

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
January 8, 2013 – 7:00 P.M.**

**ADMINISTRATION CONFERENCE ROOM – Entrance “H”
326 JOLIET STREET, WEST CHICAGO, IL 60185**

A G E N D A

OPENING ACTIVITIES

1. Call to Order
 2. Salute to the Flag
 3. Reading of Mission Statement
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
 4. Roll Call
 5. Additions to the Agenda – (Voice Vote)
-

RECOMMENDED MOTION: That the Board of Education approve the addition of the topics shown above to this agenda.

PUBLIC PARTICIPATION (Agenda Items Only)

REPORTS AND INFORMATION

1. Language Arts Overview Mary Howard
2. IASB – IASA – IASBO Joint Annual Conference Reports
Campos/Doremus/Nagel/Saake
3. Business Manager’s Report Gordon Cole
4. Principal’s Report Moses Cheng
5. Assistant Superintendent’s Report Kim Chambers
6. Quarterly Outside Facility Usage Report Gordon Cole
(Att. §B - pp. 1–3.)
7. Joint Boards Meeting Lalo Ponce
8. Review of Closed Session Tapes Lalo Ponce
9. IASB School Board Governance Review Lalo Ponce
(Att. §B - pp. 4–5.)

10. Future Dates
 - a. Special Closed Session Board of Education Meeting – January 10, 2013 – 6:30 p.m.
 - b. First Round Interviews for Superintendent Conducted Week of January 14, 2013. Date and Time to Be Determined.
 - c. Finance Committee Meeting – January 16, 2013 – 7:30 a.m.
 - d. Second Round Interviews for Superintendent Conducted Week of January 21, 2013. Date and Time to be Determined.
 - e. Regular Semi-Monthly Board of Education Meeting – January 22, 2013 – 7:00 p.m.
 - f. Annual Joint Boards Meeting – January 28, 2013 – 6:00 p.m. – Hosted by Winfield School District 34, Winfield Central School Commons

Open Comment

Board Members

CONSENT AGENDA (Roll Call)

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading “Recommended Action”.

1. Items Removed from Consent Agenda for Separate Action: _____
2. Consent Agenda Action for All Items Except those Listed in 1. Above.
RECOMMENDED MOTION: That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

1. **Approval of Minutes — (Att. §C – pp. 1 - 8)**
Board of Education Meeting – December 18, 2012
Closed Session Board of Education Meeting – December 18, 2012
At Table
RECOMMENDED MOTION: That the Board of Education approve the minutes of the meeting of December 18, 2012, as listed above.
2. **Filing of Minutes**
Finance Committee Meeting – At Table December 14, 2012
RECOMMENDED MOTION: That the Board of Education approve for filing of the above minutes.

NEW BUSINESS

1. **Personnel Reports – (Roll Call)**
RECOMMENDED MOTION: That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table. (Att. §D – pp. 1 – 1).

2. **Board Policy Series ¶4000 – (Roll Call)**
Board Policy Series ¶4000 has been approved on 1st Reading.
RECOMMENDED MOTION: That the Board of Education approve on 2nd Reading Policy Series ¶4000, Support Services, Health and Student Activities as shown on (Att. §B - pp. 6 – 36).

OLD BUSINESS - None

PUBLIC PARTICIPATION (Any item)

EXECUTIVE SESSION – Only if needed and with the understanding that possible action could be taken on matters discussed in closed session.

RECOMMENDED MOTION TO

MOVE TO CLOSED SESSION: That the Board of Education hold a Closed Session at [Time] for the purpose(s) of [1-15 below].

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
2. Collective negotiating matters.
3. The selection of a person to fill a public office.
4. Evidence or testimony presented in open hearing, or in closed hearing, where specifically authorized by law, to a quasi-adjudicative body.
5. The purchase or lease of real property.
6. The setting of a price for sale or lease of property.
7. The sale or purchase of securities, investments, or investment contracts.
8. Emergency security procedures.
9. Student discipline.
10. The placement of individual students in special education programs.
11. Litigation has been filed and is pending before a court or administrative tribunal.
12. Establishment of reserves or settlement of claims as provided by local government and governmental employees Tort Immunity Act.
13. Self-evaluation.
14. Discussion of minutes of meetings lawfully closed under Open Meetings Act (P.A. 88-621, effective 1-1-95).
15. Considering meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews

conducted in accordance with generally accepted auditing standards of the United States of America.

BEGIN CLOSED SESSION TAPING

**RECOMMENDED MOTION TO
MOVE TO OPEN SESSION:** That the Board of Education return to Open Session at [Time] to possibly vote on closed session items.

END CLOSED SESSION TAPING

ADJOURNMENT

RECOMMENDED MOTION: That the Board of Education meeting be adjourned at [Time].

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**January 8, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION B -
Regular Meeting Attachments**

Quarterly Outside Facility Usage Report

Start Date	Subject	Start Time	End Time
OCTOBER 2012			
Saturday, October 06, 2012	Football Game / Stadium.Locker Rooms / Ferguson.Wheaton Ac	11:00 AM	4:30 PM
Saturday, October 06, 2012	Youth Basketball Tryouts / Location BG.FH / WCPkD	4:00 PM	6:00 PM
Sunday, October 07, 2012	Youth Football / Stadium / WCPkD	8:00 AM	12:00 PM
Sunday, October 07, 2012	Geneva HS Swim Practice / Pool / Keyzer	2:00 PM	4:00 PM
Wednesday, October 10, 2012	West Chicago Magic Soccer U12 Practice / Stadium / Lang	6:30 PM	8:30 PM
Friday, October 12, 2012	West Chicago Magic Soccer U12 / Stadium / Lang (possible TBA)	6:30 PM	8:30 PM
Saturday, October 13, 2012	Geneva HS Swim Practice / Pool / Keyzer	4:00 PM	6:00 PM
Saturday, October 13, 2012	Youth Football / Stadium / WCPkD	2:00 PM	9:00 PM
Sunday, October 14, 2012	Youth Football / Stadium / WCPkD	8:00 AM	3:00 PM
Tuesday, October 16, 2012	Youth Football / Stadium / WCPkD	6:45 PM	8:30 PM
Saturday, October 20, 2012	swim officials training--Johnson--Pool & Rooms 139, 140, 141, 164*	8:00 AM	3:00 PM
Saturday, October 20, 2012	Geneva HS Swim Practice / Pool / Keyzer	4:00 PM	6:00 PM
Saturday, October 20, 2012	Youth Football / Stadium / WCPkD	2:00 PM	9:00 PM
Sunday, October 21, 2012	WCS swim meet--Johnson--Pool	8:00 AM	12:00 PM
Sunday, October 21, 2012	Geneva HS Swim Practice / Pool / Keyzer	2:00 PM	4:00 PM
Wednesday, October 24, 2012	West Chicago Magic Soccer U12 Practice / Stadium / Lang	6:30 PM	8:30 PM
Thursday, October 25, 2012	West Chicago Magic Soccer U12 / Stadium / Lang	6:30 PM	8:30 PM
Saturday, October 27, 2012	Geneva HS Swim Practice / Pool / Keyzer	4:00 PM	6:00 PM
Sunday, October 28, 2012	Geneva HS Swim Practice / Pool / Keyzer	2:00 PM	4:00 PM

Quarterly Outside Facility Usage Report

Tuesday, October 30, 2012 Youth Basketball / SG / WCPKD 6:00 PM 7:30 PM
 Tuesday, October 30, 2012 West Chicago Magic Soccer U12 / Stadium / Lang 6:30 PM 8:30 PM

NOVEMBER 2012

Friday, November 02, 2012 West Chicago Magic Soccer U12 / Stadium / Lang 6:30 PM 8:30 PM

Saturday, November 03, 2012 Geneva HS Swim Practice / Pool / Keyzer 2:00 PM 4:00 PM

Tuesday, November 06, 2012 Youth Basketball / SG / WCPKD 7:30 PM 9:00 PM

Tuesday, November 06, 2012 Youth Basketball / FH - 1 Court / WCPKD 6:00 PM 7:30 PM

Tuesday, November 06, 2012 Special Olympics Basketball vs District 200 / BG / Hempe 6:00 PM 8:00 PM

Thursday, November 08, 2012 West Chicago Magic Soccer U12 / FH / Lang 6:30 PM 8:30 PM

Friday, November 09, 2012 Sharks Holiday Bazaar / Pool Area / D Johnson 5:00 PM 8:00 PM

Saturday, November 10, 2012 Youth Basketball / FH - 3 Courts / WCPKD 12:00 PM 4:30 PM

Wednesday, November 14, 2012 Special Olympics Basketball vs. Elgin U-46 / SG / Hempe 6:00 PM 8:00 PM

Thursday, November 15, 2012 West Chicago Magic Soccer U12 / 1/3 FH / Lang 7:30 PM 9:00 PM

Friday, November 16, 2012 swim invitational--Johnson--pool and pool area* 5:00 PM 9:00 PM

Saturday, November 17, 2012 swim invitational--Johnson--2/3 FH, pool and pool area* 7:00 AM 6:00 PM

Sunday, November 18, 2012 swim invitational--Johnson--2/3 FH, pool and pool area* 7:00 AM 6:00 PM

Sunday, November 18, 2012 West Chicago Magic Soccer U12 / FH (2/3) / Lang 4:30 PM 6:00 PM

Tuesday, November 27, 2012 Youth Basketball / SG / WCPKD 6:00 PM 9:00 PM

Thursday, November 29, 2012 West Chicago Magic Soccer U12 / 1/3 FH / Lang 7:30 PM 9:00 PM

Quarterly Outside Facility Usage Report

DECEMBER 2012

Sunday, December 02, 2012	Youth Baseball Uniform Day / 1/3 FH / WCPKD	1:00 PM	3:00 PM
Sunday, December 02, 2012	West Chicago Magic Soccer U12 / FH / Lang	4:00 PM	5:30 PM
Sunday, December 02, 2012	Youth Basketball / BG / WCPKD	8:00 AM	6:00 PM
Monday, December 03, 2012	Special Olympics Basketball vs Glenbard South / BG / Hempe	7:00 PM	9:00 PM
Tuesday, December 04, 2012	Youth Basketball / SG / WCPKD	6:00 PM	9:00 PM
Thursday, December 06, 2012	West Chicago Magic Soccer U12 / 1/3 FH / Lang	7:30 PM	9:00 PM
Sunday, December 09, 2012	West Chicago Magic Soccer U12 / FH / Lang	4:30 PM	6:00 PM
Sunday, December 09, 2012	Youth Basketball / BG / WCPKD	8:00 AM	6:00 PM
Tuesday, December 11, 2012	Youth Basketball / SG / WCPKD	6:00 PM	9:00 PM
Thursday, December 13, 2012	West Chicago Magic Soccer U12 / 1/3 FH / Lang	7:30 PM	9:00 PM
Sunday, December 16, 2012	DuPage Wrestling Club / Wrestling Room.FH / Riggs	8:30 AM	11:00 AM
Sunday, December 16, 2012	Youth Basketball / BG / WCPKD	8:00 AM	6:00 PM
Sunday, December 16, 2012	West Chicago Magic Soccer U12 / FH / Lang	4:30 PM	6:00 PM
Tuesday, December 18, 2012	Youth Basketball / SG / WCPKD	6:00 PM	9:00 PM
Friday, December 21, 2012	West Chicago Magic Soccer U12 / 1/3 FH / Lang	7:30 PM	9:00 PM
Thursday, December 27, 2012	WCS swim meet--Johnson--Pool	5:00 PM	8:00 PM

IASB School Board Governance Review – Sample Instrument

The following is an abbreviated sample version of an IASB School Board Governance Review (BGR). The Board Governance Review is designed to facilitate board development and board effectiveness and is aligned with the Foundational Principles of Effective Governance. It will be the starting point for a self-evaluation board meeting with an IASB staff member.

There are six sections to the survey, aligned to each Foundational Principle. For each question, board members select the description that best describes their board of education. All board members will be able to see the results of the survey but the individual responses will remain anonymous.

	<i>Effectively Moving</i>	<i>On the Right Road</i>	<i>At a Standstill</i>
<p>1. The Board Clarifies the District Purpose. As its primary task, the Board continually defines, re-defines and articulates district ends to answer the recurring question -- who gets what benefits for how much?</p>			
8. Our Planning Cycle	<input type="checkbox"/> We have district goals and an effective and ongoing planning process that uses monitoring data to shape new goals.	<input type="checkbox"/> The district has goals for the current year, but no planning process.	<input type="checkbox"/> We have no planning process and no goals.
12. Supt. Goals	<input type="checkbox"/> The superintendent's performance-based contract is yet another expression of the district goals.	<input type="checkbox"/> Our superintendent has a performance-based contract, but the contract goals are not directly connected to district goals and direction.	<input type="checkbox"/> If our superintendent has a performance-based contract, it contains boilerplate goals.
<p>2. The Board Connects With the Community. The school board engages in an ongoing two-way conversation with the entire community. The purpose of the conversation is to enable the board to hear and understand the community's educational aspirations and desires, to serve effectively as an advocate for district improvement and to inform the community of the district's performance.</p>			
18. Vision for District/Community Relationship	<input type="checkbox"/> The board has a vision for the kind of relationship the district and community might have with one another. We have identified the various segments of our community and thought about what we need from each other.	<input type="checkbox"/> We have worked on our relationships with some key stakeholders (like parents), but there are other key community segments with whom we are not connected.	<input type="checkbox"/> The district makes no effort to build the relationship with the community.
24. Report District Performance	<input type="checkbox"/> We have clearly defined and articulated processes for informing the community of district performance.	<input type="checkbox"/> The community is informed about district activities (newsletter, press releases, etc.), but rarely informed about progress toward ends or district needs.	<input type="checkbox"/> We have no regular communication with the community.
<p>3. The Board Employs a Superintendent. The Board employs and evaluates one person - the superintendent - and holds that person accountable for the performance of the school district. The Board delegates authority for employing and evaluating district staff to the Superintendent.</p>			
38. Appropriate Supt./Board Roles	<input type="checkbox"/> The superintendent is held responsible for all district functions and board members do not meddle in this area. The Board has been clear about its delegation of authority and limitations.	<input type="checkbox"/> The board intends to delegate authority and accountability, but too often finds itself doing or rehashing "staff work." (Personnel is one area where many boards like to meddle.)	<input type="checkbox"/> The board spends much of its time deciding "means" issues (who, when, where) or second-guessing superintendent and staff decisions about these things.
42. Supt. Evaluation Process	<input type="checkbox"/> The board/superintendent relationship is enhanced by a thoughtful, yearlong superintendent evaluation process. The evaluation is conducted at least annually and generates a written summary.	<input type="checkbox"/> The board does a superintendent evaluation but there is dissatisfaction with the process and/or little connection with the district's ends.	<input type="checkbox"/> There is no superintendent evaluation process.
<p>4. The Board Delegates Authority. The Board delegates authority to the superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written policies that designate board ends and define operating limits.</p>			
44. Board Work/Staff Work	<input type="checkbox"/> The board has a clear understanding of its own role and the role of the staff, and effectively delegates the authority that the staff needs to pursue board ends. The board consistently stays within its role.	<input type="checkbox"/> The board has an understanding of its own role, but too often strays into "staff work."	<input type="checkbox"/> The board lacks an understanding of its role. It does not delegate authority well.
54. Delegation to Staff	<input type="checkbox"/> Thanks to clear delegation through written policy the staff acts in an empowered and energized manner.	<input type="checkbox"/> The board has delegated appropriate authority to staff through written board policy, but sometimes second-guesses staff decisions.	<input type="checkbox"/> Without clear direction, the staff is not empowered. Staff sometimes waits for "marching orders" and performance is perfunctory.

IASB School Board Governance Review – Sample Instrument

	<i>Effectively Moving</i>	<i>On the Right Road</i>	<i>At a Standstill</i>
5. The Board Monitors Performance. The Board constantly monitors progress toward district ends and compliance with written Board policies.			
60. Data Based Decisions	<input type="checkbox"/> Board decisions are based on data and we are serious about using data carefully.	<input type="checkbox"/> Some decisions are made on the basis of data, but many are based on conjecture or personal bias, with no support from or consideration of data.	<input type="checkbox"/> Too many of our decisions are simply "gut reactions."
62. Performance Indicators ("Dashboard")	<input type="checkbox"/> The board has identified and agreed upon a set of general district performance indicators that it regularly reviews. This set is often called the board's "dashboard."	<input type="checkbox"/> The board has some indicators it regularly reviews (enrollment, monthly financials, etc.) but we have not carefully thought about our dashboard and what data we need.	<input type="checkbox"/> Without clarity about what we want, we have no idea how we are doing. We don't even have good dashboard data.
66. Report District Performance Data	<input type="checkbox"/> Our communication with the community is enhanced by clear goals and good performance data.	<input type="checkbox"/> We have good data in some areas, but not in others. Likely the community is uncertain regarding district performance.	<input type="checkbox"/> We have a hard time communicating with our community since we are not clear about goals and have no performance data to report.
6. The Board Takes Responsibility For Itself. The Board, collectively and individually, takes full responsibility for Board activity and behavior. Board deliberations and actions are limited to Board work, not staff work.			
72. Annual Agenda	<input type="checkbox"/> The board uses an annual agenda to assure important governance functions are accomplished: fine-tuning goals and policies, board and superintendent evaluations, monitoring progress, etc.	<input type="checkbox"/> The board provides some guidance for the development of its meeting agendas, attempting to assure meetings are focused on board work (vs. staff work).	<input type="checkbox"/> The board takes little responsibility for its agenda and spends much of its meeting time solving staff problems rather than focusing on district ends and the big picture.
84. Assessing Board Meetings	<input type="checkbox"/> We regularly assess our school board meetings to ensure we have invested the bulk of our time on board work and have abided by our code of ethics and shared expectations.	<input type="checkbox"/> We feel OK about our meetings but have no regular way to assess them.	<input type="checkbox"/> We make no effort at continuous improvement of the board and no effort to assess our board meetings.

4000 SUPPORT SERVICES, HEALTH and STUDENT ACTIVITIES**4001 SUPPORT SERVICES, PURPOSE**

Support services are essential to enhance, supplement and bolster a sound educational program.

It is the expectation of the Board that all support service departments in the District set high standards for their operations and assist in the efforts of the staff and community to provide meaningful instruction.

Adopted: November 20, 2001

Revised: January 8, 2013

Replaces:

Reference:

4002 Student Support Services

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

1. Health services supervised by a qualified nurse. The Superintendent, or his/her 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 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 social worker to the extent permitted by law. A student's parent(s)/guardian(s) must consent to regular or continuing services for a social worker.

4. Guidance and counseling services for both Student and Parents/Guardians as appropriate.

The Superintendent, or his/her designee, shall develop protocols for responding to students with social, emotional, physical or mental health problems that impact the ability to learn. The District, however, assumes no liability for preventing, identifying, diagnosing or treating such problems other than as part of an IEP.

This policy shall be implemented in a manner consistent with State and Federal laws.

Adopted: August 17, 2004
Revised: January 8, 2013
Replaces:
Reference: 42 USC §12101 *et seq.*; 405 ILCS 49/1 *et seq.*

4002P Rules and Regulations Accompanying Student Support Services

1. Student Services Team

Annually the Principal shall appoint a building-level Student Services Team consisting of counselors, social workers, deans, nurse and school psychologists. Team members must be school staff qualified by experience and certification to address student social, emotional, or mental health problems. As needed on a case-by-case basis, the Student Services Team may request the involvement of relevant Administrators, staff and the parent(s)/guardian(s). Records produced and shared among Team members may be subject to laws governing student records. Confidential information given to a therapist by a student is governed by 740 ILCS 110/1 *et seq.*

2. Referrals

Staff members should confidentially refer a student suspected of having social, emotional, physical or mental health problems to the building-level Student Services Team. The Student Services Team will review information about the referred student, including prior interventions, and suggest appropriate steps for referral and follow-up. The Student Services Team may offer strategies to a referred student's classroom teacher(s) and (when appropriate) parent(s)/guardian(s) about ways they can manage, address, and/or enhance the student's social and emotional development and mental health. In addition, the Student Services Team may recommend coordinated educational, social work, school counseling, and/or student assistance services within the school as well as referrals to outside agencies. Referrals under this procedure are unrelated to the special education process and do not trigger the District's timelines for evaluations. If a student is suspected to need special education and related services, special education referral procedures shall be used.

3. School Counseling, Social Work, and Psychological Services

The Student Services Team may request school counselors, social workers, psychologists, and school nurses to provide support and consultation to teachers and school staff about strategies to promote the social and emotional development and mental health of all students. They may also be requested to provide screening and early detection approaches to identify students with social, emotional, physical and mental health problems.

Written permission from the parent(s)/guardian(s) is required for more than five social work or psychological service sessions, of 45 minutes in length. Written consent may be obtained through an IEP or other designated form. That consent does not entitle parent(s)/guardian(s) to know the contents of all that is discussed. School counselors, social workers, and psychologists will inform parent(s)/guardian(s) of all issues that pose a health and/or safety risk; they will inform the Principal of any health or safety risks that are present in the school.

4. Psycho-Educational Groups

As appropriate, the Student Services Team may recommend that a student participate in a variety of psycho-educational groups. These groups are typically led by school counselors, social workers, or psychologists, but are not structured as or intended to be therapeutic services. Groups are designed to help students better understand issues and develop strategies to manage issues of concern to them that may, if not addressed, interfere significantly with the student's educational progress or school adjustment. Groups have a written curriculum that guides discussion over a set period time, generally 5 sessions. A student may voluntarily participate in a group without the permission of parent(s)/guardian(s) for up to five sessions of up to 45 minutes in length. Subsequent enrollment in the same group requires the permission of the parent(s)/ guardian(s).

Students in a group who present significant concern and for whom therapeutic services must be considered will be referred to the social workers, psychologists, or school counselors for individual consultation.

School and Community Linkages

When possible, the Student Services Team shall seek to establish linkages and partnerships with outside organizations to provide a coordinated approach to addressing children's social and emotional development, physical and mental health needs.

Adopted: August 17, 2004

Revised: January 8, 2013

Replaces:

Reference: 42 USC §12101 et seq.; 405 ILCS 49/1 et seq.

405 ILCS 5/3-501

740 ILCS 110/1 et seq.

4100 EXTRACURRICULAR ACTIVITIES

4101 Interscholastic and Extracurricular Activities

The Board of Education believes a comprehensive and balanced activities program is an essential component to and extension of the basic program of instruction. The activities program should provide opportunities for students to further develop interests and talents in sports, debate/speech, dance, drama, journalism, music, student government and a variety of other academic and non-academic areas. Participation in these activities should provide students with a basis for personal leadership values, for job skills and for leisure activities.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that as many students as possible may participate as fully as possible regardless of their ability levels.

Every reasonable effort should be made to support the activities program with the best facilities, equipment and with the most qualified staff available. Insofar as possible, knowledge and skills gained in coaches or advisors classes should be applied and developed further through participation in the activities program. Coaches, directors and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice and preparation.

The intent of the activities program should be: (1) to realize the value of participation without overemphasizing the importance of winning or excelling, and (2) to develop and improve positive citizenship behaviors among the program's participants and supporters.

The District will, within available resources as determined by the board, help coaches, advisors and others achieve the objectives and principles adopted by the Board as defined here and elsewhere.

Adopted: November 20, 2001
Revised: January 8, 2013
Replaces: IDFA – Interscholastic Activities
Reference:

4102 Bill of Rights for Student Activity Participants

Student participants in activity programs should be served by the principles that follow:

1. The right to participate in activities.

2. The right to participate at a level commensurate with his/her maturity and ability.
3. The right to have qualified adult leadership.
4. The right to perform as a student without expectations to perform as an adult.
5. The right to share in the leadership and decision-making of his/her chosen activity.
6. The right to participate in safe and healthy conditions and environments.
7. The right to proper and thorough preparation prior to participation in events.
8. The right to an equal opportunity to strive for success.
9. The right to be treated with dignity and respect at practices and events.
10. The right to have fun through participation.

Adopted: November 20, 2001

Revised:

Replaces:

Reference: (adapted from *Coaching Young Athletes*)

4103 Outcomes of Activity Programs

The outcomes that follow are commonly accepted as potential benefits derived from student participation in activity programs.

1. To provide a positive image of school and activity programs.
2. To provide opportunities to develop skills and competence.
3. To complement the regular program of instruction.
4. To build relationships through affiliation with other students and coaches in groups and on teams.
5. To develop wholesome views toward fitness, conditioning and preparation for participation.
6. To promote opportunities for esteem to improve and for recognition to be earned.
7. To develop leadership skills.
8. To learn the privilege of representing in a visible way, some entity, school or community.
9. To help students learn the fun, excitement and challenge of competition.
10. To develop interests which can be pursued beyond graduation.
11. To practice self-discipline and emotional maturity in preparation for and participation in student activities.
12. To practice social competence, gain respect for others and practice commonly embraced rules and attitudes of conduct.

Adopted: November 20, 2001

Revised: January 8, 2013

Replaces:

Reference:

4104 Participation Requirements– Extracurricular Athletic Activities

Student participation in School Board-approved extracurricular athletic activities is contingent upon the following:

1. The student must attain academic standards set forth below and specified in the *Wildcat Planner Handbook*.

District 94 requires a grade of “E,” “D,” or better (“passing grades”) in a minimum of four (4) courses each semester. Students not passing four (4) courses in the semester preceding a season or period of participation shall be prohibited from participating or competing in activities, events, or competitions the following semester. Students must also maintain passing grades in four (4) courses throughout each season or activity period. Grades will be checked weekly. Students not passing four (4) courses will be suspended from competition or participation for one (1) week or until the student demonstrates passing grades in four (4) courses. During suspension from events or competitions, students may attend practices or be assigned a study table by the Athletic Director or Activities Director.

2. Written permission must be given by a student’s parent(s)/guardian(s) for that student’s participation in an extracurricular athletic activity, including execution of a full waiver and release of responsibility of the risks involved.

3. A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student’s health status allows for active athletic participation must be submitted to the district prior to the student’s participation in an activity.

4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

5. Student must be able to attend practice and activities as scheduled by district and conference.

The Superintendent or his/her designee shall maintain the necessary records to ensure student compliance with this policy.

Adopted: November 20, 2001
 Revised: January 8, 2013
 Replaces: 33 – Extracurricular Activities/Athletics
 Reference: 27 Ill. Admin. Code § 1.530(b); 4:170, 6:190, 7:240, 7:330
See also ¶4205 – Students’ Insurance Program

4105 Procedures for Athletic Injuries

The coaches have the primary responsibility for the welfare and safety of students who are participating in school-sponsored athletic events. S/he must be present for and supervise all practices and contests. The District shall take reasonable steps to ensure the presence of a properly qualified sport trainer at all athletic contests.

When an athlete is injured at a home athletic event at practice, the sports trainer must take the following actions when indicated:

- Immediately determine if injuries are life-threatening or require urgent care.
- Seek emergency medical service as soon as possible.
- Provide life support if serious bleeding or breathing problems occur.
- Apply emergency dressings, bandages, ice packs and splints as indicated.
- Immobilize the athlete unless movement is absolutely necessary.
- Notify parents of injury and any need for further medical attention.
- Notify the certified trainer of the injuries.
- Remain in charge of the athlete until qualified medical personnel arrive or parents assume responsibility.
- Insure that injured athletes are accompanied to the locker room or hospital by a responsible adult or trainer until released to medical personnel or parents.
- Follow-up an injury with a personal visit or telephone call.
- Complete an accident report within 48 hours of incident.

The Coach may continue a practice or event following an injury only if available to supervise the remaining athletes.

If an injury or sudden illness occurs at an away contest the coach or sports trainer must take the following actions when indicated:

- Seek emergency medical services as soon as possible and follow the procedures of the host school in an emergency situation and notify the parents of the athlete.
- Use basic first aid measures if the injury is not one demanding urgent attention.
- Provide supervision of the injured athlete and team until released to a parent or qualified medical attendant.
- Complete an accident report within 48 hours.
- Follow up an injury with a personal visit or telephone call.

Adopted: November 20, 2001

Revised: January 8, 2013

Replaces:

Reference: *See also* ¶4206 – Accident Documentation

4106 Rules and Procedures Governing the Behavior of Students Participating in Interscholastic Athletics

1. The Illinois High School Association, the District 94 Board of Education and the Administration of District 94 govern and preside over the athletic programs of Community High School District 94.
2. An interscholastic athletic activity's season shall be deemed to begin with the first practice session for the activity permitted under Illinois High School Association rules and conclude with the last competitive activity of the sport scheduled during the current year.
3. A student-athlete engaged in interscholastic athletics is not permitted to:
 - A. use tobacco, alcohol, illegal drugs or narcotics, or any controlled substance of any kind at any time, or at any location. This includes times when school is not in session, any location off school grounds, and drugs used for performance enhancement. Also included would be instances when the legal term "constructive possession" applies. Constructive possession is a citation given to underage persons if they are in a location where alcohol or illegal substances are available and where consumption may have been possible. This does not include use of a controlled substance that has been properly prescribed for the student in accordance with said prescription.
 - B. engage in bullying/aggressive behavior, commit acts of vandalism or destruction of property; or engage in any willful act which could result in physical, mental, or emotional injury to another person.
 - C. Be actively involved with any gang or gang activity.

4. A student-athlete found to be in violation of any of the rules stated in Paragraphs 3A, 3B or 3C, above may be subject to the following penalties:
 - A. **First Violation:** A two-week suspension from the competitive season of the sport in which the student-athlete is currently participating; or, if the student-athlete is not currently participating in a sport, in the next sport in which the athlete participates if they chose to do so. During the term of such suspension the student-athlete may be required to attend all practice sessions, but may not participate in any athletic contest with another school. A student-athlete who is subject to such suspension may not join a team after the team's season has begun. A student-athlete and his legal guardian(s) must meet with the Athletic Director to discuss and review the code violations and determine the extent in which the school can aid in the student-athlete's behavior management.
 - B. **Second Violation:** Total suspension, including practices, for the remainder of the sport season in which the student is currently participating; or, in the case of a student-athlete not currently participating in a sport, suspension from competitive activities the first three (3) weeks of the season of the next sport in which the student-athlete participates. In addition, if the student-athlete is in violation of 3A, the student-athlete must successfully complete, at his/her own expense, a substance abuse rehabilitation or stop-smoking program approved by the Athletic Director and Head of the Physical Development Division. If the violation occurred under Paragraph 3B or 3C, the student-athlete must successfully complete, at his/her own expense, a program within the school or outside the school that supports the ethical and appropriate behavior that is expected of a law-abiding citizen. A student-athlete who is subject to such suspension may not join a team after the team's season has begun.
 - C. **Third Violation:** Suspension from all sports for one (1) calendar year.. In addition, if the student-athlete is in violation of 3A, the student-athlete must successfully complete, at his/her own expense, a substance abuse rehabilitation or stop-smoking program approved by the Athletic Director and Head of the Physical Development Division. If the violation occurred under Paragraph 3B or 3C, the student-athlete must successfully complete, at his/her own expense, a program within the school or outside the school that supports the ethical and appropriate behavior that is expected of a law-abiding citizen. The student-athlete shall remain ineligible to participate in any interscholastic sports until the suspension, the substance abuse rehabilitation and/or citizenship counseling/ community service sessions have been completed.
5. The number of violations will accumulate during the individual student athlete's entire period of enrollment at Community High School and shall not terminate at the end of any given school year. A sports season shall be deemed to begin with the first practice session for the sport permitted under the IHSA rules and conclude with the last competitive activity of the sport scheduled during the current school year. In addition, all consequences for violations are subject to the discretion of the Athletic Director, Assistant Principal and/or Principal.

6. A student-athlete in violation of Paragraph 3A who voluntarily discloses his/her willingness to enter a substance abuse rehabilitation or stop-smoking program may not be subjected to the penalties set forth in paragraphs above, at the discretion of the Athletic Director, Assistant Principal, and/or Principal. Such student-athlete shall again become subject to all the terms, conditions, and penalties specified in these rules from the date on which s/he completes such approved program. A student-athlete may not avail himself/herself of this provision more than once.
 - A. A student-athlete to whom this policy becomes applicable shall be afforded the following assistance.
 1. The Athletic Director in coordination with the Support Service Team and Health Office shall maintain a list of available rehabilitation and counseling programs and shall make the list available to student-athletes; however, s/he shall not recommend any specific program. The fact that a particular program is not included on such list shall not mean that the program used may not be deemed sufficient to meet the requirements of this policy.
 2. In the case of a student-athlete who cannot afford to participate in ~~any~~ rehabilitation and counseling program for which a fee is charged, the Athletic Director shall assist the student-athlete in locating a program operated by a public or non-profit organization which makes such programs available at no cost.
7. A student-athlete who participates in interscholastic competition shall be required to be in compliance with all general school rules and regulations as well as the regulations as established by the coaching staff and sports administration for the sport in which s/he is participating.
8. A student-athlete who engages in behavior which constitutes a violation of school rules or team regulations shall be subject to disciplinary action as prescribed by the athlete's current coach.
 - A. The rules and penalties shall be administered by the current coach for the sport in which a particular student-athlete is participating and the Athletic Director.
 - B. A student-athlete shall be afforded an informal hearing with his/her coach prior to the imposition of a penalty.
 - C. Prior to any penalty being administered, the parent(s)/guardian(s) of a student-athlete subject to a penalty shall be contacted to meet with the Athletic Director and student-athlete to discuss the penalty and read and sign the written notice of penalty and consequences. If a meeting is not possible, the parents or guardians will be notified by written notice of the specific rule the student-athlete has

violated, the nature of the violation, the penalty imposed, and the student-athlete's right of appeal. Such notice shall be sent within three (3) school days after the imposition of the penalty.

- D. A student-athlete subjected to a penalty shall have the right to appeal the decision of his/her coach and the Athletic Director to the Athletic Council. A student-athlete may initiate such an appeal by notifying, in writing, his/her coach or the Athletic Director. Such notification must be provided not more than five (5) school days after the day on which the student-athlete is notified of the imposition of the penalty. The Athletic Council shall consider such an appeal and render a decision within five (5) school days after the appeal has been initiated. The decision of the Athletic Council regarding an appeal shall be final. Information regarding a student-athlete's violation of the rules contained herein or a penalty imposed as a result of such violation shall be made known only to those persons with a need to know.

Members of the Athletic Council shall be as follows:

- Head of the Physical Development Division
- The Head Coach of the current sport in which the student-athlete is participating
- If the student-athlete is not in any sport, it will be the Head Coach of the last sport in which the student-athlete participated.
- The student-athlete's Guidance Counselor
- Dean of Students

A staff member who reports a behavior violation that results in a penalty on that is appealed to the Athletic Council or a staff member who has imposed a penalty that is appealed to the Athletic Council shall not participate in the Athletic Council's deliberations regarding the appeal, except as a witness.

Adopted: November 20, 2001

Revised: October 17, 2006; September 8, 2009; January 8, 2013

Replaces: IDFA-R – Rules and Procedures Governing the Behavior of Students Participating in Interscholastic Athletics

Reference:

4107 Student Participation in Co-curricular Organizations

It shall be the policy of the Board of Education to encourage, within available resources as determined by the Board, the formation and support of local chapters of state and national organizations whose purpose is to supplement and enhance the instruction provided by District 94.

Although the Board believes that, in general, the activities of District 94 chapters of such organizations should be financed through the use of Activity Fund monies, or self-funded through fund raising events, the Board may provide financial assistance for the

purpose of enabling students who have demonstrated outstanding performance in state-wide or regional contests of such organizations to participate in national contests conducted by them. Such assistance shall be subject to the availability of funds and approval of the Board of Education or Administration.

A set of rules and regulations regarding student and faculty sponsor participation in the national conventions and contests of such organizations shall be developed and shall accompany this policy.

Note: For the purpose of this policy, a co-curricular organization shall be defined as an organization for high school students which have as its primary purpose supplementing and enhancing the instruction provided in an area of study included in the District 94 co-curricular program.

Adopted: November 20, 2001

Revised: October 17, 2006; January 8, 2013

Replaces: IDE – Student Participation in Co-curricular Organizations

Reference:

4107P Rules and Regulations Accompanying Student Participation in a Co-curricular Organization's National Convention or Competition

Student members shall be permitted to attend the national convention or competition sponsored by the respective organization subject to the following conditions:

1. The student's eligibility to attend the convention or competition must be the result of having qualified for national level competition, under the rules of the organization, individually or as a team or by having been elected to the office of president, vice president, secretary, treasurer, or parliamentarian of the State or Regional organization.
2. The student must be in good standing in the school and in the local chapter of the organization sponsoring the convention or competition.
3. A faculty sponsor shall chaperone the trip.
4. The student shall be subject to all school rules and Board of Education policies regarding student behavior while en route to and from the convention or competition and while in attendance at the convention or competition, including, but not limited to, Board of Education policies and rules regarding student discipline and participation in inter-scholastic athletics.
5. Transportation to and from the convention or competition must be by carrier approved in advance by the Principal. Transportation by means of a vehicle driven by a person under twenty-one (21) years of age shall not be permitted.

The Board of Education may, to the best of its ability, within available resources as determined by the Board, assume the following costs with student attendance at a national convention or competition:

1. Registration fees.
2. Transportation to and from the convention or competition for the student and faculty sponsor.
3. Housing for the student and the faculty sponsor.
4. Meal reimbursement, tolls, parking, and miscellaneous travel expenses for the faculty sponsor per established guidelines. Meals for students shall be at their own expense.

Adopted: November 20, 2001

Revised: October 17, 2006; January 8, 2013

Replaces: IDE-R – Rules and Regulations Accompanying Student Participation in Co-curricular Organizations

Reference: *See Also* ¶3504 — Expenses for General Personnel

4108 Formation of a New Club/Organization

Any student or staff member interested in forming a new club/organization as a pilot activity must complete an application for a club charter and submit this application to the Activity Director. Each newly formed pilot club/organization shall be allowed to meet in the school provided a staff member is found willing to voluntarily and without compensation advise and supervise the group while it meets. The Administrator in charge of facility use must approve meeting times and locations.

Following one year of pilot operation, if interest and membership has been maintained, the Activity Director shall make a recommendation on behalf of the new organization to Student Council for approval. Student Council must approve the new organization by a 2/3's vote.

Upon approval by Student Council, the Activity Director shall make a recommendation to the Superintendent, through the Principal, that the new group be added to Appendix B and recognized as an official club/organization in the District.

The application for inclusion in Appendix B must include the following:

1. Club constitution that reflects the goals/purposes of the organization
2. Membership and participation policies/procedures
3. A process for electing officers and their defined duties
4. Major activities and/or projects of interest
5. A list of members

In turn, the Superintendent shall convene the Appendix B Committee to make a formal recommendation to the Teachers' Association and the Board as to an appropriate pilot rating for an advisor to the club/organization to be added as a Memo of Understanding to the contract. Upon the approval of both parties and assignment of a sponsor the group can begin meeting officially the following school year.

The Appendix B Committee shall make an advisory recommendation regarding positions to be added to or deleted from Appendix B for the following school year to the superintendent for consideration based upon available resources, student participation and adherence to the activity's constitution and goals of the District. The superintendent will recommend the appropriate action to the school board for final determination.

Adopted: May 21, 2002

Revised: January 8, 2013

Replaces:

Reference:

4200 HEALTH SERVICES**4201 Temporary Medical Conditions**

Appropriate school staff members shall assist with the development of an educational program for student known to be pregnant, to have been involved in an accident, to have contracted a non-communicable disease, or to have some other temporary medical conditions designed to enable the student to continue his/her high school education, to the greatest extent feasible, during and after the temporary medical condition.

The school nurse shall determine any modifications in the curricular and/or extracurricular program of a student with a temporary medical condition needed in order to protect his/her physical welfare. Such needed modifications shall be implemented by the appropriate pupil personnel service staff member.

Upon request from a student or Parent/Guardian of a student with a temporary medical condition, the school nurse will recommend that the parent/guardian contact their insurance provider and may provide the student/parent/guardian a list of area agencies from which competent medical care may be obtained. Neither the school nurse nor any other employee of the district shall recommend a specific agency, doctor, or medical, treatment, therapeutic, etc. facility.

With respect to pregnancy, no employee shall in any manner attempt to advise a student or parent/guardian regarding the continuation or termination of her pregnancy or the disposition of a child resulting from her pregnancy. Similarly, no employee shall advise a student/parent/guardian as to treatment.

All employees shall comply with the applicable statutes and Illinois State Board of Education rules and regulations regarding confidentiality between students and school staff members.

Adopted: November 20, 2001

Revised: January 8, 2013

Replaces: JG – Student Welfare – Pregnant Students

Reference:

4201P Rules and Regulations for Students with Temporary Medical Conditions

The following series of procedures shall be implemented when a counselor, the nurse, the social worker, the psychologist, or an administrator becomes aware that a student has a temporary medical condition:

1. The student's counselor shall meet with the student and explore with the student his/her options with respect to the continuation of his/her schooling.
2. The student's counselor shall refer the student to the school nurse who shall determine whether his/her medical condition requires modification of his/her curricular and/or extracurricular program (physical education, athletics, cheerleading, etc.). The school nurse shall encourage a student who has not done so to consult a physician regarding proper health care during his/her temporary medical condition.
3. If a student has not consulted a physician and requests medical advice, the school nurse will direct parents to contact their insurance carrier and/or may provide the student with a list of area agencies that provide competent comprehensive medical services for the temporary medical condition.
4. With respect to pregnant students:
 - A. The school nurse's assistance shall be limited to medical referral; advice regarding a particular course of action shall not be provided.
 - B. The list of area agencies provided may include agencies that specialize in both services for pregnant teenagers and comprehensive health service.
 - C. The student's counselor, the nurse, or the social worker shall meet with the student and encourage her to inform her parents of her condition. If the student has not informed her parents and it appears to the staff member that the student is reluctant to do so, the staff member shall offer to meet with the student and her parents for the purpose of informing them of her condition. If the student declines this offer, the staff member shall advise the student that s/he will disclose the student's condition to the student's parents unless prohibited by law or court order from doing so.
 - D. If a pregnant student provides the school nurse evidence of a medical appointment, confidential or non-confidential, the nurse shall notify the attendance office that the absence is excused.
5. When a student arrives at a decision regarding a course of action regarding his/her temporary medical condition, a member of the pupil personnel services team shall meet with the student and, if possible, his/her parents to develop a specific plan designed to enable the student to continue his/her high school education to the greatest extent feasible.

Other pupil personnel service staff members may be invited to attend this meeting when their presence is deemed helpful by the responsible administrator.

- Adopted: November 20, 2001
- Revised: January 8, 2013
- Replaces: JG-R – Pregnant Students Rules and Regulations
- Reference:

4202 Students with Chronic Communicable Diseases

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board’s policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

Procedure - Managing Students with Communicable or Infectious Diseases

A student with a communicable or infectious disease shall be treated as a “handicapped person” under Section 504 of the Rehabilitation Act of 1973, unless the student has an IEP under the Individuals with Disabilities in Education Act and Policy 8008 *Rights of Individuals with Disabilities*. For those students with an IEP, the District’s Policy 8007 *Education of Children with Disabilities* must also be followed and will control whenever there is a conflict with these procedures.

Rules and guidance from the ISBE and IDPH should be consulted and supersede these procedures (see *Management of Chronic Infectious Diseases in Schoolchildren*, revised 2003 by the ISBE and IDPH, http://www.isbe.net/spec-ed/pdfs/chronic_diseases.pdf and *Communicable Disease Guide* revised 2002, IDPH).

Managing Students with Communicable or Infectious Diseases

Actor	Action
Parents/Guardians	Notifies the Building Principal where their child is enrolled if their child has a communicative or infectious disease. A communicative or infectious disease includes Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Human Immunodeficiency Virus (HIV).
Department of Public Health or Local Health Authority	Gives prompt (within 3 working days) and confidential notice of a child’s identity to the Building Principal of the school in which the child is enrolled whenever a child is reported as having AIDS or AIDS-related complex (ARC) or as having been exposed to Human Immune Deficiency Virus (HIV) (410 ILCS 315/2a; 77 Ill.Admin.Code §697.400).
Building Principal or designee	Upon having knowledge of a known or suspected case or carrier of a communicable disease: <ul style="list-style-type: none"> a. Notifies the local health authority as required by 77 Ill.Admin.Code §690.200. b. Notifies the Superintendent. May, as necessary, disclose the infected

Actor	Action
	<p>child’s identity to the school nurse, the applicable classroom teachers, and those persons who, by federal or State law, are required to decide the placement or educational program of the child (410 ILCS 315/2a).</p> <p>c. Notifies others, as necessary, provided the child’s identity is not revealed (410 ILCS 315/2a).</p> <p>d. Temporarily excludes a student from school attendance according to 77 Ill.Admin.Code §690.</p> <p>Keeps the school open where a student with a communicable disease attended, except in the event of an emergency (77 Ill.Admin.Code §690.1000 (c)(1)).</p>
District staff	<p>Observes all rules of the IDPH regarding communicable and chronic infectious disease. See the Legal References for a list of these rules.</p> <p>Collects and maintains the student’s medical information in a manner that ensures the strictest confidentiality and in accordance with federal and State laws regarding student records.</p>
Superintendent or designee	<p>Confirms that all required and appropriate notices are made.</p> <p>Convenes the Communicable and Chronic Infectious Disease Review Team. This Superintendent committee is composed of the District’s medical advisor, a school nurse, the Building Principal, and the Superintendent or designee.</p>
Communicable and Chronic Infectious Disease Review Team	<p>Arranges a meeting with the student’s parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available. The purpose of the meeting is to:</p> <p>a. Determine when an excluded student will return to school. This determination shall be based on whether the student poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff. A student suspected of being infected with a disease for which isolation is required shall be refused admittance while acute symptoms are present (77 Ill.Admin.Code §690.1000).</p> <p>b. Perform a pre-placement evaluation (34 C.F.R. §104.35). <i>Placement of School Children with Acquired Immunodeficiency Syndrome (AIDS)</i>, published by the U.S. Dept. of Education Office for Civil Rights.</p> <p>c. Make a placement decision based on the pre-placement evaluation. The placement decision shall include any needed related services (34 C.F.R. §104.35).</p> <p>d. If there is a reason to believe that the student may have a disability requiring special education and related services, the child shall be referred for a special education evaluation. Referrals may also be made, at any time, by any concerned person, including but not limited to School District personnel, the child’s parent(s)/guardian(s), a community service agency employee, a professional having knowledge of a child’s problems, a child, or an ISBE employee. See the District’s Policy 8007 <i>Education of Children with Disabilities</i></p>

Actor	Action
	e. Reports the meeting results to the Superintendent.
Superintendent or designee	Notifies the student’s parents/guardians when an excluded student can return to school and of the placement decision. If the student will not attend school, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instruction shall apply.
Communicable and Chronic Infectious Disease Review Team	At least annually while a student has a contagious or infectious disease, arranges a meeting with the student’s parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available, to review the student’s education placement and the provision of related services.

Managing a Student with a Communicable or Infectious Disease Who Demonstrates Behavior that Could Result In Infecting Other Students or Staff Members

Actor	Action
Parents/Guardians or any staff member	Notifies the Building Principal if a student with a communicable or infectious disease shows a lack of control of bodily secretions, has open sores that cannot be covered, or demonstrates behavior (e.g., biting) that could result in direct inoculation of potentially infected body fluids into the bloodstream.
Building Principal	Immediately notifies the Superintendent of the above.
Superintendent or designee	Upon being notified that a student is demonstrating behavior that could spread his or her disease, convenes the Communicable and Chronic Infectious Disease Review Team. If appropriate, notifies parents of students of possible exposure if their student may have been exposed to a communicable or infectious disease due to behaviors exhibited by a student having such a disease.
Communicable and Chronic Infectious Disease Review Team	Arranges a meeting with the student’s parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available. The purpose of this meeting is to: a. Determine whether the student’s temporary removal from the classroom is appropriate because the student poses a high risk of transmitting a communicable and chronic infectious disease or whether another response exists to reduce the risk of transmission. A student suspected of being infected with a disease for which isolation is required shall be refused admittance while acute symptoms are present (77 Ill.Admin.Code §690.1000). b. Perform a pre-placement evaluation if the student will continue to attend school (34 C.F.R. §104.35). c. Make a placement decision based on the pre-placement evaluation. The placement decision shall include any needed related services (34 C.F.R. §104.35). If the student will continue to attend school, determine the student’s appropriate educational placement. The team shall also determine if the student needs related services or placement

Actor	Action
	outside the regular classroom. Reports the meeting's results to the Superintendent.
Superintendent or Designee	Notifies the student's parent(s)/guardian(s) whether the student will attend school. If the student will not attend school or participate in school activities with other students, every reasonable effort shall be made to provide the student with an adequate alternative education; however, an individual student's IEP will control. State regulations and school policy regarding homebound instruction apply.
Communicable and Chronic Infectious Disease Review Team	At least once a month while a student is removed from normal school attendance, arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available, to review the removal and to determine whether the condition precipitating the removal has changed.

General Post-Evaluation Procedures

Actor	Action
Parents/Guardians	May appeal their child's exclusion from school or educational placement to the School Board within 10 days of being notified of the action.
Parents/Guardians	When their child returns to school after an absence due to a communicable and chronic infectious disease, present a certificate from a physician licensed in Illinois stating that the child qualifies for re-admission to school under the rules of the IDPH that regulate periods of incubation, communicability, quarantine, and reporting.

LEGAL REF.: 105 ILCS 5/10-21.11 and 10/1 et seq.
 410 ILCS 315/0.01 et seq.
 23 Ill.Admin.Code Part 226.
 77 Ill.Admin.Code Parts 665, 690, 693, 695, 696, and 697.
 34 C.F.R. §104.34 and 104.35.
 Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.
 Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.
 Rehabilitation Act of 1973, Section 504, 29 U.S.C. §701 et seq.

Adopted: November 20, 2001
 Revised: January 8, 2013
 Replaces: JGCC – Students with Chronic Communicable Diseases
 Reference:

4203 Physical Examinations, Eye Examinations, and Immunizations

1. **Physical Examination/Immunizations** - Each student entering the ninth grade shall be required to present evidence prior to the first day of the school year that s/he has had a physical examination and the immunizations against, and the screenings for,

preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to the student's first day of attendance. The examination shall be conducted by a person licensed to practice medicine in all of its branches in the State of Illinois or any other state, or such other person permitted by the Illinois Department of Public Health. The District shall provide notice of the requirements of this policy consistent with the provisions of Section 27-8.1 of the Illinois School Code sixty (60) days prior to the first day of the school years.

Those students who participate in interscholastic sports will be required to present evidence of a physical examination that was completed and dated within a year prior to the time that the interscholastic sport of participation will end its season. Otherwise, a new sports physical will need to be submitted to the Athletic Department to enable the student to participate.

A student, regardless of age or grade level, who enrolls at District 94 from another location shall be required to provide evidence prior to enrolling in the District that s/he has had a physical examination and the immunizations against, and the screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year preceding entrance into the ninth grade, or their enrollment in District 94, or as otherwise required by this Policy and applicable law. The examination shall have been conducted by a person licensed to practice medicine in all of its branches in the State of Illinois, or any other state or such other person permitted by the Illinois Department of Public Health. All students must meet this requirement at the time of enrollment in District 94. This requirement can be met by having health records transferred to District 94 from the sending school district.

Physical examinations shall be reported on the Illinois Department of Public Health Certificate of Child Health Examination form as prescribed by the Illinois State Board of Education, except that in the case of a student from out-of-state or out-of-country, a form equivalent to the Illinois requirements may be accepted when his/her enrollment in District 94 is the first entry into an Illinois school.

Additional health examinations and further evaluations, including eye examinations, of students may be required when deemed necessary by school authorities.

A student who does not comply with the foregoing requirements by the first day of the school year, and who is not otherwise exempt from said requirements, may be excluded from school until such requirements are met.

2. **Eye Examinations** - Each student who transfers to District 94 from another state or country, or who has not previously enrolled in an Illinois school shall be required to present proof prior to the first day of the school year that s/he has been examined by a physician licensed to practice medicine in all of its branches or a licensed optometrist within the previous year. Notification of this requirement shall be made sixty (60) days prior to the first day of the school year, consistent with the provisions of Section 27-8.1 of the Illinois School Code.

Parents/Guardians whose children are not required to have an eye examination shall be encouraged to have their children undergo an eye examination whenever health examinations are required.

The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. District 94 shall not exclude a student from attending school due to failure to obtain a required eye examination.

3. **Exemptions** - In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from the requirements of sections 1 and 2 or this policy for:

- A. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
- B. The physical examination or immunization requirements on medical grounds if a physician provides written verification; or,
- C. The eye examination requirement if the student's parents/guardians 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. **Exemption from Physical Education on Medical Grounds** - A student whose physical status necessitates restricted participation or no participation in the physical education curriculum shall file with the school nurse a statement from a person licensed to practice medicine in all its branches in the State of Illinois or any other state and that statement shall denote the student's diagnosis and/or condition, the duration of any limitation on physical activity required, and any alternate physical activity in which the student is able to participate. The applicability of such a statement shall be limited to the school year in which it is filed.

5. **Exclusion of Non-Immunized Students in the Event of an Epidemic** - In the event that the Illinois Department of Public Health or DuPage County Board of Health declares that the incidence of a disease for which students are required to be immunized has reached epidemic proportions in this geographic area, all students who have not provided documented proof of immunity to that disease shall be excluded from school until further notice.

6. **Homeless Child** - Any homeless child shall be immediately admitted even if the child or child's parents/guardians is/are unable to produce immunization and health records normally required for enrollment.

Adopted: November 20, 2001

Revised: December 16, 2008; January 8, 2013

Replaces: JGCA - Physical Examinations and Immunizations; 4203
(November 20, 2001)

Reference: Illinois School Code, Section 27-8.1 (105 ILCS 5/27-8.1)

4204 Medication in School

It shall be the policy of District 94 that the administration of medication or supervision of self-medication to students during regular school hours should be discouraged unless necessary to maintain the student in school, or in the event of an emergency. However, any student who is required to take medication during the school day must comply with school district policy.

The school nurse or his/her designee can facilitate this process by providing information to the parent(s) or guardian(s) and student(s) on the process to be followed in the administration of medication during school hours. The Board will insure and indemnify personnel designated to administer or supervise the self-administration of medication for asthma or severe allergy when such personnel follow the policy and procedures put forth in this document. School personnel will not diagnose or treat illness, nor will nurses administer any medication without written orders from a medical doctor and permission from parent(s)/guardian(s).

A medication form will be made available to the parent(s)/guardian(s). The medical doctor will write medication orders on this form and the parent(s)/guardians will sign the form giving the professional school personnel permission to administer the medication to their child. Medications include those classified as prescriptions, herbal, natural, holistic, and over-the-counter. If the medication is an antibiotic that is being prescribed for a short period time (up to and including 10 days), the parent(s)/guardian(s) may sign his/her permission for the administration of the medications without a medical doctor's order.

If the medication is an inhaler to treat asthma or a medication to be injected for a severe allergy the student may carry the medication and self-administer during the school day and at all school events with the provision that the Self-Administration Medication form has been completed by a medical doctor and the parent(s)/guardian(s).

All Medication Permission Forms must be on file in the Nurse's Office and will be in effect for the school year for which it is granted. The school district will require a renewed Medication Form for each subsequent school year.

All prescription medications must be contained in the original labeled prescription bottle or package with the student's name inscribed. Over-the-counter medications must be in their original container. All medications will be stored in a locked cabinet in the Nurse's Office. Medications that are sent to school in plastic baggies, envelopes, etc. will not be administered and will be returned to the student at the end of the school day.

The school nurse will administer medication to the student according to the medical doctor's direction. In the event the nurse is not available to administer the medication, a designated school administrator will administer the medication. The exception would be for those students who have Self-Administration Medication forms completed and in effect.

Adopted: November 20, 2001

Revised: May 21, 2002; January 8, 2013

Replaces:

Reference:

4205 Student Insurance Program

The Board of Education shall make accident insurance coverage available to students at the time of registration, providing a reliable insurance carrier will supply such coverage. Participation in such an insurance plan shall be optional and paid for by the student.

Students are not eligible to participate in inter-scholastic athletics without insurance coverage – either as a dependent on parent’s insurance or individual student insurance.

Adopted: November 20, 2001
 Revised: January 8, 2013
 Replaces: JGA – Student Insurance Program
 Reference: *See also* ¶4103 – Student Participation Rights

4206 Student Accident Documentation

All accidents involving District 94 students on District grounds during school hours or school activities or off site during approved/sponsored school activities must be reported as soon as possible by the District staff member responsible for supervision of the student(s) on a Student Accident/Injury Report form to the appropriate supervisor. This will provide information that

- 1.
2. Is needed to file insurance claims
3. Might be of importance in case of litigation

Student accidents involving district owned office or contracted vehicles will be reported to the Business Office. If the accident occurs while students are being transported to or from school, a school nurse will be called to assess all student passengers. If there are obvious injuries, 911 will also be called. All parents or guardians will be contacted, even if there are no apparent injuries. Student accidents on school property and on the way to and from school will be reported to the principal. The school nurse will if practicable assess the injuries and report in writing to the principal and the Superintendent and Business Office.

Employees involved in on the job accidents will file a workman’s compensation form with the Business office. The injured employee is responsible for filing his/her own form.

Student accidents during interscholastic athletic activities, whether at practice, home, or away events will be reported to the coach and Athletic Trainer (if in attendance). A written report of the accident will be initiated by the Trainer and submitted to the school nurse who will complete the report and submit it to the principal, Superintendent, and Athletic Director and Business Office.

Other student accidents during school-sponsored activities and during school hours will be reported to the sponsor of that activity or to the principal as soon as possible.

The sponsor will initiate a report or information to be given to the school nurse and a complete report will be submitted to the principal and the Business Office.

All student accidents other than those listed above should be reported to a school official in attendance who will inform the nurse who will distribute the report to appropriate personnel.

Adopted: November 20, 2001

Revised: January 8, 2013

Replaces:

Reference: *See also* ¶4104 – Procedures for Athletic Injuries

4207 Allergens (Anaphylaxis to Food and Other Substances)

The Board recognizes that pupils may have anaphylaxis to certain foods and other substances. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular systems). Symptoms can occur within minutes to hours after contact with the allergy-causing substance, and these reactions can range from mild to life threatening. The building principal and school nurse will take precautions to ensure the safety of pupils with anaphylaxis to food and other substances.

It is very important that the parent (s)/legal guardian(s) of pupils with anaphylaxis to food and other substances inform the school nurse in the event the pupil may have an anaphylactic reaction while in school. When a parent/legal guardian informs the school nurse that the pupil may have an anaphylactic reaction to substances other than food while in school, the school nurse will work with school staff to determine if these substances are on school grounds. The school nurse will inform and work with the parent/legal guardian and the pupil to avoid the pupil's exposure to these substances if present on school grounds. The school nurse will notify school staff that interacts with the pupil.

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies of any pupils, recognizing that the responsibility of diagnosis and treatment of any illness falls to the medical profession and parent. At the same time, the Board recognizes that a pupil's health and safety may be contingent upon timely administration of medication duly prescribed by a physician. The Board will permit the self-administration of medication for a pupil with anaphylaxis to food and other substances pursuant to Public Act 96-0349. The parent(s)/legal guardian(s) of a pupil with anaphylaxis to food and other substances must provide the school nurse with written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism and a pre-measured dose of an antihistamine or equivalent for the pupil. Any other administration of medications to pupils in school will be in accordance with the Board's administration of medication policy and applicable laws.

Food Allergies

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system, which immediately reacts, causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among student's families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. The Superintendent or designee shall develop and implement such a program, which shall be based on the joint State Board of Education and State Department of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools*.

Based on the school cafeteria's use of government commodity foods and beverages and foods brought into the building by pupils and staff, the District may not know the exact ingredients used in the preparation of all food and beverage items served or available within the school lunch program and in various areas of the building over the course of the school day. Therefore, the parent(s)/legal guardian(s) and/or the pupil with anaphylaxis to food should be responsible for the pupil's purchase and consumption of any food products sold, made available or provided by the school and/or by any school related organizations that may cause an anaphylaxis reaction. Upon the request of a parent(s)/legal guardian(s) of a pupil with anaphylaxis to food, the principal, working with the school nurse and school cafeteria personnel, will accommodate, as best as possible, a pupil with anaphylaxis to food by offering limited food substitutions that are free of the pupil's food allergy.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or classroom celebration. Because the ingredients of these food products may be unknown to the food server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide the pupil with advance notice of the classroom experience, field trip, and/or classroom celebration in order for the pupil to bring a food or beverage from their home so that they may participate in the activity.

The school nurse will coordinate the District's training of staff about management of students with food allergies, which shall include recognition of symptoms, administration of medication, and best practices for use when a pupil exhibits an anaphylactic reaction. Training shall be conducted by a person with expertise in anaphylactic reactions and management. The principal and school nurse will work with other school staff to eliminate or substitute the use of food allergens in the allergic pupil's meals, educational/instructional tools and materials, arts and craft projects, or incentives.

Adopted: November 2, 2010

Revised: January 8, 2013

Replaces:

Reference:

4300 TRANSPORTATION

4301 Transportation of Students

Community High School District 94 will provide free transportation for students as and to the extent required by applicable law.

Students who are not eligible for free transportation will be allowed to pay a fee for transportation if the following criteria are met:

1. There is space available on existing routes serving that student's area recognizing that some space must be reserved for additional students transferring to the high school during the year.
2. The district is not required to provide additional routes or bus service to serve students living less than one and one-half miles from school.
3. No new bus stops are required. Students paying for transportation must be picked up at an existing stop.

If requests exceed available space, preference will be given to the first applicants for fee-based transportation.

Each parent participating in fee-based busing will sign a statement acknowledging the above listed stipulations. Further, the statement will specify that access to fee-based busing is provided only to the extent of available space and may be discontinued at any time with or without notice.

All payments for fee-based busing will be made in advance on a quarterly basis. Fees will be based on roundtrip service for 1 school year. Service is not transferable.

Adopted: November 20, 2001
Revised: January 8, 2013
Replaces: EEA – Transportation of Students
Reference: *See also* ¶4302 – Individual and Family Annual Transportation Fee Schedule

4302 Individual and Family Annual Transportation Fee Schedule

Students who live within 1.5 miles from the school may be permitted to ride the bus subject to space availability.

1. The district is not required to provide additional routes or bus service to serve students living less than one and one-half miles from school.

No new bus stops are required. Students paying for transportation must be picked up at an existing stop.

Fees for one (1) student, two (2) students or three (3) or more students within the same residence to ride the bus for one year shall be determined annually by the Board.

Adopted: November 20, 2001

Revised: January 8, 2013

Replaces: EEA-R Rules and Regulations to Accompany Policy EEA – Transportation of Students

Reference:

4303 Technology Center of DuPage

Community High School District 94 shall provide free transportation to and from Technology Center of DuPage (TCD) for the purpose of attending the TCD regular school day program during the regular school year for Community High School students and for residents of District 94 who attend private school.

All students attending TCD under the auspices of District 94 shall be required to use the transportation to and from the TCD facility. The only exception to this requirement shall be when it is necessary for a student to bring a vehicle to the TCD facility for purposes related to his/her educational program; such exceptions shall be pre-approved by the Principal or his/her designee.

Adopted: November 20, 2001

Revised:

Replaces: JGGA – Student Transportation

Reference:

4304 Student Transportation to Summer/Evening School Programs

The Board of Education shall not provide transportation for any student for the purpose of attending summer school or evening school sessions, except that a student enrolled in a special education program whose Individualized Educational Program (IEP) specifies that a summer special education program is essential for the student's educational progress shall be provided free transportation in accordance with applicable law.

Adopted: November 20, 2001

Revised:

Replaces: JGGA – Student Transportation
Reference:

4305 Student Transportation to Extracurricular Programs

Community High School District 94 shall provide free transportation for student participants in interscholastic activities that take place away from Community High School when such students are participating in the interscholastic activity under the auspices of District 94.

All such student participants shall be required to use the transportation furnished by District 94 for the purpose of going to and returning from such activities; however, a student may be permitted to return from such an event with a parent or guardian provided all applicable rules and procedures are followed.

The Board of Education shall not furnish special early or late transportation to and from home for students participating in extracurricular activities except in the case of a student enrolled in a special education program when such transportation is determined to be a special education related service that is necessary to enable the student to participate in an extracurricular activity which the student's Individualized Educational Program (IEP) states is required to assist the student to benefit from special education.

Adopted: November 20, 2001
Revised: January 8, 2013
Replaces: JGGA – Student Transportation
Reference:

4306 Student Transportation – Athletics and Cheerleaders

The Board of Education shall provide transportation for athletes and cheerleaders to and from interscholastic athletic activities or other school-sponsored events in which they are participating as representatives of Community High School District 94. Sponsors, coaches and staff who drive students must have on file in the business office an affidavit which states they are in possession of a current driver's license. The sponsor or coach must also agree to immediately notify the Director of Business Services if the driver's license is suspended or no longer valid.

All such student participants shall be required to use the transportation furnished by District 94 for the purpose of going to and returning from such activities; however, a student may be permitted to return from such an event with a parent or guardian, provided all applicable rules and procedures are followed.

All athletes and cheerleaders shall be required to utilize the means of transportation provided by the school district, with the exception that at the conclusion of an event an athlete or cheerleader may be released to his/her parent(s)/guardian(s) by his/her coach or sponsor or by an assigned administrator.

Adopted: November 20, 2001

Revised: January 8, 2013
Replaces: EDAC – Student Transportation Athletes and Cheerleaders
Reference:

4307 Student Transportation – Field Trips

Community High School District 94 shall provide transportation for a student field trip that is a component of a regular school course. All such field trips shall be approved by the Principal or his/her designee. Students will be required to use the transportation to and from school and field trip location. In some cases, additional stops may be made for food and rest breaks. Students will not be allowed to travel on their own to/from without specific permission of the principal.

Adopted: November 20, 2001
Revised: January 8, 2013
Replaces: JGGA – Student Transportation
Reference:

4308 Emergency School Closing

When weather conditions or emergency situations make it necessary to delay the opening of school, dismiss early, or close school entirely, the change will be announced on local radio stations, phone blast and web site. These decisions to close school are made by the Superintendent based on information received from bus and other contractors, the Illinois Department of Transportation, municipal government, and police.

Action taken to delay the opening of, dismiss early, or close Community High School, will include the entire district.

Decisions on needed make-up days will be made by the Board of Education.

When school is closed or dismissed early, all athletic practices, events, club meetings, and school-sponsored activities are cancelled unless an exception is granted by the Superintendent of Schools for valid reasons. Determinations regarding away athletic events are under control of the host district.

Adopted: November 20, 2001
Revised: January 8, 2013
Replaces:
Reference:

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**January 8, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION C -
DRAFT MINUTES**

1. Regular Board of Education Meeting

December 18, 2012

Board of Education
COMMUNITY HIGH SCHOOL DISTRICT 94
12/18/2012 – 7:00 p.m.

Community High School
326 Joliet Street
West Chicago, Illinois

OPENING ACTIVITIES

1. Call to Order at 7:00 p.m.
2. Rich Nagel led the Board and meeting attendees in the Pledge of Allegiance.
3. Ruben Campos read the Mission Statement:
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call – Present were: Mr. Campos, Ms. Doremus, Mr. Gunderson, Mr. Molinaro, Mr. Nagel and Mr. Saake. Mr. Kotche arrived at 7:56 p.m.
5. Additions to the Agenda:
Student Discipline
RECOMMENDED MOTION: That the Board of Education approve the addition of a discussion on student discipline to the agenda.
MOTION: Mr. Saake
SECOND: Mr. Molinaro
VOTE: Unanimous Approval on Voice Vote 6 – 0

STUDENT PARTICIPATION

Gary Saake recognized Matthew Wenz as November Student of the Month and Lucas Jaconis as November PeaceBuilder of the Month

PUBLIC PARTICIPATION (Agenda Items Only)

None

EXECUTIVE SESSION

RECOMMENDED MOTION: That the Board of Education hold a Closed Session at 7:08 p.m. for the purpose of discussing student discipline.

MOTION: Mr. Saake

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Roll Call Vote 6 – 0

RECOMMENDED MOTION: That the Board of Education return to Open Session at 7:50 p.m.

MOTION: Mr. Saake

SECOND: Mr. Campos

VOTE: Unanimous Approval on Roll Call Vote 6 - 0

REPORTS AND INFORMATION

1. IASB – IASA – IASBO Joint Annual Conference Reports
This item was tabled until January, 2013.
2. Business Manager’s Report
Mr. Cole reported that the filing period for the upcoming school board election had opened on December 17th and would close on December 26th. He stated that Mr. Gunderson, Mr. Saake, Mr. Nagel and Ms. Lauf had filed nominating paperwork.
3. Principal’s Report
Dr. Cheng reported that he had been invited to attend a meeting at College of DuPage. He said the focus of the meeting was to begin discussions about a new initiative COD is planning. He explained that, currently, the College of DuPage has a program called 3 + 1 which allows students attending COD to earn a college degree through a partnership with several local colleges/universities. Dr. Cheng further explained that COD is looking at creating an academy which will use the 3 + 1 concept and extend it to high schools. He said that COD is eager to extend the partnership between the College of DuPage and high schools, and that they would like to have Community High School as one of the “pilot” schools for the program. Dr. Cheng reported that the A Capella Chamber Choir would be performing on Channel 7 at 11:00 a.m. Wednesday, December 19th.
4. Assistant Superintendent’s Report
Dr. Chambers reported that the Transparency Initiative is moving forward and is currently at 94 points out of 100. She said that the system will go live in January; she will demonstrate the site to the Board and invite the IPI to come in and do their formal audit.
Dr. Chambers reported that a Board member had inquired about staff attendance. She distributed a handout and gave a brief overview of how Human Resources tracks staff attendance on a monthly basis. Dr. Chambers explained that attendance numbers were a little lower than usual this fall due to a greater than normal number of leaves of absence. It was clarified that the numbers included all staff members and partial days. Mr. Gunderson asked if this information could be tracked by Division; Dr. Chambers stated she would look into providing that information.
5. Superintendent Search Update
This item was moved to closed session.
6. Student Attendance and Discipline Report
Mr. Ponce reported that student attendance for the month of November was 92.37%, which was slightly lower than previous years. He also reported that student discipline/suspension numbers were better than last year.
Mr. Saake asked if the data could be displayed differently so that trends and anomalies would be easily apparent. Dr. Cheng responded that the information could be put into charts. Mr. Ponce stated that the information would be displayed differently in the future.
Mr. Campos said that he would like better information regarding the reasons for student tardiness so that possible solutions could be discussed.

7. Curriculum Donation

Mr. Ponce asked the Board to review some ideas which had been raised at the November 13, 2012 Board meeting. One idea had been to purchase science equipment. He said those needs had been addressed with general fund money. Another idea was to redesign some classrooms. Mr. Ponce said the sum of the gift was not sufficient for this purpose.

Mr. Ponce said that he would like to come to the next board meeting for approval to make purchases as outlined in (Att. §B - pp. 4 – 5). Mr. Ponce said that administration is recommending that the iPad pilot project be put aside for now so more research can be done.

Mr. Gunderson said that the donation had been made to further curriculum, and that updating the building was not curriculum-driven. He also said that he would prefer to look at items which would have a long-term benefit. Mr. Gunderson said he did not agree with spending the gift on the ACT Support Preparation as this was not curriculum-driven and was a short-term benefit. Dr. Cheng said that the books purchased would be kept and would be supplemental materials. He further explained that administration would like to have Cambridge come in so that knowledge could be increased and applied in the future.

Mr. Gunderson said that he agreed with the purchase of document cameras which would have a long-term use and would benefit many students. He also said he agreed with the purchase of books for Career Education and Foods. Dr. Cheng explained that Curriculum Writing was related to the Common Core and would give teachers time to re-write curriculum.

It was clarified that the donor had requested the money be spent on curriculum initiatives. Mr. Nagel said that he thought curriculum writing fit the request. He suggested that the money be spent on curriculum writing over a period of several years. Mr. Kotche said items used for the instruction of curriculum also fit the request.

Mr. Gunderson said that money for the iPad pilot project should be earmarked to be used for a tablet project.

Mr. Saake stated that he would like to move forward on all of the recommendation made by administration.

Mr. Ponce asked if administration could move forward on purchasing the recommended items. It was agreed that all items could be purchased, but that the iPad project should be renamed Tablet Pilot Project.

8. Technology Committee Update

Mr. Ponce stated that, with the hire of the new Technology Director, it was time to establish an instructional technology committee which would be focused on instruction and embedding technology in the instructional program. He explained that this committee would facilitate the integration of existing and emerging technologies in all aspects of our educational and instructional community. Mr. Ponce said the committee would enhance learning for students and faculty. Mr. Ponce further explained that this committee would determine where the school currently stands in regard to technology and where the school wants to be. He stated that the committee would have a representative from each division, administrators, and a Board member, with the new Technology Director serving as a co-chair. Mr. Ponce said he hoped the

committee would be functioning so the first meeting would be held in January or February 2013.

Board members raised questions about the current technology committee and the difference between the two. Mr. Ponce said that the new Director of Technology should be asked to formalize a concept of what was needed and then bring a recommendation to the Board.

Mr. Molinaro said the committee needed to be comprised of people who would focus on strategy and people who focus on tactics.

The current technology committee has met only a few times recently. Mr. Ponce wants a broad-based group processing this issue.

9. Future Dates

- a. Winter Break – December 24, 2012 – January 4, 2013 (No School)
- b. Regular Semi-Monthly Board of Education Meeting – January 8, 2013 – 7:00 p.m.
- c. Special Closed Session Board of Education Meeting – January 10, 2013 – 6:30 p.m.
- d. First Round Interviews for Superintendent Conducted Week of January 14, 2013. Date and Time to Be Determined.
- e. Second Round Interviews for Superintendent Conducted Week of January 21, 2013. Date and Time to be Determined.
- f. Regular Semi-Monthly Board of Education Meeting – January 22, 2013 – 7:00 p.m.

Ms. Doremus pointed out that January 8th is the first Board meeting in January. Board packets would need to be sent Friday, December 21st. She asked if Board members would want to push the meeting back to the third Tuesday in January. Ms. Doremus reminded Board members of the upcoming interviews and the Joint Board meeting on January 28th.

It was agreed that the January 8th Board packet would be sent to all Board members via email. Board members also asked that Friday updates no longer be sent to their homes, but sent via email.

Open Comment

Mr. Gunderson reported that Special Olympics participated in a game over the weekend, and that Kerry Doremus made her first basket in four years. He stated there was a fundraiser on January 12th and that support would be appreciated.

Public Participation

Ms. Doremus stated that public participation had already been held but that she would make an exception and re-open it to accommodate the request of two individuals to speak. She informed them that they would each have up to 5 minutes per person to address the Board.

Ms. Guadalupe Velazquez told the Board she would like to address them in Spanish. Mr. Ponce said that he would translate.

Ms. Velazquez told the Board that Community High School is one of the lowest achieving schools in DuPage County. She asked what the school was doing to address this critical issue. Ms. Velazquez also asked what the school was doing to ensure that the faculty was encouraging students? She asked how the school prepares and communicates with the community to help the students. Ms. Velazquez stated that students are taught to

prevent crime and drugs at school. She asked what the school was doing to educate parents on the same topics so they could encourage their children.

Ms. Doremus said that the Board was happy to see these parents at the Board meeting showing an interest in their student's education. She said that Mr. Ponce would be happy to meet with them and address their concerns.

Ms. Rocio Velazquez addressed the Board and asked for assurance that her son would receive an excellent education from the school. Ms. Velazquez said that she knows parents are the main key, and that she encourages her son to study and be something. She said that teachers are not babysitters. Ms. Velazquez said her son was robbed in P.E. and that she had talked to the teacher. The teacher said he was sorry, but that there was nothing he could do. She said the teacher told her to go to the police station and fill out a report. Ms. Velazquez said that she was concerned about safety and whether there was enough supervision in the school. She said that there was an increase in drug use in the school. Ms. Velazquez also stated that she would like to see staff wearing identification so she would know who to ask for help. Ms. Doremus told Ms. Velazquez that Mr. Ponce would contact her and respond to her questions and concerns.

Open Comment

Mr. Gunderson said that topics raised by the parents brought up concerns regarding the Student Attendance and Discipline Reports. He said the report showed three thefts for the entire year, and yet Ms. Velazquez said that theft had increased. Mr. Gunderson said that the school should be keeping a record of all thefts, even when students and parents reported them to the police department.

Mr. Campos said that he knew of several meetings which had been held recently in conjunction with the Regional Office of Education to reach all parents. He said he knew that interventions were in place to reach out to all parents. Mr. Ponce said that 100 parents had attended the last ESL Parent Meeting. He said that there had been 3 activities focused on Latino parents last week, and that there was a meeting this week for Title 1 parents. Mr. Ponce said he would check to see if drug incidents were up. He also said some of the incidents mentioned could have occurred outside of school.

Ms. Doremus asked Mr. Ponce to report on his discussions with the parents at the next Board meeting.

CONSENT AGENDA (Roll Call)

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading "Recommended Action".

1. Items Removed from Consent Agenda for Separate Action:
Finance Committee Minutes
2. Consent Agenda Action for All Items Except those Listed in 1. Above.
RECOMMENDED MOTION: That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.
MOTION: Mr. Campos
SECOND: Mr. Saake
VOTE: Unanimous Approval on Roll Call Vote 7 - 0

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

1. **Approval of Minutes — (Att. §C – pp. 1 - 8)**
 Board of Education Meeting – At Table December 4, 2012
RECOMMENDED MOTION: That the Board of Education approve the minutes of the meeting of December 4, 2012, as listed above.

2. **Approval of Financials — (Att. §A – pp. 1 – 46)**
 - a. Approve Current Expenditures
RECOMMENDED MOTION: That the Board of Education approve the expenditures from November 15, 2012 to December 12, 2012.
 - b. Imprest Fund Statement
 - c. Treasurer’s Report
 - d. Statement of Position
 - e. Financial Report
 - f. Statement of Revenue/Expenditures YTD Ending November 30, 2012
 - g. 3-Year Budget/Actual Report
 - h. Grant Reports
 - i. Cash Fund
 - j. Activity Account Fund Balance
 - k. Vendor Activity Report
 - l. Outstanding State Revenue Payments
 - m. Quarterly Financial Report (Oct, Jan, Apr, July ONLY)
 - n. FY13 Budget Report

NEW BUSINESS

1. **Personnel Reports – (Roll Call)**
 This item was moved to closed session.

2. **Board Policy Series ¶4000 – (Roll Call)**
RECOMMENDED MOTION: That the Board of Education approve on 1st Reading Policy Series ¶4000, Support Services, Health and Student Activities as shown on (Att. §B - pp. 6 – 41).
MOTION: Mr. Molinaro
SECOND: Mr. Saake
 Mr. Molinaro asked if everyone approved of page 4-15.
VOTE: Unanimous Approval on Roll Call Vote 7 - 0
 Mr. Ponce stated that he would like to bring this policy back to the next meeting for 2nd reading. It was agreed that all policies which have been approved at 1st reading should be brought back for 2nd reading.

3. **Proposed 2013-14 School Calendar – (Roll Call)**
 Administration is recommending the adoption of the 2013-2014 School Calendar. It has been reviewed by members the Support Employees and Teachers Associations, parents and representatives of the three elementary feeder districts.
RECOMMENDED MOTION: That the Board of Education approve the proposed 2013-2014 School Calendar as shown on (Att. §B – pp. 42 – 42).
MOTION: Mr. Saake
SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

4. **Resolution Supporting Governmental Self-Insurance Pooling and in Opposition to Non-Productive Legislative Restraints – (Roll Call)**

During the last two spring sessions of the Illinois General Assembly, legislation was proposed which would effectively eliminate the ability of units of government in Illinois to join together in co-ops or pools for jointly purchasing insurance and other commodities. There is concern that this will be pushed again in the final days of the lame duck session in January. Intergovernmental cooperation was greatly expanded in the 1970 Illinois Constitution. Since then many purchasing and insurance co-ops and pools have been established which most of the nearly 7,000 units of government participate. District 94 is part of three pools for workers comp, health insurance and liability insurance. These pools, as a form of self-insurance, when combined with 80 other districts for health insurance and 170 for liability allow the District to dramatically reduce its costs as opposed to purchasing individually. Several state wide associations are asking their members to take action opposing such legislation and informing their legislators of their position.

RECOMMENDED MOTION: That the Board of Education approve the resolution supporting Governmental self-insurance pooling and in opposition to non-productive legislative restraints as presented in the packet \ (Att. §B - pp. 43 – 46).

MOTION: Mr. Saake

SECOND: Mr. Campos

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

OLD BUSINESS - None

EXECUTIVE SESSION – Only if needed and with the understanding that possible action could be taken on matters discussed in closed session.

RECOMMENDED MOTION TO

MOVE TO CLOSED SESSION: That the Board of Education hold a Closed Session at 9:15 p.m. for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters.

ACTION AFTER RETURN TO OPEN SESSION:

1. **Personnel Reports – (Roll Call)**

RECOMMENDED MOTION: That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table. (Att. §D – pp. 1 – 4).

RECOMMENDED MOTION: That the Board of Education accept the resignation of Kathleen Shackelford, Personal Care Assistant in the Special Education Division, effective January 11, 2013 and James Moore, Custodian, effective December 21, 2012.

MOTION: Mr. Saake

SECOND: Mr. Molinaro

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

Superintendent Search Report:

BWP, the consulting firm assisting the Board to identify a new superintendent, has asked for a salary range the Board is willing to pay the new superintendent. The Board stated the range should be established based on the finalists selected. If the salaries of the finalists are known, it will help the Board establish a range. The range will depend on who is selected as the superintendent. The Board will need to be convinced of the value of the person selected. The Board will seek additional information from BWP. The Board will want to know how much the finalists are currently earning.

ADJOURNMENT

RECOMMENDED MOTION: That the Board of Education meeting
be adjourned at 10:13 p.m.

MOTION: Mr. Saake

SECOND: Mr. Campos

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

Katherine M. Doremus, President

ATTEST:

Ruben Campos, Secretary

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**January 8, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION D -
CONFIDENTIAL MEETING ATTACHMENTS**

1. Personnel Report

Office of Human Resources - Personnel Report

12/18/2012 – Board of Education Meeting

A. Approve the following personnel recommendations:

Employment

NAME	Ms. MaryKate Ross	Mr. Joseph Neilon	
Action	Employment	Employment	
Classification	Non-Certified	Non-Certified	
Initially Proposed	12/18/2012	12/18/2012	
Role/Area	Program Assistant/AVID Program	Director of Technology	
Education	N/A	BS in Business Administration from DeVry University	
Experience	None	1.5 years at DuPage ROE as IT Support Technician; 4 years at Lombard School District 44 as Technology Technician; 7 years at Keeneyville School District 20 as Director of Technology	
Certification Type	N/A	N/A	
Part/Full-Time	Part-Time	Full-Time	
Salary/Schedule	PA/Step 1	\$95,500.00	
Replaces	New Position	Andy Glowaty	
Effective	1/7/2013	7/1/2013	

Leave of Absence

NAME	Ms. Amanda Cordes		
Action	Unpaid LOA		
Classification	Certified		
Initially Proposed	12/18/2012		
Role/Area	Teacher/Language Arts Division		
Education			
Experience			
Certification Type			
Part/Full-Time	Full-Time		
Salary/Schedule			
Replaces			
Effective	January, 2014 - to March or June, 2014		

Office of Human Resources - Personnel Report

12/18/2012 – Board of Education Meeting

Resignation

NAME	Ms. Kathleen Shackelford		
Action	Resignation		
Classification	Non-Certified		
Initially Proposed	12/18/2012		
Role/ Area	Personal Care Assistant/Special Educ.		
Education			
Experience			
Certification Type			
Part/Full-Time	Full-Time		
Salary/Schedule			
Replaces			
Effective	12/26/2012		

- B. Discontinue the Program Assistant Role in the GO Program for second semester of the 2012/13 school year. (Please see attached memo.)

Memorandum

Office of the Assistant Superintendent of Administrative Services

Date: December 13, 2012

To: Lalo Ponce

From: Kimberly C. Chambers

CC: Maura Bridges, Moses Cheng

Re: GO Program Staffing Change

A mid-year review of the GO Program, the after-school extension of the STARS at-risk, alternative education program, has shown that the student numbers are lower than in years past. This is a fortunate change as fewer students need these services.

We currently employ a teacher and a Program Assistant in this program. After conversations with Maura Bridges, given the reduced enrollment, I am recommending that the Program Assistant role be discontinued for second semester. This recommendation will be made a part of the December 18, 2012 Board of Education Meeting Personnel Report.

When I hold sectioning meetings in March, the team will discuss the GO Program in its entirety so as to make a recommendation for the upcoming 2013/14 school year.

Please contact me with any questions that you may have. Thank you.

December 12, 2012

Board of Education
Community High School District 94
326 Joliet Street
West Chicago, IL 60185

Dear Members of the Board:

I am writing to request an unpaid Leave of Absence under Article 7, Section F of the Contractual Agreement. I am applying to teach abroad during second semester of the 2013/14 school year under the Fulbright Program.

A pre-requisite for application to the program is that my current district be willing to grant me a leave of absence.

As I will not learn of my acceptance into the program, or the duration of my opportunity, until later this year, I respectfully ask that you consider granting my request contingent upon my acceptance into the Fulbright Program. I expect to receive a response in the Spring. I will notify Dr. Chambers of the response as soon as it is received but no later than May 31, 2013. If I am accepted, my Leave of Absence would begin in January, 2014 and run through either March (3 months) or June (6 months), 2014. If I am not accepted, I would work a full contractual year at CHS.

I appreciate your consideration of this request. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Amanda L. Cordes".

Amanda Cordes, Teacher
Language Arts Division