

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
December 4, 2012 – 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. Art Overview Dave Exner/Megan Dulkanys/Mike Conroy
2. BWP and Associates Present Superintendent Profile
BWP and Associates
3. Board Policy Series 4000 Lalo Ponce
(Att. §B - pp. 1 – 36)
4. National School Boards Association Annual Conference & Exposition
Lalo Ponce
5. Budget Reports for 2012-2013 Gordon Cole
6. Principal’s Report Moses Cheng
7. Assistant Superintendent’s Report Kim Chambers
8. Strategic Plan Update Kim Chambers
(Att. §B - pp. 37 – 40)

9. 2013-2014 School Calendar Lalo Ponce
(Att. §B - pp. 41 – 41)
10. Future Dates
 - a. Regular Finance Committee Meeting – December 12, 2012 – 7:30 a.m.
 - b. Regular Semi-Monthly Board of Education Meeting – December 18, 2012 – 7:00 p.m.
 - c. Winter Break – December 24, 2012 – January 4, 2013 (No School)

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**
Board of Education Meeting – At Table November 27, 2012
Closed Session Board of Education Meeting – November 27, 2012
At Table
RECOMMENDED MOTION: That the Board of Education approve the minutes of the meetings of November 27, 2012, as listed above.

NEW BUSINESS

1. **Personnel Reports – (Roll Call)**
RECOMMENDED MOTION: That the Board of Education approve the Personnel and Supplemental Contract reports as presented at table.
2. **Proposed 2012 Property Tax Levy – (Roll Call)**
The District receives approximately 80% of its revenues from local property tax. The Levy for 2012, collected in 2013, by Statute, must be filed by the third Tuesday of December. At the November 13 Board meeting the levy was discussed and staff was given direction for the development of the documents. The levy as submitted utilizes the 3% CPI

factor and includes a one half of one percent balloon. This will have the potential to generate over \$700,000 from the 2011 extension level.

RECOMMENDED MOTION: That the Board of Education approve the Resolution Establishing the 2012 Tax Levy, the Resolution to Levy Certain Taxes, to waive their full reading, to authorize the Board President and Secretary to execute the requisite documents and all of said documents as shown on (Att. §B - pp. 42 – 49) to be made a part hereof.

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**

**December 4, 2012
7:00 p.m.
Board of Education Meeting**

**SECTION B -
Regular Meeting Attachments**

4000 SUPPORT SERVICES, HEALTH and STUDENT ACTIVITIES,
~~EXTRACURRICULAR~~

4001 ~~Goal/Priority Objectives~~ SUPPORT SERVICES, PURPOSE
OVERVIEW OR POSITION

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 ~~teachers~~ Staff and ~~Community and administration~~ to provide meaningful instruction.

Adopted: November 20, 2001
Revised:
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., ~~including head lice.~~
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~~, emotional, physical or mental health problems that impact the ability to learn.

~~learning ability~~. The District, however, assumes no liability for preventing, identifying, diagnosing or treating such problems ~~rather~~ other than as part of an IEP.:

This policy shall be implemented in a manner consistent with State and Federal laws. ~~in effect at the time. State Law shall supersede Federal and/or District Policy.~~

Adopted: August 17, 2004

Revised:

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, ~~physical~~ or mental health problems. As needed on a case-by-case basis, the Student Services Team may request the involvement of relevant Administrators, ~~teachers~~ 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~~ and ~~emotional or physical development~~ 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. ~~any on-going social work and psychological services. "On going" is defined as more than 5 contacts in which the student received these services.~~ 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 ~~as~~ 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 ~~weeks~~ sessions. A student may voluntarily participate in a group without the permission of parent(s)/guardian(s) for ~~one such time period or 5 weeks~~ 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 ~~diverse community~~ 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:

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 ~~Philosophy for~~ Interscholastic and Extracurricular Activities

~~Community High School District 94~~ 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 ~~experience~~ 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 ~~many~~ students with a ~~lifetime~~ basis for personal leadership values, for ~~work~~ 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 ~~and ethical~~ 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 ~~as~~ 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 ~~ultimate goal~~ 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 ~~hereby commits its resources to the best of its ability es to~~will, within available resources as determined by the board, ~~helping~~ coaches, advisors and others achieve the objectives and principles adopted by the Board as defined here and elsewhere.

Adopted: November 20, 2001
Revised:
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 ~~Goals~~ Outcomes of Activity Programs

The ~~goals~~ outcomes/~~results~~ 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 ~~evidence~~ ~~proactive~~ practice commonly embraced rules and attitudes of conduct.

Adopted: November 20, 2001

Revised:

Replaces:

Reference:

4104 ~~Student Participation Requirements~~ ~~Rights~~ – Extracurricular Athletic Activities

~~—Scope— Does not include Non-Athletic Activity~~

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* ~~& Calendar~~.

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 ~~and end district transportation arrangement to be acceptable.~~

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

Adopted: November 20, 2001

Revised:

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

When an athlete is injured at ~~a~~ home athletic event at home or at practice, the ~~coach~~ sports trainer ~~or medical support person~~ 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.
- ~~Seek emergency medical service as soon as possible.~~
- 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.
- ~~Coach may C~~ontinue a practice or event following an injury only if available to supervise the remaining athletes.
- 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 ~~medical support person~~ sports trainer must take the following actions when indicated:

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- Have staff members ride the bus with no more than one coach driving to the contest.

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- 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:

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:
 - 1A. 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.
 - 2B. 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.

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~~3-C~~ . ~~be~~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 ~~1, 2, and 3~~3A, 3B or 3C, above may be subject to the following ~~disciplinary actions~~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 ~~if in violation of paragraph 1~~. 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 ~~2~~3B or ~~3~~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. ~~if in violation of Paragraph 1~~. 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 ~~2~~3B or ~~3~~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 all or ~~both the~~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~~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

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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 ~~1-3A~~ 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 ~~A, B, and C~~ 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.

B. A student-athlete to whom this policy becomes applicable shall be afforded the following assistance.

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~~A1.~~ The Athletic Director in coordination with the Support ~~Staff~~ ~~(Counseling) Division~~ 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.

~~B2.~~ In the case of a student-athlete who cannot afford to participate in ~~a any~~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 ~~make~~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.

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~~8A.~~ 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.

~~BA.~~ 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.

~~C.B~~ A student-athlete shall be afforded an informal hearing with his/her coach prior to the imposition of a penalty. The student-athlete will be afforded due process rights in every circumstance as described below.

~~D.C~~ Prior to any ~~consequences being~~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 ~~violation~~ and read and sign the written notice of ~~violation~~ 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.

~~41-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.

~~2.~~ Members of the Athletic ~~Council~~ Council shall be as follows: ~~appointed by the Athletic Director~~

- 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 ~~disciplinary action~~ that is appealed to the Athletic Council or a staff member who has imposed a penalty ~~disciplinary action~~ 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

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 in ~~by District 94~~ ~~curricular program~~.

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 ~~will~~ 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)~~. 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 has~~ 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

Replaces: IDE – Student Participation in Co-curricular Organizations

Reference:

4107P Rules and Regulations Accompanying Student Participation in a Co-curricular ~~Organizations~~ Organization's National Conventions 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 ~~by earning first, second, or third place in a competitive event directly related to the purposes of the local chapter of the organization,~~ under the rules of the organization, individually or as a ~~t~~Team ~~or~~ 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 ~~shall~~ may, to the best ~~if their~~ of its ability, within available resources as determined by the Board, assume the following costs with student attendance at a national convention or competition ~~ference~~:

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

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 ~~an~~ a pilot activity ~~addition to Appendix B~~ must complete an application for a club charter ~~, submit and~~ submit this application to the Activity Director; ~~and exist as a pilot activity for a minimum of one full year.~~ 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.

~~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~~

Following ~~One year~~ ~~from the initial application~~ 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.

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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

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In turn, the Superintendent ~~would~~ shall convene the Appendix B Committee to make a formal recommendation to the Teachers' Association and the Board as to an appropriate ~~stipend~~ pilot rating for an advisor to the club/organization to be added as a ~~mem~~ 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.

Adopted: May 21, 2002

Revised:

Replaces:

Reference:

4200 HEALTH SERVICES**4201 Temporary Medical Conditions**

Appropriate school staff members shall assist with the ~~each 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~~ 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 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~~ 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:

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 ~~parent/guardian~~ 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.

~~4A.~~ 4. With respect to pregnant students:

~~A.1.~~ A. The school nurse's assistance shall be limited to medical referral; advice regarding a particular course of action shall not be provided.

~~B2B.~~ The list of area agencies provided may include agencies that specialize in both services for pregnant teenagers and comprehensive health service.

~~C3C.~~ 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.

~~D4D.~~ 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, ~~the administrator responsible~~ a member of the ~~for~~ 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:

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. For those students with an IEP, the District's Administrative Procedure, 6:120-AP, *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*, must also be followed and they 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). See Exhibit 7:280-E2, <i>Reporting and Exclusion Requirements for Common Communicable Diseases</i> , for a list of communicative or infectious diseases.
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

Actor	Action
Building Principal or designee	<p>Virus (HIV) (410 ILCS 315/2a; 77 Ill.Admin.Code §697.400).</p> <p>Upon having knowledge of a known or suspected case or carrier of a communicable disease:</p> <ol style="list-style-type: none"> Notifies the local health authority as required by 77 Ill.Admin.Code §690.200. See also Exhibit 7:280-E2, <i>Reporting and Exclusion Requirements for Common Communicable Diseases</i>, identifying the diseases for which there is mandatory reporting. Notifies the Superintendent. May, as necessary, disclose the infected 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). Notifies others, as necessary, provided the child's identity is not revealed (410 ILCS 315/2a). Temporarily excludes a student from school attendance according to 77 Ill.Admin.Code §690. <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 (see 2:150-AP, <i>Superintendent Committees</i>).</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> <ol style="list-style-type: none"> 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). Perform a pre-placement evaluation (34 C.F.R. §104.35). See 7:280-E1, <i>Placement of School Children with Acquired Immunodeficiency Syndrome (AIDS)</i>, published by the U.S. Dept. of Education Office for Civil Rights. 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).

Actor	Action
	<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 <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (23 Ill.Admin.Code §226.110).</p> <p>Reports the meeting results to the Superintendent.</p>
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	<p>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.</p> <p>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.</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 this meeting is to:</p> <p>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</p>

Actor	Action
	<p>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 if the student will continue to attend school (34 C.F.R. §104.35).</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). 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 outside the regular classroom.</p> <p>Reports the meeting's results to the Superintendent.</p>
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.

CROSS REF.: 2:150 (Committees), 5:40 (Communicable and Chronic Infectious Disease)

~~1. **Placement**—A student with a chronic communicable disease may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in a more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether a student with a chronic communicable disease may attend school in the regular classroom setting shall be made in accordance with paragraph 2 of this Policy and the Rules and Regulations to Govern the Administration and Operation of Special Education.~~

~~2. **Placement Procedures**—~~

~~A. *Temporary Exclusion*—Upon being informed that a student has, or is reasonably suspected of having, a chronic communicable disease, an Employee shall inform the Principal.~~

~~Pending determination of placement, a student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, may be temporarily excluded from school if a medical situation exists that warrants temporary exclusion. Pursuant to Section 226.120 of the Special Education Regulations, the school district may initiate a case study evaluation that requires the student to submit to a physical examination conducted by a physician selected by the district and provided at school district expense. If a student refuses to submit to such an examination, the student may be excluded pending a medical examination showing that s/he poses no risk and the District may initiate due process procedures. During the period of temporary exclusion, the student shall be provided with an appropriate educational program. Appropriate educational instruction may include, but shall not be limited to, the following: homebound instruction; hospital instruction; on line instruction and tele max, if appropriate.~~

~~B. Initial Case Study Evaluation~~

~~A student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, shall submit to a medical examination as part of a case study evaluation. The student shall then be evaluated by a multidisciplinary team that shall consist of appropriate district personnel and a physician or other consultants selected by the Superintendent or his/her designee, public health personnel, the district's legal counsel, the student's parent(s)/guardian(s) and the student, where applicable. The evaluation and IEP meeting shall be completed within sixty (60) school days after the date of referral or the date of the parent's application for admittance of the child to the public school.~~

~~C. Placement Decision~~

~~Upon completion of a case study evaluation, one or more conferences shall be convened for the purpose of formulating program and service options. Recommendations concerning the student's placement shall be determined in accordance with the standard set forth in Section 1 of this Policy and shall, within thirty (30) days after the student is determined eligible for services, be based upon the following factors:~~

- ~~1) the risk of transmission of the disease to others;~~
- ~~2) the health risk to the particular student;~~
- ~~3) the extent to which reasonable accommodations to reduce the health risk to the student and others can be made without undue hardship; and~~
- ~~4) the provisions of educational services in the least restrictive environment.~~

~~The placement decision shall be communicated in writing to the student, the parent(s)/guardian(s), the principal, and the Superintendent.~~

~~D. Appeal Process~~

~~A decision regarding a student's placement or individualized educational program may be appealed in accordance with the *Illinois School Code* and the Rules and Regulations to Govern the Organization and Administration of Special Education.~~

~~E. Subsequent Evaluations~~

~~The student shall be re-evaluated on a regular basis by the multidisciplinary team to determine whether the student's placement and program continue to be appropriate. The frequency of the re-evaluation shall be determined~~

~~by the team, but in no event shall the student be re-evaluated less frequently than twice per school term unless the District, at its discretion, foregoes reevaluations pursuant to adequate/appropriate doctor recommendations. In the event a change in the student's medical condition occurs, or a change in the school environment occurs, the multidisciplinary team shall determine if a change in placement is appropriate. If, however, an emergency occurs, the Superintendent shall have the right to take appropriate action. Any such action shall be reviewed by the multidisciplinary team as soon as possible.~~

~~3. Confidentiality~~

~~A. Students with Chronic Communicable Diseases Other than Acquired Immune Deficiency Syndrome~~

~~The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons **shall not** further disclose such information. The multidisciplinary team responsible for making initial evaluations and placement decisions will be responsible for determining who has "a direct need to know." The Superintendent, or his/her designee, shall report by mail or telephone each suspected or diagnosed case of a Class I or Class II communicable disease to the local health authority.~~

~~B. Students with Acquired Immune Deficiency Syndrome (AIDS)~~

~~Upon learning that a student has Acquired Immune Deficiency Syndrome (AIDS) or AIDS-Related Complex (ARC), or has tested positive on a Western Blot Assay, or on a more reliable test, the Principal shall inform the Superintendent, or his/her designee responsible for convening the multidisciplinary team. Members of the multidisciplinary team may be provided with the student's identity and any other appropriate information. The Principal may also disclose the identity of the student to the administrative official responsible for approving the necessary documentation pertaining to multidisciplinary staffings. The Principal may then disclose the identification of the student to the school nurse. Classroom teachers of the student in question deemed to have "a direct need to know" by the multidisciplinary team will be provided with the appropriate information. However, the Principal, multidisciplinary team members, the school nurse and classroom teachers **shall not** further disclose any information provided to them. The Principal may, however,~~

~~reveal the presence of a student infected with AIDS or ARC so long as the student's identity is not revealed.~~

~~4. Additional Rules and Regulations~~

~~The Superintendent may establish additional rules and regulations designed to implement this Policy.~~

Adopted: November 20, 2001

Revised:

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 ~~transfers~~ enrolls at ~~to~~ District 94 from another ~~school district~~ 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 ~~transfer~~ 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 ~~transfer~~ student from out-of-state or out-of-country,

a form ~~comparable~~ 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 ~~this policy's~~ 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 immunization for~~ immunity ~~that~~ 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

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.

School District Supply of Epinephrine Auto-Injectors ("EpiPens")

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of EpiPens in the name of the District. The School Code allows the school nurse to:

1. Provide an EpiPen that meets the student's prescription on file with the District to:
 - a. Any student with a prescription but whose parent/guardian has not provided an EpiPen for him or her to use at school, or
 - b. A school nurse, registered nurse, or a properly trained administrator authorized to administer an EpiPen to the student.
2. Administer an EpiPen to any student that the school nurse in good faith believes is having an anaphylactic reaction, even though the parent/guardian has not completed and signed an authorization form or otherwise granted permission to administer the EpiPen, and regardless of whether the student has an EpiPen or a prescription for an EpiPen on file with the District.

This section of the policy, regarding the School District's supply of Epinephrine Auto-Injectors, is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school EpiPens and a standing protocol from a physician licensed to practice medicine in all its branches, or (2) fill the District's prescription for school EpiPens.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an EpiPen. This policy does not guarantee the availability of an EpiPen; students and their parents/guardians should consult their own physician regarding this medication.

The District, its employees, agents, and the prescribing physician, shall incur no liability, except for willful and wanton misconduct, as a result of any injury arising from: a student's self-administration of medication or EpiPen; the storage of any medication by school personnel; or, the use of an EpiPen regardless of whether authorization was given by the student's parents or guardians or by the student's health care provider.

A student's parent/guardian must indemnify and hold harmless the District and its employees, agents, and the prescribing physician, against any claims, except a claim based on willful and wanton misconduct, arising out of: a student's self-administration of medication or EpiPen; the

storage of any medication by school personnel; or, the use of an EpiPen regardless of whether authorization was given by the student's parents or guardians or by the student's health care provider.

Emergency Assistance/Notice of Policy

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Adopted: November 20, 2001

Revised: November 27, 2012

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:

Replaces: JGA – Student Insurance Program

Reference: *See also* ¶4103 – Student Participation Rights

4206 Student Accident Documentation

All accidents involving District 94 students on ~~D34~~ District grounds during school hours or school activities or ~~off~~ off site during approved/sponsored school activities ~~students~~ 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. ~~might be helpful in prevention of similar accidents~~
2. ~~is~~ Is needed to file insurance claims
3. ~~might~~ Might be of importance in case of litigation

Student accidents involving district-~~owned -office~~owned office or contracted vehicles will be reported to the ~~Assistant Superintendent for 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 ~~after the nurse does the assessment~~, even if there are no apparent injuries. ~~The Assistant Superintendent for Business, the principal, and the Superintendent will be notified in writing of the results of the nurse assessment.~~

Student accidents on school property and on the way to and from school will be reported to the principal. The school nurse will if ~~possible~~practicable assess the injuries and report in writing to the principal and the Superintendent and Business Office.

~~Employee on the job accidents will be reported to the Assistant Superintendent for Business. The injured employee is responsible for filing his/her own accident report.~~
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 ~~Assistant Superintendent for Business Office~~.

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

Adopted: November 20, 2001

Revised:

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 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 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 or provided by the school and/or by any school related organizations that may not 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.

Pursuant to Board Policy 4204 (Medication in School), the school nurse is allowed to administer an epinephrine auto-injector to a student that the school nurse in good faith believes is having an anaphylactic reaction, even though the parent/guardian has not completed and signed an authorization form or otherwise granted permission to administer the epinephrine auto-injector, and even if the student has not been previously diagnosed with an allergy.

Adopted: November 2, 2010

Revised: November 27, 2012

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:

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.

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at: 0.5"

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:

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.~~
 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~~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:
 Replaces: JGGA – Student Transportation
 Reference:

4306 Student Transportation – ~~Athletes and Cheerleaders~~Athletics and Extracurricular ActivitiesCheerleaders

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.

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:

Replaces: EDAC – Student Transportation Athletes and Cheerleaders

Reference:

4307 Student Transportation – Field Trips

Community High School District 94 shall provide ~~free~~ 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:

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:

Replaces:

Reference:

Memorandum

Office of the Assistant Superintendent of Administrative Services

Date: November 29, 2012

To: Board of Education

From: Kimberly C. Chambers

CC: Kevin Kotche, Rich Nagel

Re: Strategic Plan Update

At the Board of Education's request, Mr. Kotche, Mr. Nagel, and I have had many conversations and meetings in order to re-craft the Human Resources and Staff Development components of the Strategic Plan. We endeavored to create a small number of measurable goals which would be indicators of success in these areas utilizing a SMART Goals format (S – Specific, M – Measurable, A – Attainable, R – Relevant, T – Time-Bound).

To that end, please consider the following recommendation to update the Strategic Plan. [Italicized text is for clarification and is not recommended Plan language.] A document containing the actual Plan language only follows on the third page as does a copy of the goal-tracking spreadsheet.

Overall Goal: Recruit, employ, retain, and develop a diverse, high-quality staff to optimize student growth.

SMART Goals:

1. Annually by November 1, gather comparable salary and benefit data for certified, non-certified, and administrative positions from benchmark districts and the US Department of Labor, as applicable, and present to the Board. Examine D94's relative placement annually. (*Recruit, employ*)
 - *Benchmark Districts: DuPage High School and Unit Districts as well as Batavia, Geneva, and St. Charles Unit Districts (on our Western border)*
2. Annually by June 30, determine rates of:
 - Voluntary attrition – personal/family/medical
 - Voluntary attrition – career-related
 - Involuntary attrition (RIF, release, termination for performance, resignation to avoid termination)
 - Retirement, disability, death

Track rates annually and present trending data to the Board by September 30 of each year.
(*Employ, retain*)

3. By July 1, 2013, identify and recommend for purchase software to gather certified staff performance data on the *Complete Growth and Evaluation Framework* evaluation plan components. Using aggregate data, identify components requiring improvement by June 30 of following the software purchase and each subsequent year. Present the same, with a Staff Development Plan presented by the Principal to address these areas, to the Board by September 1. (*Develop*)
 - *The current certified staff evaluation rubric has four overall Domains (Planning and Preparation, The Classroom Environment, Instruction, and Professional Responsibilities). Each domain has*

several components; there are 21 components in all. Each component includes four levels of performance. This plan is in compliance with all ISBE requirements.

4. By September 1, 2016, facilitate the development and adoption of a PERA-compliant teacher evaluation model utilizing student growth data as a significant factor in the summative rating including a pilot of the program for the 2015/16 school year. *(Develop)*
 - *PERA requires that student growth data be utilized in certified staff evaluations beginning on September 1, 2016. The Model is required to be collaboratively created with members of the WCHSTA. A statutorily-defined Joint Committee (including Dr. Chambers and Dr. Cheng) will accomplish this work.*

We look forward to discussing these recommended changes with the Board at its earliest convenience.

Community High School District 94 Strategic Plan
November, 2012 Update

Overall Goal: Recruit, employ, retain, and develop a diverse, high-quality staff to optimize student growth.

SMART Goals:

1. Annually by November 1, gather comparable salary and benefit data for certified, non-certified, and administrative positions from benchmark districts and the US Department of Labor, as applicable, and present to the Board. Examine D94's relative placement annually.
2. Annually by June 30, determine rates of:
 - Voluntary attrition – personal/family/medical
 - Voluntary attrition – career-related
 - Involuntary attrition (RIF, release, termination for performance, resignation to avoid termination)
 - Retirement, disability, deathTrack rates annually and present trending data to the Board by September 30 of each year.
3. By July 1, 2013, identify and recommend for purchase software to gather certified staff performance data on the *Complete Growth and Evaluation Framework* evaluation plan components. Using aggregate data, identify components requiring improvement by June 30 of following the software purchase and each subsequent year. Present the same, with a Staff Development Plan presented by the Principal to address these areas, to the Board by September 1.
4. By September 1, 2016, facilitate the development and adoption of a PERA-compliant teacher evaluation model utilizing student growth data as a significant factor in the summative rating including a pilot of the program for the 2015/16 school year.

Community High School District 94

Recruit, employ, retain, and develop a diverse, high-quality staff to optimize student growth.

<i>SMART Goal</i>	<i>Owner (Assist)</i>	<i>Status – Commentary</i>	<i>Status</i>	<i>Deadline</i>
Annually by November 1, gather comparable salary and benefit data for certified, non-certified, and administrative positions from benchmark districts and the US Department of Labor, as applicable, and present to the Board. Examine D94's relative placement annually.	Assistant Superintendent		1	11/01/13
Annually by June 30, determine rates of (1) Voluntary attrition – personal/family/medical; (2) Voluntary attrition – career-related; (3) Involuntary attrition (RIF, release, termination for performance, resignation to avoid termination); and (4) Retirement, disability, death. Track rates annually and present trending data to the Board by September 30 of each year.	Assistant Superintendent		1	06/30/13
By July 1, 2013, identify and recommend for purchase software to gather certified staff performance data on the <i>Complete Growth and Evaluation Framework</i> evaluation plan components. Using aggregate data, identify components requiring improvement by June 30 of following the software purchase and each subsequent year. Present the same, with a Staff Development Plan presented by the Principal to address these areas, to the Board by September 1.	Assistant Superintendent (Principal)		1	07/01/13
By September 1, 2016, facilitate the development and adoption of a PERA-compliant teacher evaluation model utilizing student growth data as a significant factor in the summative rating including a pilot of the program for the 2015/16 school year.	Assistant Superintendent		1	09/01/15

1 = On Track
 2 = Potential Delay
 3 = Behind Schedule

2013-14 School Calendar

July, 2013							August, 2013							September, 2013							October, 2013										
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa				
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28	29	30	31				0	25	26	27	28	29	30	31	5	22	23	24	25	26	H	28	5	27	28	29	30	31			4
Student Days 0							Student Days 8							Student Days 20							Student Days 22										
Teacher Days 0							Teacher Days 10							Teacher Days 20							Teacher Days 22										
November, 2013							December, 2013							January, 2014							February, 2014										
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Teacher Days 18							Teacher Days 15							Teacher Days 19							Teacher Days 19										
March, 2014							April, 2014							May, 2014							June, 2014										
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9	L	11	12	13	14	15	5	13	L	15	16	17	--	19	4	11	L	13	14	15	16	17	5	8	E	E	E	E	E	14	0
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Student Days 19							Student Days 17							Student Days 21							Student Days 3										
Teacher Days 20							Teacher Days 17							Teacher Days 21							Teacher Days 4										

COMMUNITY HIGH SCHOOL DISTRICT 94

2012 PROPERTY TAX LEVY

DECEMBER 4th, 2012

The annual property tax levy must be adopted and filed with the DuPage County Clerk prior to the last Tuesday in December. This levy is for 2012 to be collected and received by the District in June and September of 2013. Actual collections in DuPage County are consistently above 99%.

District 94 is covered by the Illinois Truth in Taxation Act which requires a publication notice and a public hearing if the request exceeds 5% over the prior year. This proposal is requesting a 4.06% increase over 2011 (excluding Debt Service). The law limits the Districts levy to 5% or the CPI plus new growth in EAV, whichever is less. For 2012, new growth is approximately \$5,620,000 and the CPI is 3.0%. The Illinois Department of Revenue sets the CPI each December for use the following tax year.

The District Levies a dollar amount which is then calculated into a tax rate which will be utilized on a property owners tax bill. The rate is determined by dividing the levy dollars into the total assessed valuation. This year the total assessed valuation of the District decreased by approximately 8.5% which will cause the rate to increase. There are statutory limits as to maximum rates allowed.

The Actual levy is broken down by specific funds. Again there are statutory limitations as to the purpose and use of the monies by each fund as well as how much an individual fund can change from year to year. The final assessed valuation is usually determined in March and the District has an opportunity to make minor adjustments to the fund allocations at that time. While the ability to reallocate is minimal, and no increase to the total can be made, this can be useful at that stage of the overall budget process.

The proposed levy is initially calculated and then an increase is added typically called a balloon. This is to cover unexpected changes in assessed valuation and new growth between now and March. This proposal is adding .5% (1 half of 1 percent) to the base calculations.

The levy request is for \$21,713,822 including the balloon. The actual calculation (less balloon) based on today's information is \$21,605,791 a difference of just over \$100,000. Most likely the final extension will be closer to the later number.

The corresponding debt service levy which is calculated at the time of Bond issuance is 1.02% less than 2011. This brings the balloon requested increase to 3.42%.

The following pages are the required documents as well as the calculation worksheet.

**RESOLUTION
ESTABLISHING THE 2012 TAX LEVY**

WHEREAS, Section 17-2 of The School Code of Illinois empowers the board of education of a local school district to annually levy taxes for specified purposes upon all the taxable property of the school district; and

WHEREAS, the Board of Education of Community High School District 94, DuPage County, Illinois has determined the 2012 tax levies necessary to operate said school district; and

WHEREAS, the Board of Education of Community High School District 94, DuPage County, Illinois is in compliance with the provisions of the Illinois Truth in Taxation Act;

NOW, THEREFORE, Be It Resolved by the Board of Education of Community High School District, DuPage County, Illinois that the 2012 tax levy for Community High School District 94, DuPage County, Illinois shall be as follows:

Section 1:

Educational Purposes	\$	16,801,258.
Operations and Maintenance Purposes		2,931,927.
Transportation Purposes		801,280.
Illinois Municipal Retirement Purposes		357,344.
Social Security Purposes		357,344.
Tort Immunity Purposes		248,799
Special Education Purposes		215,870.
		<hr/>
Total	\$	21,713,822.

Section 2: This Resolution shall be in full force and effect upon its adoption.

The President declared the motion dully carried this 4th day of December 2012.

Katherine M. Doremus, President,
Board of Education

ATTEST:

Ruben O. Campos, Secretary,

RESOLUTION TO LEVY CERTAIN TAXES

WHEREAS, the Board of Education of Community High School District No. 94, DuPage County, Illinois, is authorized by Article 7 of the *Illinois Pension Code* (40 ILCS 5/7-1 *et seq.*) to levy, by proper resolution, an annual tax for Illinois Municipal Retirement Fund purposes upon the equalized assessed value of the taxable property of the School District; and

WHEREAS, the Board of Education is authorized by Article 17 of the *School Code* (105 ILCS 5/17-1, *et seq.*) to levy special taxes for various purposes upon the equalized assessed value of the taxable property of the School District, as set forth in the Certificate of Tax Levy attached to and made a part of this Resolution by reference; and

WHEREAS, an estimated levy was determined in compliance with the requirements of the *Truth in Taxation Law*.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community High School District No. 94, DuPage County, Illinois, as follows:

Section 1: The foregoing recitals are incorporated into and made a part of this Resolution by reference.

Section 2: The amounts of money indicated on the Certificate of Tax Levy attached to and made a part of this Resolution by reference, shall be raised by special tax for the various purposes indicated in said Certificate of Tax Levy for the year set forth in said Certificate.

Section 3: The President and Secretary are hereby authorized and directed to sign the foregoing Certificate of Tax Levy and file or cause the same to be filed with the County Clerk of DuPage County on or before the last Tuesday in December 2012.

Section 4: This Resolution shall be in full force and effect upon its adoption.

AYE:

NAY:

ABSENT/ABSTAIN:

The President declared the motion duly carried this 4th day of December, 2012.

Katherine M. Doremus, President,
Board of Education

ATTEST:

Ruben O. Campos, Secretary,
Board of Education

Original: ☒ x
Amended: ☐

ILLINOIS STATE BOARD OF EDUCATION
School Business and Support Services Division
217/785-8779

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name	District Number	County
Community High School	94	DuPage

Amount of Levy

Educational	\$ 16,801,258	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 2,931,927	Tort Immunity	\$ 248,799
Transportation	\$ 801,280	Special Education	\$ 215,870
Working Cash	\$ 0	Leasing	\$ 0
Municipal Retirement	\$ 357,344		\$ 0
Social Security	\$ 357,344	Other	\$ 0
		Total Levy	\$ 21,713,822

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

We hereby certify that we require:

the sum of 16,801,258 dollars to be levied as a special tax for educational purposes; and
the sum of 2,931,927 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 801,280 dollars to be levied as a special tax for transportation purposes; and
the sum of 0 dollars to be levied as a special tax for a working cash fund; and
the sum of 357,344 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 357,344 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 248,799 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 215,870 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 0 dollars to be levied as a special tax for _____; and
the sum of 0 dollars to be levied as a special tax for _____
on the taxable property of our school district for the year 2012

Signed this _____ day of _____ 2012 _____
(President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 1

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 94, DuPage County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2012 was filed in the office of the County Clerk of this County on 2012.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2012, is \$ _____.

(Signature of County Clerk)

(Date)

(County)

TRUTH IN TAXATION LAW
CERTIFICATE OF COMPLIANCE

I, Katherine M. Doremus, hereby certify that I am the duly qualified and acting presiding officer of the Board of Education of Community High School District No. 94, DuPage County, Illinois, and as such presiding officer, I certify that the Certificate of Levy, a copy of which is attached, was adopted pursuant to, and in all respects, in compliance with the provision of the *Illinois Property Tax Code - Truth in Taxation Law*, 35 ILCS 200/18-60 through 18-85 (2006).

This certificate applies to the 2012 Levy.

IN WITNESS WHEREOF, I have placed my official signature this 4th day of December, 2012.

Katherine M. Doremus
President and Presiding Officer
Board of Education
Community High School District No. 94

CERTIFICATE

I, Ruben O. Campos, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community High School District No. 94, DuPage County, Illinois, and as that official, I am the keeper of the records and files of the Board of Education of the school district.

I do further certify that the foregoing Resolution to Levy Certain Taxes is a true, correct, and complete copy of that Resolution as adopted by the Board of Education of the School District at a meeting held on the 4th day of December, 2012.

I do further certify that the deliberation of the members of that Board of Education on the adoption of the Resolution were taken openly; that the vote on the adoption of the Resolution was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly given to all newspapers, radio or television stations, and other news media requesting notice; and that the meeting was called and held in strict compliance with the provisions of the *Open Meetings Act*, 5 ILCS 120/1, *et seq.*, and the applicable provisions of the *School Code* of the State of Illinois and that this Board of Education has complied with all of the applicable provisions of that *Act* and *Code* and with all of the procedural rules of the Board of Education.

IN WITNESS WHEREOF, I hereunto affixed my official signature, this 4th day of December, 2012.

Ruben O. Campos, Secretary,
Board of Education
Community High School district 94

LEVY INPUT PAGE - ASSUMPTIONS

Tax Levy Year: *Enter Year of Levy*

District Name: *Enter District Name*

District Number: *Enter District Number*

County 1:

County 2:

County 3:

County 4:

Fill out County names as needed - leave other boxes blank

PTELL - Tax Capped: *Choose Yes or No*

Original Tax Levy Certificate:

Amended Tax Levy Certificate:

Enter "x" in one box only

Consumer Price Index: *Enter CPI for Year ending 2011, for the 2012 Levy.*

Actual Total EAV for 2011: *Enter Actual rate setting EAV for 2011*

Estimated % change from 2011 EAV: *Enter reassessment percentage before New Construction*

Estimated New Construction for 2012: *Enter Estimated New Construction*

Estimated Total EAV for 2012: *Includes New Construction*

Total change from prior year: *Includes New Construction*

No. of Tax Levied Bond Issues Outstanding:

	Input Maximum Tax Rate:	Total 2011 Extension for all Counties:	Input 2011 DuPage County Extension:
Educational	3.50%	\$16,146,125.96	16,146,125.96
Operations & Maintenance	55.00%	\$2,817,602.12	2,817,602.12
Transportation	12.00%	\$770,035.19	770,035.19
Working Cash		\$0.00	-
Municipal Retirement		\$343,409.91	343,409.91
Social Security		\$343,409.91	343,409.91
Fire Prevention & Safety *		\$0.00	-
Tort Immunity		\$239,097.68	239,097.68
Special Education	40.00%	\$207,452.40	207,452.40
Leasing		\$0.00	-
Input Fund Name:		\$0.00	-

Total Capped Extension for 2011:

SEDOL IMRF (Lake County Only)

Bond and Interest Extension for 2011:

Total 2011 Extension:

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

2012 LEVY CALCULATION PAGE

Consumer Price Index: 3.00%

Limiting Rate: $\frac{\text{Prior Year Extension} \times (1 + \text{Lesser of } 5\% \text{ or CPI})}{\text{Total EAV} - \text{New Construction}}$

Actual Total EAV for 2011: \$1,172,047,471
Estimated % change from 2011 EAV: -8.50%

Estimated New Construction for 2012: \$5,620,520
Estimated Total EAV for 2012: \$1,078,043,956
Total change from prior year: -8.02%

Limiting Rate: 2.0042%
Estimated Capped Extension: \$21,605,791.72

	Prior Year Extension:	Maximum Tax Rate:	Individual Fund Estimated Maximum Extension:	Prorated Extension based on prior year extension:	Manual Override:	Balloon % input:	Levy Amount:
Educational	\$16,146,125.96	3.50%	\$37,731,538.46	\$16,717,669.45		0.50%	\$16,801,258.00
Operations & Maintenance	\$2,817,602.12	55.00%	\$592,924,175.78	\$2,917,340.11		0.50%	\$2,931,927.00
Transportation	\$770,035.19	12.00%	\$129,365,274.72	\$797,293.03		0.50%	\$801,280.00
Working Cash	\$0.00	0.00%	\$0.00	\$0.00		0.50%	\$0.00
Municipal Retirement	\$343,409.91		\$0.00	\$355,566.00		0.50%	\$357,344.00
Social Security	\$343,409.91		\$0.00	\$355,566.00		0.50%	\$357,344.00
Fire Prevention & Safety *	\$0.00	0.00%	\$0.00	\$0.00		0.50%	\$0.00
Tort Immunity	\$239,097.68		\$0.00	\$247,561.30		0.50%	\$248,799.00
Special Education	\$207,452.40	40.00%	\$431,217,582.39	\$214,795.84		0.50%	\$215,870.00
Leasing	\$0.00	0.00%	\$0.00	\$0.00			\$0.00
	\$0.00	0.00%	\$0.00	\$0.00			\$0.00

Capped Extension/Levy \$20,867,133.17 \$1,191,238,571.34 \$21,605,791.72 \$0.00 Capped Levy \$21,713,822.00 Truth in Taxation 4.06% NO

Levy in excess of estimated extension: \$108,030.28

SEDOL IMRF \$0.00

SEDOL IMRF

\$0.00

Bond and Interest: \$2,985,204.91

Bond and Interest: \$2,954,865.63

\$2,954,865.63 -1.02%

Total Extension/Levy \$23,852,338.08

Total Levy \$24,668,687.63 3.42%