda

1. Minutes of the following Board of Education Meeting
 - Regular Business Meeting November 15, 2018 – Open Session
2. Personnel Transactions (Goals 5a and 6a)
 - Approve the employment of three ESP individuals
 - Accept the retirement of one ESP employee
 - Accept the resignation of one ESP employee
3. Financial Report – November 2018 (Goal 6 b)
4. Accounts Payable Bills (Goal 6b)
5. Accept FY18 Financial Audit

Unfinished Business

Community Comments

New Business

1. Approve Resolution 181220 Authorizing Levy and Reduction of Certain Fund Levies for the 2018 Levy Year (Goal 6)
2. First Read of the Following Board of Education Policies (Goals 1 – 6)
 - 2:70 – Vacancies on the School Board – Filling Vacancies
 - 2:80 – Board Member Oath and Conduct
 - 2:120 – Board Member Development
 - 2:150 – Committees
 - 2:260 – Uniform Grievance Procedure

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. Elaine Aumiller at (847) 394-7300.

- 3:40 – Superintendent
- 4:15 – Identity Protection
- 4:45 – Insufficient Fund Checks and Debt Recovery
- 4:130 – Free and Reduced-Price Food Services
- 4:170 – Safety
- 5:10 – Equal Employment Opportunity and Minority Recruitment
- 5:20 – Workplace Harassment Prohibited
- 5:30 – Hiring Process and Criteria
- 5:60 – Expenses
- 5:100 – Staff Development Program
- 5:190 – Teacher Qualifications
- 5:200 – Terms and Conditions of Employment and Dismissal
- 5:220 – Substitute Teachers
- 5:230 – Maintaining Student Discipline
- 6:20 – School Year Calendar and Day
- 6:50 – School Wellness
- 6:60 – Curriculum Content
- 6:200 – Instructional Arrangements
- 7:70 – Attendance and Truancy
- 7:100 – Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:190 – Student Behavior
- 7:200 – Suspension Procedures
- 7:250 – Student Support Services
- 7:260 – Exemption from Physical Education
- 7:270 – Administering Medicines to Students
- 7:290 – Suicide and Depression Awareness and Prevention
- 7:305 – Student Athlete Concussions and Head Injuries

Board Discussion

- Spring Community Forum Date and Topic

Closed Session

Board Action may or may not take place following Closed Session

Adjournment



Board of Education

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

President Joe Sonnefeldt called the Regular Business Meeting of the Board of Education of November 15, 2018 to order at 7:02 p.m. Board members present: Vicki Chung, Dennis Composto, Jennifer Kobus, Eileen Kowalczyk, Gerald McCluskey, and Joe Sonnefeldt. Absent: Brian Maye.

Recognition of Lincoln Cross Country Team

Coaches Steve Shaffer and Amy Nelson acknowledged the achievements of the Girls' Cross Country Team who competed at State. Mr. Shaffer shared information about the runners. The students and coaches were each given a certificate by President Sonnefeldt and Superintendent Aumiller.

Communications

Board of Education

NSSEO: Member Maye was absent and, therefore, no report.

Education Foundation: Member Chung attended the November 6 meeting. She said 18 grants in the amount of \$21,500 were approved and all recipients will be notified by November 16. There is a Dine & Share on November 26 at Chipotle and April 6 will be the Spring Gala which will also celebrate the Foundation's 50th Anniversary. The next meeting is December 12 at Westbrook.

PTO Reports: Member Composto (Westbrook), Member McCluskey (Lincoln), and Member Chung (Lions Park) reported on PTO meetings and events at the schools. Vice President Kowalczyk (Fairview) said the Fairview PTO meeting is not until November 27.

Board President's Report: President Sonnefeldt

- Informed the Board that the December 6 meeting was cancelled.
- Asked the Board if anyone wanted to discuss any resolutions that Vice President Kowalczyk would be voting on at the Delegates Assembly at the Joint Annual Conference. Member Chung brought up #2, Student Safety and Protection and stated that she felt District 57 should vote no. She said she believes having guns inside of schools would make it less safe. The Board discussed this issue. President Sonnefeldt said the resolution would change state law and give districts the choice. He also said District 57 could abstain. They were split on their decision to vote no or abstain. President Sonnefeldt changed his vote to no and Vice President Kowalczyk was given direction to vote no on this resolution.

Community Comments

President Sonnefeldt explained that this was the first of two opportunities for community to address the Board. He asked that people, who had questions, please complete a card at the back table and either he or an administrator would contact them with the information. Ms. Pollard from the League of Women Voters, was recommending a no vote to the resolution the Board discussed and decided they would vote no.

Staff Reports

Presentation of Financial Projections

Mr. Adam Parisi, Assistant Superintendent for Finance and Operations, presented the annual fall financial projections, which is done every November after the Board sees the audit and uses the audited numbers for the fund balances. The Forecast5 Analytics, Inc. model uses an eleven-year view of finances – five years prior, current year, and five years in the future. Forecast5 is a program but the assumptions were provided by the district. He showed the budgeted revenues by source with 91% of revenues from local funds – fees and property taxes. The MPEA contract is good through June 2021 and the MPESPA contract through June 2020. There was a law related to TRS where salary increases are moving from a maximum of 6% to 3% for those certified staff who are in their four final years prior to retirement and that will have to be addressed when MPEA negotiations begin. He said the revenue assumptions included the Evidence-Based Funding Formula (EBF), and other local fees. Transportation reimbursement claim and federal funding sources all held flat. He

also reviewed the budgeted expenses by object, the key expenditure assumptions, and other sources that included approximately \$55,000 annual transfer of interest from Debt Service fund to Education fund and annual transfer from Operations and Maintenance fund to Capital Projects fund for construction projects. The capital projects fund/construction projects are \$3M in FY20, \$4M in FY21, \$3M in FY22, \$2.5M in FY23, and \$2M in FY24. Based on district enrollment, long term staffing changes will increase by 4.5 FTE in FY20 and an additional 1.5 FTE in FY21 and no changes in FY22-FY24. He also shared graphs showing fund balances through FY24. There are still legislative unknowns regarding property tax freeze, TRS cost shift, and Governor Pritzker's impact. Board discussion followed with Mr. Parisi answering questions.

Presentation of 2018 Tentative Tax Levy

Mr. Parisi presented information on the tax levy process. He explained that the levy is the amount requested to be raised from property taxes, the extension is the actual dollar amount billed to property taxpayers, and collection is the actual dollar amount collected by the district. He said in Cook County 55% of the previous year's extension is collected on March 1 with the remainder October 1 or sooner. The Property Tax Extension Limitation Law (PTELL/Tax Cap) limits the increase in property tax extension to 5% or the percent increase in the national Consumer Price Index (CPI) which is 2.1% during the 12-month calendar year preceding the levy year, whichever is less, plus new growth. If the Equalized Assessed Valuation (EAV) goes down, the tax rate goes up and vice versa. With the successful referendum, the estimated tax rate should increase from 2.76% to 3.61%. He reviewed new property growth, last year's exemptions, and capped and non-capped funds. Board discussion followed with Mr. Parisi answering questions from the Board. President Sonnefeldt said the Board would be asked to adopt the Tentative Tax Levy later in the meeting.

Summer 2019 Construction Planning Update

Mr. Parisi did a short presentation about the summer construction for Lions Park. At the October 18 meeting there was information regarding rebuilding the Lions Park parking lot at a cost of \$475,000. He and Carole Pugh, the district architect, looked at the Lions Park parking lot again. The only way to expand the school would be by taking the baseball field from the park district. He had a meeting with the village and the park district and said the school district has nothing to give the park district for the baseball field. He and Carole Pugh are recommending going ahead with the Lions Park parking lot with the exception of the bus loop and front turnaround. The cost would be reduced to \$260,000 and would still address the drainage issues that are mostly in the west parking lot. The sprinkler system would still be replaced as discussed at the October 18 meeting and at the same price of \$250,000. Board discussion followed with Mr. Parisi and Ms. Pugh answering questions. Mr. Parisi was asked to follow-up about an old land agreement with the park district.

Melas-Meadows Pedestrian/Bike Bridge Project Update

Mr. Parisi did a presentation on the Melas-Meadows Pedestrian/Bike Project. He said it was the same presentation that the Board saw in July. The village shared three videos of multiple people running across the railroad tracks. The village is asking District 57 and other entities to reconsider the project. Discussion by the Board followed. Board members agreed it is a good idea from a resident standpoint but did not feel it is appropriate for the school district to use taxpayer money to pay for this project. One Board member asked if we should get input from the community. Superintendent Aumiller said the village should be the one seeking community input not the school district.

TIF Joint Review Board Meeting Report

Mr. Parisi said he attended the November 5 Joint Review Board meeting regarding the Tax Increment Financing (TIF). He said the biggest issue with the District 214 lawsuit was that the village was re-tiffing. District 57 should receive about \$18,000 from parcels in the TIF and other taxing bodies should also receive money. The 20 West project is for summer 2019 and the Maple Street Lofts final plans have not been decided. The village wants to develop the Central and Main area with 84 units. They also talked about Pocket Park, and the Police Department and Fire Department areas. There are no plans by the village for an ordinance on impact fees for the TIF area. The next meeting will be in August 2019.

Superintendent's Report

Superintendent Aumiller

- Reported on two Freedom of Information Act (FOIA) requests.
 - The first was received on October 24 from Ms. Quesada of Chicago Public Schools. She requested policies regarding English Language Learners at Lions Park School. We responded the same day and sent her the district policy on English Learners.
 - The second was a commercial request received on November 2 from Bethany Simpson of SmartProcure. She requested purchase order numbers and date, line item details, quantity, and price for purchase orders from June 28, 2018 to current. She also requested vendor id numbers, names, address, contact people and their email address. We responded on November 6 and sent her two documents from Skyward that included the information requested.
- Announced that November 15 is designated as School Board Members Day in Illinois. She thanked the Board members who devote countless hours to learn about complex educational and financial issues so they can make well-informed decisions. Superintendent Aumiller said we are grateful to them for the role they take in making District 57 schools a source of pride for the residents in this community. Our seven Board members are committed public servants who work to ensure students are given every opportunity to thrive and prepare for a successful future.
- Informed the Board that the district’s Illinois School Report Cards were released by ISBE. She asked Cassie Black, Assistant Superintendent for Curriculum and Instruction, to provide an overview of the report cards. Ms. Black said there is a new structure to the report cards and District 57 did not have any students in the lowest 5% or the highest 10%. The report cards look at the academic growth from 2017-18 performance and at English Learner progress where the students should exit the program within five years. The report cards also looked at the chronically absent. She mentioned that the state has not developed the Climate Survey and, therefore, gave all school districts full credit. The State Report Cards will be posted to the district’s website.

Consent Agenda

President Sonnefeldt presented the Consent Agenda. He said the minutes would need to be pulled because all members were not present at the meetings. He asked if any Member wanted any other item pulled, but no one did. Member Kobus reviewed the bills and said everything was in order. President Sonnefeldt entertained a motion to approve the Minutes of the October 11 meeting. Member Chung moved, seconded by Vice President Kowalczyk, to approve the Minutes of the Special Meeting of October 11, 2018 – Open Session. Roll call vote resulted as follows

Yes: Chung, Composto, Kobus, Kowalczyk, Sonnefeldt
 No: None
 Abstain: McCluskey
 Absent: Maye Motion carried.

President Sonnefeldt entertained a motion to approve the Minutes of the October 18 meeting. Vice President Kowalczyk moved, seconded by Member Chung, to approve the Minutes of the Regular Business Meeting of October 18, 2018 – Open Session. Roll call vote resulted as follows

Yes: Composto, Kowalczyk, Chung, Sonnefeldt
 No: None
 Abstain: Kobus, McCluskey
 Absent: Maye Motion carried.

President Sonnefeldt entertained a motion to approve Items 2 through 5 of the Consent Agenda. Vice President Kowalczyk moved, seconded by Member Kobus, to approve Items 2 through 5 of the Consent Agenda as follows

Item 2. Personnel Transactions

Approve the short-term contract for an interim administrator:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Cathy Kostecki	Interim Director of Student Services	Admin Bldg.	1-16-19 through 5/9/19	\$500/day for 47 days

Approve the employment of the following ESP individuals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Dena Conway	Building Tech Assistant	Westbrook	11/12/18	\$18.00/hour
Mary Kroll Knight	Instructional Assistant	Lincoln	11/9/18	\$13.50/hour
Andriy Oleksyn	Kids' Corner Assistant	Fairview	10/19/18	\$11.00/hour

Accept the resignation of the following ESP employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Kirsten Zinzer	Instructional Assistant	Fairview	12/21/18

Item 3. Financial Reports – October 2018

Item 4. Accounts Payable Bills

Item 5. Approve Fiscal Year 2020 Budget Calendar

Roll call vote resulted as follows

Yes: Kobus, Kowalczyk, McCluskey, Chung, Composto, Sonnefeldt

No: None

Absent: Maye Motion carried.

Unfinished Business

None

Community Comments

President Sonnefeldt said this was the second opportunity if anyone from the audience wished to address the Board but no one did.

New Business1. Adopt 2018 Tentative Tax Levy

President Sonnefeldt said Mr. Parisi, Assistant Superintendent for Finance and Operations, earlier in the meeting presented information on the tax levy. President Sonnefeldt entertained a motion to adopt the 2018 Tentative Tax Levy. Vice President Kowalczyk moved, seconded by Member Kobus, to approve the 2018 Estimated Tax Levy as stated in Certificate of Tax Levy (Exhibit A) and authorize December 20, 2018 public hearing and publication of Hearing Notice (Exhibit B). Roll call vote resulted as follows

Yes: Kowalczyk, McCluskey, Chung, Composto, Kobus, Sonnefeldt

No: None

Absent: Maye Motion carried.

Board Discussion

None

Closed Session

President Sonnefeldt said there was no need for closed session.

Adjournment

There being no further business to come before the Board, President Sonnefeldt entertained a motion to adjourn the meeting. Member Chung made a motion, seconded by Vice President Kowalczyk, to adjourn the meeting. All members present voted yes and the meeting adjourned at 9:20 p.m.

Virginia Webster, Secretary_____
Joe Sonnefeldt, PresidentDate of approval: December 20, 2018



**Mount Prospect School District 57
Board of Education**

**PERSONNEL TRANSACTIONS
DECEMBER 20, 2018**

POLICY REFERENCE 5:30

That the Board of Education approve the employment of the following ESP individuals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Liliana Faber	Instructional Assistant	Lincoln	11/29/18	\$13.50/hour
Anna Landsnes	Instructional Assistant	Fairview	1/7/19	\$13.50/hour
Jonathan Stoesser	Instructional Assistant	Lincoln	11/26/18	\$13.50/hour

That the Board of Education accept the retirement of the following ESP employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Scott Nordlund	Custodian	Lincoln	1/4/19

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Evica Brusin	Instructional Assistant	Westbrook	11/15/18

MOUNT PROSPECT SCHOOL DISTRICT 57

Monthly Financial Report November 2018

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

Adam Parisi
Assistant Superintendent
for Finance and Operations

Nick Honcharuk
Accounting Coordinator

Mount Prospect School District 57

Fund Balance Report

November 2018

Board Funds

Fund	Description	Unaudited	YTD	YTD	YTD	Fund
		Fund Balance	Revenues	Expenditures	Transfers	Balance
		7/1/2018				11/30/2018
10	Educational	\$ 3,652,964	13,104,947	6,832,117	\$ -	\$ 9,925,794
20	Operations & Maintenance	3,633,957	2,208,197	770,233	-	5,071,921
30	Debt Service	1,069,637	228,840	647,595	-	650,882
40	Transportation	794,467	546,200	160,221	-	1,180,446
50	I.M.R.F.	287,694	222,431	121,364	-	388,761
51	Social Security	(62,393)	220,514	146,586	-	11,535
60	Capital Projects	(851,271)	-	671,589	-	(1,522,860)
70	Working Cash	1,775,715	11,018	-	-	1,786,733
Total		\$ 10,300,770	\$ 16,542,147	\$ 9,349,705	\$ -	\$ 17,493,212

Activity Fund

Account	Description	Balance	YTD	YTD	YTD	Account
		7/1/2018	Revenues	Expenditures	Transfers	Balance
						11/30/2018
100	Education Foundation	\$ 39,105	0	30,507		\$ 8,598
300	Fairview Clearing	7,200	4,031	1,566		\$ 9,665
400	Lincoln Clearing	22,976	2,354	12,568		\$ 12,762
500	Lions Park Clearing	5,176	732	0		\$ 5,908
600	Westbrook Clearing	17,999	2,935	0		\$ 20,934
Total		\$ 92,455	10,052	44,640		\$ 57,867

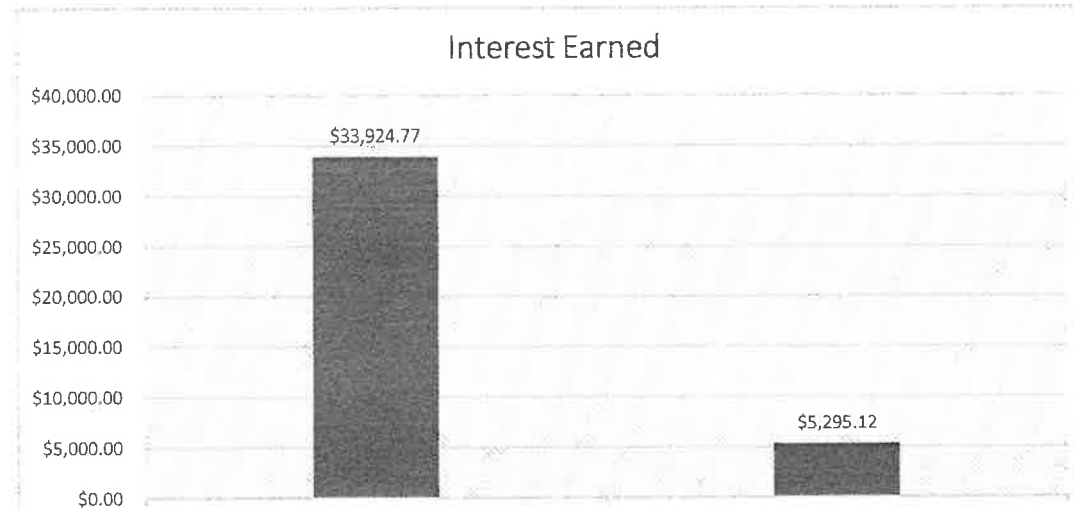
Mount Prospect School District 57

Treasurer's Report

November 2018

Institution	Type	Yield	Value
BMO-Harris Bank	Collateral MMA	2.21%	\$ 530,759
MB Financial	Collateral MMA	1.50%	\$ 1,016,489
PMA	Collateral SDA/FDIC MMA	1.80-2.20%	\$ 13,263,544
IL Funds	LGIP	1.76-1.96%	\$ 2,211,671
Total:			\$ 17,022,464

Monthly Interest Earned:



Mount Prospect School District 57

Revenue Report November 2018

Source	Source Description	Budget	Activity	Balance	% of budget remaining	
					2019 YTD	2018 YTD
11XX	Property Taxes	\$ 27,476,417	\$ 14,034,605	\$ 13,441,812	48.9%	54.6%
1230	CPPR Taxes	390,747	143,635	247,112	63.2	64.3
13XX	Summer School Tuition	7,000	4,200	2,800	40.0	19.0
1411	Transportation Fees	300,000	273,525	26,475	8.8	6.7
1510	Interest Earnings	155,000	123,295	31,705	20.5	29.3
1611	Food Service Fees	185,000	100,731	84,269	45.6	40.7
1720	Activity Fees	130,500	76,837	53,663	41.1	33.6
1811	Instruction Fees	262,000	253,319	8,681	3.3	3.6
1910	Facility Rentals	100	-	100	100.0	100.0
1920	Donations	100	-	100	100.0	100.0
1950	Refund of PY Expenditures	35,100	1,140	33,960	96.8	82.5
1993	Kids' Corner & Circle of Friends	785,000	379,740	405,260	51.6	47.2
1999	Other Local Revenues	100,100	24,960	75,140	75.1	16.6
Sub-Total Local		\$ 29,827,064	\$ 15,415,988	\$ 14,411,076	48.3%	52.8%
3001	Evidence Based Funding Formula (GSA)	1,841,050	524,265	1,316,785	71.5	33.9
31XX	Special Education	50,300	22,026	28,274	56.2	45.2
3305	Bilingual Education	29,000	-	29,000	100.0	80.5
3360	Food Service	1,000	315	685	68.5	69.8
35XX	Transportation	103,000	14,643	88,357	85.8	51.2
3800	Library Grant	1,500	-	1,500	100.0	100.0
Sub-Total State		\$ 2,025,850	\$ 561,249	\$ 1,464,601	72.3%	40.9%
42XX	Food Service	52,000	16,221	35,779	-0.9	81.9
4300	Title I	130,000	52,249	77,751	59.8	100.0
46XX	Special Education	470,877	237,025	233,852	49.7	31.3
4869	Stimulus Programs	71,625	36,043	35,582	49.7	50.1
4909	Title III	17,862	19,818	(1,956)	-11.0	88.6
4932	Title II	35,000	16,423	18,577	53.1	100.0
49XX	Medicaid Matching	100,000	12,377	87,623	87.6	16.7
Sub-Total Federal		\$ 877,364	\$ 390,156	\$ 399,584	45.5%	55.1%
Total		\$ 32,730,278	\$ 16,367,392	\$ 16,275,262	49.7%	51.9%

Mount Prospect School District 57

Expenditure Report November 2018

Function	Program Name	Budget	Activity	Balance	% of budget remaining	
					2019 YTD	2018 YTD
1000	Mentoring Stipend	\$ 22,894	\$ 6,073	\$ 16,821	73.5%	65.8%
11XX	Regular Programs	10,882,293	3,101,070	7,781,223	71.5	70.7
1200	Special Education Programs	3,584,845	1,099,011	2,485,834	69.3	68.4
1500	Interscholastic Programs	142,869	39,882	102,987	72.1	72.1
1600	Summer School Programs	18,615	12,642	5,973	32.1	25.3
1800	Bilingual Programs	269,463	71,851	197,612	73.3	62.1
2110	Social Worker	431,320	107,577	323,743	75.1	70.8
2130	Health Services	276,641	92,481	184,160	66.6	63.6
2140	Psychological Services	240,019	63,768	176,251	73.4	69.3
2150	Speech & Audiology Services	639,101	160,736	478,365	74.8	71.6
2190	Other Support Services - Pupils	181,713	41,810	139,903	77.0	77.3
2210	Improvement of Instruction Services	504,558	239,795	264,763	52.5	57.8
2220	Educational Media Services	328,474	97,729	230,745	70.2	66.7
2230	Assessment and Testing	39,000	33,368	5,633	14.4	11.7
2310	Board of Education Services	143,050	48,912	94,138	65.8	48.7
2320	Executive Administration Services	370,208	152,536	217,672	58.8	58.4
2330	Special Area Administrative Services	195,531	75,252	120,279	61.5	66.8
236X	Insurances	143,000	1,153	141,848	99.2	56.9
2410	Office of Principal Services	1,584,733	585,960	998,773	63.0	63.4
2510	Direction of Business Support Services	275,888	118,286	157,602	57.1	63.1
2520	Fiscal Services	284,659	106,088	178,571	62.7	60.0
2530	Construction Services	4,000,000	671,589	3,328,411	83.2	-3.6
2540	O&M of Plant Services	1,961,652	810,673	1,150,979	58.7	62.4
2550	Pupil Transportation Services	736,100	160,222	575,878	78.2	71.9
2560	Food Services	235,500	26,879	208,621	88.6	78.2
2570	Internal Services	38,500	15,168	23,332	60.6	44.3
2620	Research and Development	20,000	-	20,000	100.0	72.2
2630	Information Services (Public Relations)	20,000	4,686	15,314	76.6	71.1
2640	Staff Services (Human Resources)	181,927	80,935	100,992	55.5	43.3
2660	Data Processing Services (Technology)	1,102,637	537,116	565,521	51.3	48.8
3000	Child Care Services	288,388	97,143	191,245	66.3	66.1
4120	Payments for Special Education Programs	416,100	41,725	374,375	90.0	71.1
5XXX	Debt Services	851,850	647,595	204,255	24.0	20.6
Total		\$ 30,411,528	\$ 9,349,712	\$ 21,061,816	69.3%	63.6%

Mount Prospect School District 57

Cash and Investment Summary

November 2018

Board Accounts

Bank	Description	Ending Balance
Various	Investments per Treasurer's Report	\$ 17,022,464
Huntington Bank	Imprest Account	\$ 5,000
Illinois National	E-Pay Settlement Account	\$ 1,019
Huntington Bank	Board Account	\$ 523,376
Huntington Bank	Payroll Account	\$ -
	Total	<u>\$ 17,551,859</u>

Activity Account

Bank	Description	Ending Balance
Huntington Bank	Activity Account	\$ 57,867
	Total	<u>\$ 57,867</u>

Mount Prospect School District 57

Payroll Ratification

November 2018

	<u>Fund</u>	<u>Amounts</u>
Salaries	Educational	\$ 670,924
	Operations & Maintenance	\$ 157,910
	October 15, 2018 Salary Total	<u>\$ 828,834</u>
Benefits	Educational	\$ 26,867
	Operations & Maintenance	\$ 4,272
	Municipal Retirement/Social Security	\$ 33,898
	October 15, 2018 Benefit Total	<u>\$ 65,037</u>
	October 15, 2018 Payroll Total	<u>\$ 893,871</u>
Salaries	Educational	\$ 669,132
	Operations & Maintenance	\$ 157,366
	October 31, 2018 Salary Total	<u>\$ 826,498</u>
Benefits	Educational	\$ 26,788
	Operations & Maintenance	\$ 4,272
	Municipal Retirement/Social Security	\$ 34,540
	October 31, 2018 Benefit Total	<u>\$ 65,600</u>
	October 31, 2018 Payroll Total	<u>\$ 892,098</u>
	Payroll Total	<u><u>\$ 1,785,969</u></u>

Mount Prospect School District 57

Accounts Payable Ratification

November 2018

<u>Fund</u>	<u>Amounts</u>
Educational	\$ 111,457.12
Operations & Maintenance	\$ 134,260.27
Debt Services	\$ 4,424.00
Transportation	\$ 3,927.52
Municipal Retirement/Social Security	\$ 44.65
Capital Projects	\$ 67,812.59
Working Cash	
Tort	
Fire Prevention & Safety	
Accounts Payable Total	<u><u>\$ 321,926.15</u></u>

MOUNT PROSPECT SCHOOL DISTRICT 57

Accounts Payable Bills December 20, 2018

In accordance with Board Policy 4:50 Operational Services–Payment Procedures, this order authorizes administration to pay the following accounts payable bills totaling **\$317,587.95** (including imprest account) 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

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
550542	12/20/2018	ACRES GROUP	AEI_0307376	FV & LP MULCH	4,025.00
	12/20/2018		AEI_0315782	FALL CLEAN UP	2,016.00
550543	12/20/2018	ALARM DETECTION SYSTEMS	SI-495107	SEC ID BADGE	10.50
	12/20/2018		SI-496385	SEC ID BADGE	10.50
	12/20/2018		SI-495808	SEC ID BADGE	10.50
550544	12/20/2018	AXESS TRANSPORTATION	181010	OOD TRANSPORTATION	104.00
550545	12/20/2018	BRUNNING, KELLY*	12/7/18	NASN PROF DUES ALLOWANCE	50.00
550546	12/20/2018	CAMCOR INC.	2459979	LN POSTER MAKER SUPP	156.00
550547	12/20/2018	CANON	19399722	MAINT/SERV COLOR&BW METER	3,032.72
	12/20/2018		19399722 B	CONTRACT CHARGE	4,424.00
550548	12/20/2018	CENTER FOR EDUCATION & EMPLOYM	07211317	SPEC SERVICES PROF DEV	299.95
550549	12/20/2018	THE CENTER/IRC	28620	WORKSHOP REGISTRATION	280.00
550550	12/20/2018	CLIENTFIRST CONSULTING GROUP,	9389	IT CONSULTING	250.00
550551	12/20/2018	COVE SCHOOL	SD57-1018	SPED PRIVATE TUITION	5,769.72
550552	12/20/2018	CYBOR FIRE PROTECTION CO	76813	LP EXHAUSTER REPAIR	965.00
550553	12/20/2018	DILL, JESSICA	10/9/18	EXPENSE REIMBURSEMENT CLAIM	9.44
	12/20/2018		10/9/18 B	EXPENSE REIMBURSEMENT CLAIM	188.57
550554	12/20/2018	DISCOUNT SCHOOL SUPPLY	P37633990101	WB 1ST GRADE RUG	436.97
550555	12/20/2018	GENERAL MECHANICAL (FKA NORTH	SI2067948	LN HVAC SERVICE	777.50
	12/20/2018		SI2067946	LN HVAC SERVICE	215.00
	12/20/2018		SI2067353	LP HVAC SERVICE	565.00
	12/20/2018		SI2067482	FV HVAC SERVICE	355.00
	12/20/2018		SI2067485	LN HVAC SERVICE	985.00
550556	12/20/2018	GREEN ASSOCIATES INC	2018653	PROFESSIONAL FEES	1,533.42
550557	12/20/2018	HARVARD UNIVERSITY	178400001185	MARY GORR LEADERSHIP CONF	2,650.00
550558	12/20/2018	HEARTLAND BUSINESS SYSTEMS	286794-H	MANAGED IT SERVICES	1,364.56
550559	12/20/2018	HOLMES JUNIOR HIGH	12/5/18	HAWKS WRESTLING INV	235.00
	12/20/2018		12/5/18 B	HAWKS GIRLS VBALL INV	125.00
550560	12/20/2018	INNOVATIVE MODULAR SOLUTIONS	MOU701-20181	DECEMBER MOBILE RENT	1,480.00
550561	12/20/2018	INTEGRATED SYSTEMS CORP	0696321	1/19 SKYWARD HOSTING	630.00
550562	12/20/2018	INTEGRITY ENVIRONMENTAL SERVIC	18-08042	AIR QUALITY ASSESSMENT	3,300.00
550563	12/20/2018	KUSTRA-QUINN, JENNY	12/7/18	COMMUNICATIONS	1,530.00
550564	12/20/2018	LESSONPIX	2140	LESSONPIX LICENSE	288.00
550565	12/20/2018	LEXIA LEARNING SYSTEMS	SIN041457	CORE5 RENEWALS/SUBSCRIPTIONS	3,360.00
550566	12/20/2018	LINKE, MICHELLE	10/3-5/18	EXPENSE REIMBURSEMENT CLAIM	217.64
550567	12/20/2018	LONERGAN, KELLY	10/9/18	EXPENSE REIMBURSEMENT CLAIM	12.77
550568	12/20/2018	MARTIN ELECTRIC CONSTRUCTION C	98398	CHILLER ELECTRIC REPLACEMENT	11,230.00
550569	12/20/2018	MCGRAW-HILL SCHOOL EDUCATION H	104506550001	DISTRICT WIDE MATERIALS	5,686.14
550570	12/20/2018	MENZE, KARLA	10/9/18	EXPENSE REIMBURSEMENT CLAIM	207.12
550571	12/20/2018	MIDWEST AUTOMOTIVE INC	94485	TRUCK OIL CHANGE	48.27
550572	12/20/2018	MOORE MEDICAL	70074368	WB/FV HEARTSTART BATT	222.07
550573	12/20/2018	NATIONAL INVESTIGATIONS INC	RI-18-077	RESIDENCY INVESTIGATION	25.00
550574	12/20/2018	NELSON, AMY	10/10/18	IAHPERD DUES ALLOWANCE	25.00
550575	12/20/2018	NEW HOPE ACADEMY	112018W29	SPED PRIVATE TUITION	4,154.92
550576	12/20/2018	NICHOLAS & ASSOCIATES	5691	CONTRACTOR PAYMENTS	18,802.00
550577	12/20/2018	NORTH COOK ISC	72	FINGERPRINTING	850.00
550578	12/20/2018	NORTHWEST ELECTRICAL SUPPLY	17402661	DAVE LIGHTING SUPP	96.24
550579	12/20/2018	NORTHWEST SUBURBAN SPECIAL EDU	5092	DIRECT BILL SERVICE	16,937.80
	12/20/2018		5102	TECH ASSISTANCE	22,313.12
550580	12/20/2018	OMNI GROUP	1812-7202	403B/457B ADM FEES	202.50
550581	12/20/2018	P & M DISTRIBUTORS INC	12/7/18	NOVEMBER MILK	2,511.80
550582	12/20/2018	PAR, INC	943063-1	BRIEF2 PARENT/TEACHER HYBRID	365.00
550583	12/20/2018	PEARSON CLINICAL ASSESSMENTS	11820612	TESTING RECORD FORMS FOR SLP	93.00
550584	12/20/2018	RAMBOLL US CORP	1690024592	ASBESTOS SAMPLING	1,330.00
550585	12/20/2018	ROBERT CROWN CENTER FOR HEALTH	2019253	LN ROBERT CROWN PROGRAMS	4,950.00
550586	12/20/2018	SCARIANO HIMES & PETRARCA	41317	LEGAL COUNSEL	267.75

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
550586	12/20/2018	SCARIANO HIMES & PETRARCA	41437	LEGAL COUNSEL	937.13
550587	12/20/2018	SCHOOLWIDE	369969	WRITING PILOT MATERIALS	166.50
550588	12/20/2018	SIGNS BY TOMORROW	29974	ADM BLDG LOBBY SIGN	765.40
550589	12/20/2018	SKYWARD	0000195040	SKYWARD TRAINING	735.00
550590	12/20/2018	SOUND INCORPORATED	D1335273	FV CLOCK MAINTENANCE	683.00
550591	12/20/2018	STONE, TARA	10/9/18	EXPENSE REIMBURSEMENT CLAIM	113.71
	12/20/2018		10/9/18 B	EXPENSE REIMBURSEMENT CLAIM	94.28
550592	12/20/2018	SUBURBAN SCHOOL COOP INSURANCE	12/7/18	INSURANCE PREM	80,736.00
550593	12/20/2018	TECHNOLOGY MANAGEMENT REV FUND	T1910111	COMM. SERVICE FEE	25.00
550594	12/20/2018	TFW INC.	52973	FV PLOT SURVEY UPDATE	17,010.00
550595	12/20/2018	UNITE PRIVATE NETWORKS	SI-18-010410	WAN DATA LINES	6,495.00
550596	12/20/2018	USA FIRE PROTECTION	1046-F001072	FV FIRE SPRINKLER INSPECTION	604.00
	12/20/2018		USA066148	FV FIRE SPRINKLER INSPECTION	510.00
550598	12/20/2018	WAREHOUSE DIRECT	4099346-0 A	LN OFFICE SUPP	156.70
	12/20/2018		4099346-0 B	LN OFFICE SUPP	34.61
	12/20/2018		4106670-0	ADM CUSTODIAL SUPP	47.18
	12/20/2018		4106608-0	ADM CUSTODIAL SUPP	3.47
	12/20/2018		4104117-0	WB CUSTODIAL SUPP	76.68
	12/20/2018		4100631-0	WB CUSTODIAL SUPP	1,002.62
	12/20/2018		4100693-0	WB CUSTODIAL SUPP	76.68
	12/20/2018		4096496-1	LN CUSTODIAL SUPP	690.12
	12/20/2018		4099075-0	LN CUSTODIAL SUPP	20.25
	12/20/2018		4100269-0	LN CUSTODIAL SUPP	529.95
	12/20/2018		4100269-1	LN CUSTODIAL SUPP	353.30
	12/20/2018		C4096496-0	LN CREDIT/RETURN	-177.50
	12/20/2018		4096496-0	LN CUSTODIAL SUPP	454.84
	12/20/2018		4094479-0	ADM CUSTODIAL SUPP	10.04
	12/20/2018		4038213-0	FV OFFICE SUPPLIES	199.80
	12/20/2018		4038143-0	FV OFFICE SUPPLIES	147.24
	12/20/2018		4106024-0	MP HISTORY BINDERS	13.61
	12/20/2018		4114339-0	MP HISTORY BINDERS	16.02
	12/20/2018		C4060746-0	LN CREDIT	-196.98
	12/20/2018		4118773-0	LN MATH CLASS SUPP	158.64
	12/20/2018		4118774-0	BUS OFFICE SUPPLIES	25.09
	12/20/2018		4123059-0	FV OFFICE SUPPLIES	22.94
	12/20/2018		4114810-0	FV OFFICE SUPPLIES	47.97
	12/20/2018		4116420-0	WB CUSTODIAL SUPP	574.34
	12/20/2018		4121158-0	LP CUSTODIAL SUPP	1,161.36
	12/20/2018		4121554-0	LP CUSTODIAL SUPP	187.20
	12/20/2018		4121158-1	LP CUSTODIAL SUPP	76.68
550599	12/20/2018	WEGENER, SARAH	10/9/18	EXPENSE REIMBURSEMENT CLAIM	8.88
550600	12/20/2018	WILSON LANGUAGE TRAINING	1742169	JUST WORDS KITS	646.92
550601	12/20/2018	YOUNG, ERIC	10/9/18	EXPENSE REIMBURSEMENT CLAIM	9.08

Totals for checks 247,233.24

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	171,056.10	171,056.10
20	OPERATIONS & MAINTENANCE FUND	0.00	0.00	34,303.72	34,303.72
30	DEBT SERVICES FUND	0.00	0.00	4,424.00	4,424.00
40	TRANSPORTATION FUND	0.00	0.00	104.00	104.00
60	CAPITAL PROJECTS FUND	0.00	0.00	37,345.42	37,345.42
***	Fund Summary Totals ***	0.00	0.00	247,233.24	247,233.24

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

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
550516	11/20/2018	MASTERCARD CORPORATE CLIENTS	11201800000	GENERAL SUPPLIES	124.85
	11/20/2018		11201800000	GENERAL SUPPLIES	21.50
	11/20/2018		11201800000	GENERAL SUPPLIES	9.42
	11/20/2018		11201800000	GENERAL SUPPLIES	2.89
	11/20/2018		11201800000	GENERAL SUPPLIES	52.50
	11/20/2018		11201800000	GENERAL SUPPLIES	82.14
	11/20/2018		11201800000	GENERAL SUPPLIES	163.36
	11/20/2018		11201800000	GENERAL SUPPLIES	180.14
	11/20/2018		11201800000	GENERAL SUPPLIES	75.26
	11/20/2018		11201800000	GENERAL SUPPLIES	98.34
	11/20/2018		11201800000	GENERAL SUPPLIES	197.00
	11/20/2018		11201800000	GENERAL SUPPLIES	87.91
	11/20/2018		11201800000	GENERAL SUPPLIES	30.99
	11/20/2018		11201800000	GENERAL SUPPLIES	88.00
	11/20/2018		11201800000	PROF. SERVICES/DEVELOPMENT	70.00
	11/20/2018		11201800000	GENERAL SUPPLIES	52.19
	11/20/2018		11201800000	GENERAL SUPPLIES	122.45
	11/20/2018		11201800000	GENERAL SUPPLIES	43.16
	11/20/2018		11201800000	GENERAL SUPPLIES	168.65
	11/20/2018		11201800000	GENERAL SUPPLIES	95.98
	11/20/2018		11201800000	GENERAL SUPPLIES	144.91
	11/20/2018		11201800000	GENERAL SUPPLIES	83.98
	11/20/2018		11201800000	GENERAL SUPPLIES	118.43
	11/20/2018		11201800000	GENERAL SUPPLIES	70.78
	11/20/2018		11201800000	GENERAL SUPPLIES	89.10
	11/20/2018		11201800000	GENERAL SUPPLIES	25.62
	11/20/2018		11201800000	GENERAL SUPPLIES	65.35
	11/20/2018		11201800000	GENERAL SUPPLIES	108.95
	11/20/2018		11201800000	GENERAL SUPPLIES	186.94
	11/20/2018		11201800000	GENERAL SUPPLIES	29.85
	11/20/2018		11201800000	GENERAL SUPPLIES	3.98
	11/20/2018		11201800000	GENERAL SUPPLIES	19.91
	11/20/2018		11201800000	GENERAL SUPPLIES	68.70
	11/20/2018		11201800000	GENERAL SUPPLIES	141.34
	11/20/2018		11201800000	GENERAL SUPPLIES	35.45
	11/20/2018		11201800000	GENERAL SUPPLIES	80.74
	11/20/2018		11201800000	GENERAL SUPPLIES	18.74
	11/20/2018		11201800000	GENERAL SUPPLIES	20.99
	11/20/2018		11201800000	GENERAL SUPPLIES	12.99
	11/20/2018		11201800000	GENERAL SUPPLIES	109.46
	11/20/2018		11201800000	GENERAL SUPPLIES	56.76
	11/20/2018		11201800000	GENERAL SUPPLIES	15.99
	11/20/2018		11201800000	GENERAL SUPPLIES	6.86
	11/20/2018		11201800000	GENERAL SUPPLIES	22.82
	11/20/2018		11201800000	GENERAL SUPPLIES	15.30
	11/20/2018		11201800000	GENERAL SUPPLIES	9.94
	11/20/2018		11201800000	GENERAL SUPPLIES	10.82
	11/20/2018		11201800000	GENERAL SUPPLIES	181.61
	11/20/2018		11201800000	GENERAL SUPPLIES	87.52
	11/20/2018		11201800000	GENERAL SUPPLIES	160.50
	11/20/2018		11201800000	TRAVEL	74.85
	11/20/2018		11201800000	GENERAL SUPPLIES	87.63
	11/20/2018		11201800000	GENERAL SUPPLIES	28.96
	11/20/2018		11201800000	GENERAL SUPPLIES	116.83
	11/20/2018		11201800000	GENERAL SUPPLIES	51.94
	11/20/2018		11201800000	PROF. SERVICES/DEVELOPMENT	288.40

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
550516	11/20/2018	MASTERCARD CORPORATE CLIENTS	11201800000	PROF. SERVICES/DEVELOPMENT	525.30
	11/20/2018		11201800000	GENERAL SUPPLIES	65.00
	11/20/2018		11201800000	GENERAL SUPPLIES	85.24
	11/20/2018		11201800000	GENERAL SUPPLIES	99.38
	11/20/2018		11201800000	GENERAL SUPPLIES	37.90
	11/20/2018		11201800000	SUPPLIES AND MATERIALS	37.99
	11/20/2018		11201800000	SUPPLIES AND MATERIALS	14.82
	11/20/2018		11201800000	SUPPLIES AND MATERIALS	347.81
	11/20/2018		11201800000	SUPPLIES AND MATERIALS	119.90
	11/20/2018		11201800000	SUPPLIES AND MATERIALS	49.96
	11/20/2018		11201800000	DATA PROCESSING/STATISTICAL SE	288.00
	11/20/2018		11201800000	SUPPLIES AND MATERIALS	100.89
	11/20/2018		11201800000	SUPPLIES AND MATERIALS	100.89
	11/20/2018		11201800000	DATA PROCESSING/STATISTICAL SE	1,500.00
	11/20/2018		11201800000	TRAVEL	150.00
	11/20/2018		11201800000	TRAVEL	165.00
	11/20/2018		11201800000	TRAVEL	165.00
	11/20/2018		11201800000	TRAVEL	165.00
	11/20/2018		11201800000	TRAVEL	420.00
	11/20/2018		11201800000	TRAVEL	395.00
	11/20/2018		11201800000	OTHER PROFESSIONAL AND TECHNIC	133.28
	11/20/2018		11201800000	OTHER PROFESSIONAL AND TECHNIC	133.28
	11/20/2018		11201800000	TRAVEL	60.00
	11/20/2018		11201800000	TRAVEL	60.00
	11/20/2018		11201800000	TRAVEL	60.00
	11/20/2018		11201800000	GENERAL SUPPLIES	85.45
	11/20/2018		11201800000	GENERAL SUPPLIES	87.70
	11/20/2018		11201800000	GENERAL SUPPLIES	31.39
	11/20/2018		11201800000	SUPPLIES AND MATERIALS	9.99
	11/20/2018		11201800000	GENERAL SUPPLIES	104.00
	11/20/2018		11201800000	GENERAL SUPPLIES	244.10
	11/20/2018		11201800000	GENERAL SUPPLIES	76.00
	11/20/2018		11201800000	GENERAL SUPPLIES	91.71
	11/20/2018		11201800000	GENERAL SUPPLIES	24.88
	11/20/2018		11201800000	GENERAL SUPPLIES	32.00
	11/20/2018		11201800000	GENERAL SUPPLIES	346.23
	11/20/2018		11201800000	GENERAL SUPPLIES	288.00
	11/20/2018		11201800000	TRAVEL	1,125.00
	11/20/2018		11201800000		24.88
	11/20/2018		11201800000		9.99
	11/20/2018		11201800000		49.99
	11/20/2018		11201800000		62.82
	11/20/2018		11201800000		314.91
	11/20/2018		11201800000		27.80
	11/20/2018		11201800000	GENERAL SUPPLIES	999.00
	11/20/2018		11201800000	PROF. SERVICES/DEVELOPMENT	292.10
	11/20/2018		11201800000	PROF. SERVICES/DEVELOPMENT	292.10
	11/20/2018		11201800000	PROF. SERVICES/DEVELOPMENT	292.10
	11/20/2018		11201800000	PROF. SERVICES/DEVELOPMENT	292.10
	11/20/2018		11201800000	PROF. SERVICES/DEVELOPMENT	292.10

Totals for checks 15,195.65

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	490.39	13,354.20	13,844.59
20	OPERATIONS & MAINTENANCE FUND	0.00	0.00	1,351.06	1,351.06
***	Fund Summary Totals ***	0.00	490.39	14,705.26	15,195.65

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

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
550532	11/29/2018	AT&T MOBILITY	287266342226	T HOPE HOTSPOT	43.23
550533	11/29/2018	CALL ONE	11/15/18	VOICE SERVICES	4,272.31
550534	11/29/2018	CITI CARDS	11/29/18	INSTITUTE DAY SUPPLIES	21.32
	11/29/2018		11/29/18 B	ADM BLDG SUPPLIES	204.12
550535	11/29/2018	CORCHIN, JON	11/15/18	LN BASKETBALL REF	70.00
	11/29/2018		11/19/18	LN BASKETBALL REF	70.00
550536	11/29/2018	DERESINSKI, MARK	11/15/18	LN BASKETBALL REF	70.00
550537	11/29/2018	GARMS, THOMAS	11/15/18	LN BASKETBALL REF	70.00
550538	11/29/2018	LADD, ANN	11/19/18	LN BASKETBALL REF	70.00
550539	11/29/2018	VILLAGE OF MOUNT PROSPECT-F	2018-0024001	OCT FUEL	264.98
550540	11/29/2018	VILLAGE OF MOUNT PROSPECT-W	11/27/18 LP	LP WATER/SEWER BILL	696.90
	11/29/2018		11/27/18 WB	WB WATER/SEWER BILL	370.05
	11/29/2018		11/27/18 FV	FV WATER/SEWER BILL	685.35
	11/29/2018		11/27/18 LN1	LN WATER/SEWER BILL	19.55
	11/29/2018		11/27/18 LN2	LN WATER/SEWER BILL	546.75
	11/29/2018		11/27/18 LN3	LN WATER/SEWER BILL	243.00
	11/29/2018		11/27/18 ADM	ADM WATER/SEWER BILL	79.30
550541	11/29/2018	WAYTULA, JOSEPH	11/15/18	LN BASKETBALL REF	70.00

Totals for checks 7,866.86

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	4,960.98	4,960.98
20	OPERATIONS & MAINTENANCE FUND	0.00	0.00	2,905.88	2,905.88
***	Fund Summary Totals ***	0.00	0.00	7,866.86	7,866.86

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

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
550602	12/11/2018	ARLINGTON HEIGHTS SCHOOL DISTR	12/11/18 EC	SEPT EC FOOD SERVICE	694.00
	12/11/2018		12/11/18 FV	SEPT FV KC FOOD SERVICE	487.50
	12/11/2018		12/11/18 LP	SEPT LP KC FOOD SERVICE	634.50
	12/11/2018		12/11/18 WB	SEPT WB KC FOOD SERVICE	360.00
	12/11/2018		12/11/18 F&R	SEPT F&R FOOD SERVICE	1,476.00
	12/11/2018		12/11/18	SEPT CONTRACTED SERVICES	16,916.46
	12/11/2018		12/11/18 EC2	OCT EC FOOD SERVICE	737.00
	12/11/2018		12/11/18 FV2	OCT FV KC FOOD SERVICE	535.00
	12/11/2018		12/11/18 LP2	OCT LP KC FOOD SERVICE	730.50
	12/11/2018		12/11/18 WB2	OCT WB KC FOOD SERVICE	483.00
	12/11/2018		12/11/18 F&R	OCT F&R FOOD SERVICE	1,721.25
	12/11/2018		12/11/18 CS	OCT CONTRACTED SERVICE	18,282.14
550603	12/11/2018	DONATUCCI, SAM	12/11/18	LN BASKETBALL REF	70.00
550604	12/11/2018	FIRST STUDENT INC.	11516094	SEPT FIELD TRIP	123.42
	12/11/2018		10/25/18	OCTOBER FIELD TRIPS	185.13
	12/11/2018		10/25/18 AT	OCTOBER ATHLETIC TRIPS	585.68
	12/11/2018		10/25/18 CBI	OCTOBER CBI TRIPS	185.13
	12/11/2018		11/21/18 AT	NOVEMBER ATHLETIC TRIPS	1,018.22
	12/11/2018		11/21/18 CBI	NOVEMBER CBI TRIPS	185.13
550605	12/11/2018	GARMS, THOMAS	12/11/18	LN BASKETBALL REF	70.00
550606	12/11/2018	GERDES, ED	12/11/18	LN BASKETBALL REF	70.00
550607	12/11/2018	GROOT INDUSTRIES	2684695	WB SANITATION SERV	244.82
	12/11/2018		2684696	LP SANITATION SERV	257.06
	12/11/2018		2684697	LN SANITATION SERV	596.22
	12/11/2018		2684698	FV SANITATION SERV	257.06
550608	12/11/2018	LABUDA, MARK	12/11/18	LN BASKETBALL REF	70.00
550609	12/11/2018	MCGUIRE, MIKE	12/11/18	LN BASKETBALL REF	70.00
550610	12/11/2018	MIHAILOVIC, OLGA	12/11/18	SPECIAL SERV MEETINGS	36.98
550611	12/11/2018	PERILLE, STEVE	12/11/18	LN BASKETBALL REF	70.00
550612	12/11/2018	WAYTULA, JOSEPH	12/11/18	LN BASKETBALL REF	70.00
550613	12/11/2018	ZUMPH, JOHN	12/11/18	LN BASKETBALL REF	70.00

Totals for checks 47,292.20

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	43,654.33	43,654.33
20	OPERATIONS & MAINTENANCE FUND	0.00	0.00	1,355.16	1,355.16
40	TRANSPORTATION FUND	0.00	0.00	2,282.71	2,282.71
***	Fund Summary Totals ***	0.00	0.00	47,292.20	47,292.20

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

Mount Prospect School District 57
Office of the Assistant Superintendent for Finance and Operations

TO: Dr. Elaine Aumiller, Superintendent

FROM: Adam Parisi, Assistant Superintendent for Finance and Operations

DATE: December 20, 2018

RE: Fiscal 2018 Audit
Policy 4:80 Accounting and Audits

EXECUTIVE SUMMARY:

Illinois School Code requires each school district to annually have a financial audit conducted. This year's audit for the fiscal year ending June 30, 2018 was conducted by Miller, Cooper & Co., Ltd.

BACKGROUND AND RATIONALE:

At the October 18, 2018 Board meeting, the auditors presented a draft copy of the financial audit. The final audit report will be posted on the district website upon acceptance by the Board of Education.

As part of the annual audit, an annual financial report is prepared and filed with the Illinois State Board of Education (ISBE).

RECOMMENDED BOARD ACTION:

That the Board of Education accept the audited financial statements as of June 30, 2018 as prepared by the district's auditors, Miller, Cooper & Co., Ltd.

Mount Prospect School District 57
Office of the Assistant Superintendent for Finance and Operations

TO: Dr. Elaine Aumiller, Superintendent

FROM: Adam Parisi, Assistant Superintendent for Finance and Operations

DATE: December 20, 2018

RE: 2018 Tax Levy
Policy 4:10 Fiscal and Business Management

EXECUTIVE SUMMARY:

At its November 15, 2018 meeting, the Board approved the estimated 2018 levy. On December 12, 2018 a notice of public hearing regarding the 2018 levy was published in the Journal and Topics.

Once completed, the appropriate levy documents will be filed with Cook County on or before December 25, 2018.

BACKGROUND AND RATIONALE:

The recommended 2018 levy is as follows:

FUNDS	AMOUNT
Educational	\$20,000,000
Special Education	\$250,000
Operations & Maintenance	\$3,715,798
Transportation	\$425,000
Municipal Retirement	\$250,000
Social Security	\$400,000
Working Cash	\$337,799
Fire Prevention & Safety	\$0
Tort Immunity	\$0
Total	<u>\$25,378,597</u>

After the tax cap application, the final 2018 tax extension is projected to be lower than the levy request. As such, the district must submit documentation of fund reductions to coincide with the final extension. In the likely event that the 2018 levy must be reduced, it is recommended that 100% of the reduction be made from the Education Fund.

In addition, the Cook County Clerk's Office is scheduled to levy at least \$757,345 on the district's behalf for obligations in its Debt Services Fund.

RECOMMENDED BOARD ACTION:

That the Board of Education:

1. Approve the Certificate of Tax Levy for the 2018 Tax Levy,
2. Approve the Truth In Taxation Certificate of Compliance, and
3. Approve Resolution 181220 Authorizing Reduction of Certain Fund Levies for the 2018 Levy Year.



MEMORANDUM

To: Members, Board of Education
 From: Elaine Aumiller
 Re: Policies First Read
 Date: December 20, 2018

The Policy Committee met on Wednesday, December 5, 2018, for a regular meeting to review policies updated in the IASB October/November 2018 Policy Reference Education Subscription Service (PRESS) packet. A list of the policies is provided below with a brief explanation of the changes being recommended to the Board during First Read on December 20, 2018. The PRESS Update Memo with more detailed explanation regarding each policy is included in the packet as well. Please carefully review the policies and recommended changes and bring forward any concerns to the December 20 meeting. These policies are scheduled for Board action for approval at Second Read on January 24, 2019.

Policy #	Title	Explanation
2:70	Vacancies on the School Board – Filling Vacancies	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
2:80	Board Member Oath and Conduct	Policy and footnotes are updated. Recommendation is to adopt PRESS.
2:120	Board Member Development	Policy and footnotes are updated. Recommendation is to adopt PRESS.
2:150	Committees	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
2:260	Uniform Grievance Procedure	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
3:40	Superintendent	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
4:15	Identity Protection	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
4:45	Insufficient Fund Checks and Debt Recovery	Policy, Legal References and footnotes are updated. Recommendation is to maintain current policy language.
4:130	Free and Reduced-Price Food Services	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
4:170	Safety	Policy and footnotes are updated. Recommendation is to adopt PRESS.

5:10	Equal Employment Opportunity and Minority Recruitment	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
5:20	Workplace Harassment Prohibited	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
5:30	Hiring Process and Criteria	Policy, Legal References and footnotes are updated. Recommendation is to adopt PRESS.
5:60	Expenses	Policy, Legal References and footnotes are updated. Recommendation is to adopt PRESS.
5:100	Staff Development Program	Policy is unchanged. Legal Reference is updated. Recommendation is to adopt PRESS.
5:190	Teacher Qualifications	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
5:200	Terms and Conditions of Employment and Dismissal	Current policy language is from Board's attorney. Recommendation is to maintain current policy.
5:220	Substitute Teachers	Policy, Legal References and footnotes are updated. Recommendation is to adopt PRESS.
5:230	Maintaining Student Discipline	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
6:20	School Year Calendar and Day	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
6:50	School Wellness	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
6:60	Curriculum Content	Policy, Legal References and footnotes are updated. No changes from current policy. Recommendation is to adopt PRESS.
6:200	Instructional Arrangements	Additional policy language to address class size guidelines. Recommendation is to adopt Policy Committee's recommended language.
7:70	Attendance and Truancy	Policy, Cross References and footnotes are updated. Recommendation is to adopt PRESS.
7:100	Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	Policy, Legal References and footnotes are updated. No changes from current policy. Recommendation is to adopt PRESS.
7:190	Student Behavior	Policy and footnotes are updated. Recommendation is to adopt PRESS.
7:200	Suspension Procedures	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
7:250	Student Support Services	Policy and footnotes are updated. Recommendation is to adopt PRESS.

7:260	Exemption from Physical Education	Policy, Legal References and footnotes are updated. Recommendation is to adopt PRESS.
7:270	Administering Medicines to Students	Policy, Legal References and footnotes are updated. Recommendation is to adopt PRESS.
7:290	Suicide and Depression Awareness and Prevention	Policy, Legal References and footnotes are updated. No changes from current policy. Recommendation is to adopt PRESS.
7:305	Student Athlete Concussions and Head Injuries	Policy and footnotes are updated. Recommendation is to adopt PRESS.

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

School Board

Vacancies on the School Board - Filling Vacancies

Vacancy

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

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

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Intermediate Service Center of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED:

School Board

Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Mount Prospect School District 57, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

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

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

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

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

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

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Mount Prospect School District 57;

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

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

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Mount Prospect School District 57; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

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

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards*. A copy of the *Code* shall be displayed in the regular Board meeting room.

LEGAL REF.: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational School Board Meeting)

ADOPTED:

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.

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 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:

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 subject to Board approval. 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.
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:

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
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
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 (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
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 2:260, *Uniform Grievance Procedure*.

Investigation

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

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (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 of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, 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 first class U.S. mail 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, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

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

This 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 the complaint process in 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, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Mr. Adam Parisi
Name
701 W. Gregory
Address
aparisi@d57.org
Email
847/394-7300
Telephone

Complaint Managers:

Mr. Adam Parisi
Name
701 W. Gregory
Address
aparisi@d57.org
Email
847/394-7300
Telephone

Dr. Elaine Aumiller
Name
701 W. Gregory
Address
eaumiller@d57.org
Email
847/394-7300
Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 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), 7:310 (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:

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. 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 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, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

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)

ADOPTED:

Operational Services

Identity Protection

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

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

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

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.

This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.

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

ADOPTED:

Operational Services

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d.
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.
810 ILCS 5/3-806.

ADOPTED:

Operational Services

Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.
105 ILCS 125/ and 126/.
23 Ill.Admin.Code §305.10 et seq.

ADOPTED:

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 drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel.

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, implemented by 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), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

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; use of lawful products while not at work; being a victim of domestic or sexual 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; 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 Pilot 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 Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator: Please refer to Board Policy 2:260, Uniform Grievance Procedure

Complaint Managers: Please refer to Board Policy 2:260, Uniform Grievance Procedure

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,
implemented by 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.
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, implemented
by 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, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and
5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
410 ILCS 513/25, Genetic Information Protection Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/5, 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), 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; Tobacco 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:

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 race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or 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 policy 7:20, *Harassment of Students Prohibited*.

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

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal 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 Complaint

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees, 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. Employees 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 complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*.

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

Nondiscrimination Coordinator: Please refer to Board Policy 2:260, Uniform Grievance Procedure

Complaint Managers: Please refer to Board Policy 2:260, Uniform Grievance Procedure

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly 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. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

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, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, 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 bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and 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 and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED:

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 Section 5/21B-80(c) of the School Code.

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, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. 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 an Immigration and Naturalization Service 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 Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

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 ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. 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.
4. 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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a 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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a 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.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 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.
Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.
Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
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(III. 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 (Educational Support Personnel - Duties and Qualifications)

ADOPTED:

General Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED:

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 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.: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.
7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization 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.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 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.: 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 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:

Professional Personnel

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.: 20 U.S.C. §6312(e)(1)(A).
105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED:

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 (7th Cir. 1995).

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

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

ADOPTED:

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 Illinois 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, 2020, 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 5/10-20.67 (P.A. 100-596, final citation pending), 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:

Professional Personnel

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED:

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, 5/10-24.46, 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.
23 Ill.Admin.Code §1.420(f).
Metzl 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), 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:

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:

Instruction

Curriculum Content

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

1. In grade 1 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. 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. Before the completion of grade 5, students will be offered at least one unit of cursive instruction.
2. In grades 7 and 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.
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, 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.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. 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*.
8. 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 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.
9. 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.

10. 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.
11. In all schools, United States 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, and (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.

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.

12. In grade 7 and 8 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.
13. 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.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
17. 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), 5/27-3, 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, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 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, 5/27-24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 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:

Instruction

Instructional Arrangements

Grouping in Classes

In the best interest of the District and the students, the Superintendent shall have broad discretion in grouping students as the Superintendent deems appropriate and proper.

The Board of Education shall establish class size guidelines. Administration shall adhere to the following class size guidelines to the extent possible giving consideration to staffing implications and space limitations:

KDG – Grade 2 = 20 – 23

Grade 3 – Grade 5 = 22 – 25

Grade 6 – Grade 8 = 24 – 31

If KDG – Grade 5 guidelines are exceeded, the Superintendent shall consider adding an instructional assistant.

ADOPTED:

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 his or her religion forbids secular activity on a particular 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, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

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 the School Code, Section 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. 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.
9. 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.
10. 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.
11. 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.
12. 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 16.
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), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED:

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and

a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice nurse, or physician assistant provides written verification.

3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

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

LEGAL REF.: 42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children),
6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student
Transfers To and From Non-District Schools), 7:280 (Communicable and
Chronic Infectious Disease)

ADOPTED:

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 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 2 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.

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.

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, 5/31-
3, and 110/3.10.
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.

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), 8:30
(Visitors to and Conduct on School Property)

ADOPTED:

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. Any in-school suspension shall be reported immediately to the student's parent(s)/guardians(s).
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. Any in-school suspension shall be reported immediately to the student's parent(s)/guardians(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 the Department of Human Services 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.: 105 ILCS 5/10-22.6.
Goss v. Lopez, 95 S.Ct. 729 (1975).
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

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

ADOPTED:

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.

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.

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.: 405 ILCS 49/, Children's Mental Health Act of 2003.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
105 ILCS 5/10-20.58.

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 Diseases), 7:340 (Student Records)

ADOPTED:

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.

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:

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Self-Administration of Medication

A student may possess an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual

other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **Designated Caregiver Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated asthma medication, epinephrine injector, or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated asthma medication, an undesignated epinephrine injector, and/or an undesignated opioid antagonist. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act, and
scheduled to be repealed on July 1, 2020.
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of
Undesignated Asthma Medication, Epinephrine Injectors, and/or Opioid
Antagonists), 7:270-E1 (School Medication Authorization Form), 7:270-E2
(School Medication Authorization Form - Medical Cannabis)

ADOPTED:

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. Implementation will incorporate paragraph number 2, above, along with:
 - a. Board policy 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. Board policy 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.

- c. Board policy 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
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE’s website pursuant to *Ann Marie’s Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. 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-recommend 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.

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.: 105 ILCS 5/2-3.166, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.
745 ILCS 10/.

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:

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require all student athletes to view the IHSA video about concussions.
4. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
5. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
7. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED: