GRANT COMMUNITY HIGH SCHOOL DISTRICT 124
PUBLIC HEARING - E-LEARNING 6:45 PM / BOARD OF EDUCATION REGULAR MEETING
THURSDAY, OCTOBER 20, 2022
7:00 PM - LIBRARY
285 E. GRAND AVENUE
FOX LAKE, ILLINOIS 60020

AGENDA

I. Call to Order
II. Pledge of Allegiance
III. Roll Call
IV. Consent Agenda ** 3
V. Superintendent's Report – Recognition and Informational Items
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  B. Student Recognition 44
  C. Employee and School Resource Officer Recognition
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  E. Behavior and Disciplinary Intervention Program and Supports (BDIPS) 101
  F. School Report Card Update 110
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  H. Homecoming – 2023
  I. Illinois Association of School Board Lake Division Dinner Meeting
  J. Joint Conference Planning
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VI. Public Comment
VII. Superintendent's Report – Action Items
  A. Curriculum Changes 2023/24 **
  B. Behavior and Disciplinary Intervention Program and Supports (BDIPS) **
  C. School Board Policy Manual – Second Reading ** 126
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  E. Winter Coaches ** 557
  F. Personnel ** **REVISED** 558
VIII. Business Affairs
  A. Audit 2021/22 ** 567
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  C. Public Act 97-0256 (105 ILCS 5/10-20.47) Sec. 10-20.47 649
  D. 2021-2022 Compensation Over $75,000 Report 653
  E. Administrative Salary/Benefits Report 2021-2022 656
  F. Contract with Citywide Building Maintenance ** 657
IX. Other Business
X. Closed Session
  A. Student disciplinary cases 5 ILCS 120/2 (c)(9) **
  B. The appointment, employment, compensation, discipline, performance or dismissal of specific employees. 5 ILCS 120/2(c)(1) **
XI. Action items from closed session discussion
  A. Potential Board action regarding personnel **
XII. Adjourn

** Indicates potential action item in open session
The next regular Board of Education meeting will be held on Thursday, November 17, 2022

GRANT COMMUNITY HIGH SCHOOL DISTRICT 124
MINUTES OF BOARD OF EDUCATION MEETING
SEPTEMBER 29, 2022

CALL TO ORDER

A Regular Meeting of the Board of Education of Grant Community High School District 124, County of Lake, State of Illinois, was held on Thursday, September 29, 2022 and called to order at 7:00 p.m. in the Auditorium of Grant Community High School, 285 E. Grand Avenue, Fox Lake.

PLEDGE OF ALLEGIANCE

All those in attendance stood to recite the Pledge of Allegiance.

ROLL CALL

On Roll Call, the following Members were found to be present:

Steve Hill, President
Kathy Kusiak, Vice President
Shelly Booth, Member
Ed Lescher, Member
Bob Yanik, Member

Members absent:

John Jared, Secretary
Ivy Fleming, Member

Administration present:

Dr. Christine A. Sefcik, Superintendent
Mrs. Beth Reich, Business Manager
Mr. Jeremy Schmidt, Principal

Kathy Kusiak served as Secretary in the absence of Secretary, John Jared

SUPERINTENDENT'S REPORT

Student Recognition

Dr. Sefcik introduced Julia Fornero, in the presence of her family, as the September Student of the Month. She read Julia's profile of accomplishments, which included academic achievements, extracurricular activities, service to the community, what she enjoys in her spare time, and future plans. Dr. Sefcik offered Julia the opportunity to speak to the Board and she thanked the Board for the honor. She also said she was appreciative for the opportunities and support that she has had throughout her years at Grant. The Board and audience applauded Julia and Dr. Sefcik presented her with a certificate to commemorate being chosen as the September Student of the Month.

Hall of Fame Induction

Dr. Sefcik provided a brief overview of the Hall of Fame, which includes faculty members and alumni. Board members made their way down to watch the video presentation for the Hall of Fame Inductee, Roy Lucke. After the presentation, Dr. Sefcik and President Steve Hill invited Fred Loffredo and Roy Lucke to the stage. Mr. Loffredo provided details of the many ways that Mr. Lucke has impacted the community through his work as a fireman, policeman, and his career in public safety. Dr. Sefcik then read the Resolution to Induct Mr. Lucke into the Hall of Fame.

Mr. Lucke said how honored, and humbled, he was to be inducted into the Hall of Fame and how much Grant shaped his future. President Steve Hill presented him with the award to commemorate his induction into the Hall of Fame.

** A motion was made by Mrs. Booth, second by Mr. Lescher to approve the induction of Mr. Roy Lucke into the Grant Community High School Hall of Fame for 2022.
Votes were taken by roll call. Votes were cast as follows:
Aye: Kusiak, Booth, Lescher, Yanik, Hill
Nay: None
Absent: Jared, Fleming
Motion – **Passed**

The Board took a short break to allow the audience to leave if they chose.

CONSENT AGENDA

Minutes of regular meeting held August 18, 2022
Minutes of closed meeting held August 18, 2022
September Bills Payable
August Treasurer's Report
Destruction of closed meeting audio recording from March 18, 2021

** A motion was made by Mr. Yanik, second by Mrs. Booth to approve the Consent Agenda as presented.
Votes were taken by roll call. Votes were cast as follows:
Aye: Booth, Lescher, Yanik, Hill, Kusiak
Nay: None
Absent: Jared, Fleming
Motion – **Passed**

Highlight of Upcoming Curriculum Change Recommendations
Dr. Sefcik provided a handout regarding 2023-2024 Curriculum Changes, which was a preview of the changes in advance of next month's meeting and provided the rationale for the proposed changes.

Demographic Trends and Enrollment Projections – Updated Study
Dr. Sefcik informed the Board that Dr. Kasarda completed a comprehensive update to the District's Demographic Trends and Enrollment Projections study. The update considered the following factors: residential development patterns, feeder school enrollment changes, and an accounting of the factors that shape our future enrollment numbers. Dr. Kasarda's numbers have tracked within a few students of the "as anticipated" series and we expect the same moving forward.

Sixth Day Enrollment
Dr. Sefcik provided the summary of the 6th Day Enrollment numbers for Grant as well as our feeder districts. Enrollment increased slightly and was within 6 students of the "as anticipated" projection according to the Kasarda report.

School Board Policy Manual – First Reading
Dr. Sefcik reminded the Board that last November, the Board approved shifting to an IASB customized School Board Policy Manual. After many meetings and iterations, President Hill, Vice President Kusiak, Kris Olk and Dr. Sefcik presented a revised Board Policy Manual for a first reading. The policies will remain substantially the same, we continue to follow IASB and legal

recommendations and minor updates have been made to some policies. She noted that the new policy manual will be presented at the October meeting for a second reading or approval.

Overnight Travel

Dr. Sefcik made the following overnight travel recommendations:

The wrestling team is requesting to travel to a wrestling tournament in Kaukana, Wisconsin, January 6 – 7. There will be approximately 14-17 student-athletes and 3 coaches in attendance. Costs will be covered through fundraising and activity funds. There will be no costs to students.

The girls' softball team is requesting to travel to Pigeon Forge, Tennessee, from March 25 – 29. They will compete in 6 softball games at the Cal Ripen Fields. There will be approximately 14 student-athletes and 3 softball coaches in attendance. The majority of costs will be paid through activity funds.

The baseball team is requesting to travel to Marion, Illinois, from March 26 –30. They will compete in 4-6 games. There will be approximately 27 student-athletes and 2 coaches in attendance. All costs will be covered by the baseball program.

The theater teacher is requesting to travel to the Illinois Theater Festival at the University of Illinois, January 12 – 14. Approximately 24 students will attend with 4 teachers. Students will pay the festival fee and for several meals. The District will cover all remaining costs, which is estimated to be $2,067.75.

** A motion was made by Mr. Lescher, second by Mr. Yanik to approve the overnight travel as presented.

Votes were taken by roll call. Votes were cast as follows:

Aye: Lescher, Yanik, Hill, Kusiak, Booth
Nay: None
Absent: Jared, Fleming

Motion – **Passed**

School Maintenance Project Grant

Dr. Sefcik informed the Board that the State Board of Education has opened up the School Maintenance Project Grant that is a dollar-for-dollar state matching grant program. It provides up to $50,000 to grantees, exclusively for the maintenance or upkeep of buildings or structures for educational purposes. We are planning to upgrade security cameras and put more fob readers on outside and inside doors, as well as update door handles on internal doors. With updates to curriculum in Health and Wellness, we are looking to update the weight room floor and equipment to better serve the curriculum. The estimated costs for these projects is approximately $190,000.

** A motion was made by Mr. Lescher, second by Mrs. Booth to approve submitting the School Maintenance Project Grant Application.

Votes were taken by roll call. Votes were cast as follows:

Aye: Yanik, Hill, Kusiak, Booth, Lescher
Nay: None
Absent: Jared, Fleming

Motion – **Passed**

Contract with GSF Cleaning and Support Services

Dr. Sefcik stated that the District continues to experience a shortage in custodial staff. Many options have been explored including reaching out to contract companies to see if we can access temporary assistance. We requested four custodians, but GSF Cleaning and Support Services is offering to provide two full-time custodians, as they are also experiencing staffing shortages.

The agreement with them is for one year at a monthly cost of $8,172.34 for two full-time custodians.

** A motion was made by Mrs. Kusiak, second by Mr. Yanik to approve the agreement with GSF Cleaning and Support Services for one year at a cost of $8,172.34 per month for two full-time custodians.

Votes were taken by roll call. Votes were cast as follows:

Aye: Hill, Kusiak, Booth, Lescher, Yanik
Nay: None
Absent: Jared, Fleming

Motion – **Passed**

Personnel

Dr. Sefcik made the following personnel recommendations:

Employment of the following individuals:

- Chris Callahan, full-time paraprofessional, $17/hr, starting 9/19/2022
- Sherly Kizhakkudthu, Security, $17/hr., starting 9/19/2022
- Lilian Makey, Security, $15/hr., starting 9/26/2022
- Annette Centeno, Dishwasher, $15/hr., starting 9/26/2022
- Elizabeth McKee, full-time Food Service, $16/hr., starting 9/21/2022
- Tara Singer, Piano Accompanist, $35/hr., maximum 425 hours, starting 9/12/2022
- Pete Laubenstein, Asst. Boys Track coach
- Marissa Myers, Speech Team Assistant
- Mira Giannetti, Asst. Cheer Coach – Fall Sideline and Winter Competition
- Ryan Reynolds, Asst. Special Olympics Coach

Position changes for the following individuals:

- Sophie Shaw – from Security to paraprofessional, $15.30/hr., effective 9/26/2022
- Rita Gier, from Temp. Health Aide to BDIPS paraprofessional, $17.30/hr., effective 8/8/2022

Wage adjustment for Richard Wetter, Transportation wage change from $20.40 to $23.30, effective October 1, 2022.

Accepting resignations from the following individuals:

- Abigail Bjork, Custodian, effective 8/25/2022
- Carol Koren, Food Service, effective 9/8/2022
- Jeff Shaw, Transportation, effective 9/2/2022
- Kyle Oliver, Security, effective 9/26/2022

Recommend Leave of Absence for Michele Keenan, Boys Head Volleyball Coach for the 2022/23 school year.

Notification of Family Medical Leave Act requests from:

- Kristina Maestranzi, English Teacher, effective October 11, 2022 – January 23, 2023
- Patricia Qasabian, FCS Teacher, effective January 19, 2023 – April 24, 2023

** A motion was made by Mr. Lescher, second by Mrs. Booth to approve the personnel recommendations as presented

Votes were taken by roll call. Votes were cast as follows:

Aye: Kusiak, Booth, Lescher, Yanik, Hill
Nay: None
Absent: Jared, Fleming

Motion – **Passed**

Principal's Report
Mr. Schmidt presented his monthly report which included information on Safety Planning, Back to School Night, Homecoming, and Professional Development.

AUDIENCE

Shannon Gipson requested to address the Board regarding ELA student assignments and parental notification.

OTHER BUSINESS

Dr. Sefcik reminded the Board that the IASB Lakes Division dinner meeting will be held on October 12 and to contact Kris Olk if they would like to attend; Joint Conference workshops are available for registration; Officer Cawley and Mr. Vern Jones will be honored at the October Board meeting for their intervention to save the life of a student.

CLOSED SESSION

** At 8:20 p.m. a motion was made by Mrs. Booth, second by Mr. Yanik to go into closed session for the purpose of discussing student disciplinary cases 5 ILCS 120/2 (c)(9); other matters relating to individual students 5 ILCS 120/2 (c)(10); the appointment, employment, compensation, discipline, performance or dismissal of specific employees 5 ILCS 120/2 (c)(1).

Votes were taken by roll call. Votes were cast as follows:

Aye: Hill, Kusiak, Booth, Lescher, Yanik
Nay: None
Absent: Jared, Fleming

Motion – **Passed**

** At 8:23 p.m. a motion was made by Mrs. Kusiak, second by Mr. Lescher to end closed session and return to open session.

Votes were taken by roll call. Votes were cast as follows:

Aye: Hill, Kusiak, Booth, Lescher, Yanik
Nay: None
Absent: Jared, Fleming

Motion – **Passed**

ACTION CLOSED SESSION

No action was taken as a result of Closed Session discussion.

Audio recorder malfunctioned, no recording for this closed session is available.

ADJOURN

** At 8:24 p.m. a motion was made by Mr. Yanik, second by Mrs. Booth to adjourn the meeting.

_____
Steve Hill, President

_____
Kathy Kusiak, Secretary Pro Tem

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE / CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT
ACCURATE001	ACCURATE BIOMETRICS	198662209	0000000000	dk1022	AP	Fingerprinting Sept22		B	09/30/2022	10/20/2022	R	$879.50
							22-23					$879.50
						NUMBER OF INVOICES: 1						**$879.50**
ADLER PL000	Adler Planetarium	Order # 57902	0000000000	dk1022	AP	Adler Visit 11/17/22		B	09/23/2022	10/20/2022	R	$304.00
							22-23					$304.00
						NUMBER OF INVOICES: 1						**$304.00**
AGPARTS 000	AGParts Worldwide Inc	028729	3002300029	dk1022	AP	Acer Chromebook Motherboard Repair	F	B	09/23/2022	10/20/2022	R	$199.90
							22-23					$199.90
AGPARTS 000	AGParts Worldwide Inc	029945	3002300035	dk1022	AP	Chromebook TSI Parts Closet	F	B	10/04/2022	10/20/2022	R	$2,587.35
							22-23					$2,587.35
						NUMBER OF INVOICES: 2						**$2,787.25**
ALL VOLL000	All Volleyball, Inc	INV7185	0972300002	dk1022	AP	BOYS AND GIRLS VOLLEYBALL BOOSTER WISH LIST ITEMS	F	B	07/15/2022	10/20/2022	R	$1,606.60
							22-23					$1,606.60
						NUMBER OF INVOICES: 1						**$1,606.60**
ALPHA BA000	Alpha Baking Co., Inc.	SEPT 2022	0000000000	dk1022	AP	090222-092922		B	10/03/2022	10/20/2022	R	$1,933.13
							22-23					$1,933.13
						NUMBER OF INVOICES: 1						**$1,933.13**
ALVARNAT001	Alvarado, Nathan	09262022	0000000000	dk1022	AP	V-ball Girls JV2/JV2B		B	09/26/2022	10/20/2022	R	$112.00
							22-23					$112.00
						NUMBER OF INVOICES: 1						**$112.00**
AMAZON 000	Amazon	6045787810169488	0002300018	dk1022	AP	Amazon purchases 2022-2023		B	09/10/2022	10/20/2022	R	$14,896.47

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE	C	CHECK NBR	NET AMOUNT / INVOICE AMOUNT
AMAZON 000	Amazon	6045787810169488	******CONTINUED******										
							22-23						$14,896.47
						NUMBER OF INVOICES: 1							**$14,896.47**
ANDERSON003	Anderson Lock	1101050	0212300004	dk1022	AP	Locks for IPE Class	F	B	09/01/2022	10/20/2022	R		$427.22
							22-23						$427.22
ANDERSON003	Anderson Lock	1102532	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/21/2022	10/20/2022	R		$75.00
							22-23						$75.00
						NUMBER OF INVOICES: 2							**$502.22**
ASSETWOR000	AssetWorks Risk Management Inc	INV00000000001186	0000000000	dk1022	AP	Claim Gen Processing		B	09/19/2022	10/20/2022	R		$91.20
							22-23						$91.20
						NUMBER OF INVOICES: 1							**$91.20**
ASSURED 000	Assured Healthcare Staffing	INV-18592	0000000000	dk1022	AP	Sub Nurse 092022		B	09/25/2022	10/20/2022	R		$471.98
							22-23						$471.98
ASSURED 000	Assured Healthcare Staffing	INV-18629	0000000000	dk1022	AP	Sub Nurse 092722		B	10/02/2022	10/20/2022	R		$471.98
							22-23						$471.98
						NUMBER OF INVOICES: 2							**$943.96**
AT & T 001	AT & T	5472472704	0000000000	dk093022	AP	8310011444996 090722-100622		H	09/07/2022	09/30/2022	R		$369.03
							22-23					111240	$369.03
AT & T 001	AT & T	7569072702	0000000000	dk093022	AP	8310011444894 090722-100622		H	09/07/2022	09/30/2022	R		$378.69
							22-23					111240	$378.69
						NUMBER OF INVOICES: 2							**$747.72**
AT&T 002	AT&T	847587259709	0000000000	dk093022	AP	84758725975566 091922-101822		H	09/19/2022	09/30/2022	R		$7,428.80
							22-23					111241	$7,428.80

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE / CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT
AT&T 002	AT&T	847R16282509	0000000000	dk093022	AP	847R1628259407 091622-101522	H 22-23		09/16/2022	09/30/2022 111241	R	$920.47 $920.47
						NUMBER OF INVOICES: 2						**$8,349.27**
ATLAS LA000	Atlas Language Services Inc.	P54	0000000000	dk1022	AP	Translation Service	B 22-23		09/13/2022	10/20/2022	R	$65.00 $65.00
ATLAS LA000	Atlas Language Services Inc.	P59	0000000000	dk1022	AP	Translation Service	B 22-23		09/23/2022	10/20/2022	R	$1,213.92 $1,213.92
						NUMBER OF INVOICES: 2						**$1,278.92**
AVALON P000	Avalon Petroleum Co.	033494	0000000000	dk1022	AP	Ultra Low Sulfur DSL	B 22-23		09/10/2022	10/20/2022	R	$5,950.10 $5,950.10
						NUMBER OF INVOICES: 1						**$5,950.10**
BABOLDOR000	Babolea, Dorin	10042022 615PM	0000000000	dk1022	AP	Boys SOC V	B 22-23		10/04/2022	10/20/2022	R	$80.00 $80.00
BABOLDOR000	Babolea, Dorin	100422 430PM	0000000000	dk1022	AP	Boys SOC JV	B 22-23		10/04/2022	10/20/2022	R	$64.00 $64.00
						NUMBER OF INVOICES: 2						**$144.00**
BARCHKAT000	Barchman, Kathy	09302022	0000000000	dk1022	AP	Mileage Reimbursement	B 22-23		09/30/2022	10/20/2022	R	$235.00 $235.00
						NUMBER OF INVOICES: 1						**$235.00**
BENNY'S 000	Benny's Service Center Inc.	4225	0000000000	dk1022	AP	Safety Inspections	B 22-23		09/01/2022	10/20/2022	R	$81.00 $81.00
						NUMBER OF INVOICES: 1						**$81.00**
BILBRAMA000	Bilbrey, Amanda	09082022	0000000000	dk1022	AP	Reimburse Pizza	B		09/08/2022	10/20/2022	R	$26.00

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BILBRAMA000	Bilbrey, Amanda	09082022	******CONTINUED******									
							22-23					$26.00
						NUMBER OF INVOICES: 1						**$26.00**
BIO-RAD 001	Bio-Rad Laboratories	905809871	0032300016	dk1022	AP	Science 22/23 order	F	B	09/14/2022	10/20/2022	R	$233.64
							22-23					$233.64
						NUMBER OF INVOICES: 1						**$233.64**
BLICK AR000	BLICK ART MATERIALS	8936868	0042300002	dk1022	AP	Art Supplies Drawing	F	B	07/29/2022	10/20/2022	R	$714.86
							22-23					$714.86
BLICK AR000	BLICK ART MATERIALS	8992861	0042300002	dk1022	AP	Art Supplies Drawing	F	B	08/10/2022	10/20/2022	R	$28.32
							22-23					$28.32
BLICK AR000	BLICK ART MATERIALS	9091024	0042300008	dk1022	AP	Painting Art Supplies	F	B	08/26/2022	10/20/2022	R	$617.99
							22-23					$617.99
BLICK AR000	BLICK ART MATERIALS	9250812	0042300011	dk1022	AP	Art Supply Order	F	B	09/20/2022	10/20/2022	R	$408.63
							22-23					$408.63
						NUMBER OF INVOICES: 4						**$1,769.80**
BORKMTOM000	Borkman, Tom	10062022 430PM	0000000000	dk1022	AP	Boys SOC JV		B	10/06/2022	10/20/2022	R	$64.00
							22-23					$64.00
BORKMTOM000	Borkman, Tom	10062022 615PM	0000000000	dk1022	AP	Boys SOC V		B	10/06/2022	10/20/2022	R	$80.00
							22-23					$80.00
						NUMBER OF INVOICES: 2						**$144.00**
BUILDING000	Building Blocks For Kids Success	467	0000000000	dk1022	AP	Occup Therapy Oct 22		B	10/04/2022	10/20/2022	R	$3,222.00
							22-23					$3,222.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH	BANK / DISC AMT	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE / CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT
						NUMBER OF INVOICES: 1						**$3,222.00**
CARNICER000	Carniceria Mexico	09202022	0000000000	dk1022	AP	Tamales		B	09/20/2022	10/20/2022	M	$435.81
							22-23			110947		$435.81
						NUMBER OF INVOICES: 1						**$435.81**
CARRAMIL000	Carranza, Milton	09272022	0000000000	dk1022	AP	Boys SOC - V		B	09/27/2022	10/20/2022	R	$80.00
							22-23					$80.00
						NUMBER OF INVOICES: 1						**$80.00**
CDW GOVE000	CDW Government, Inc.	BW69778	0042300005	dk1022	AP	Art Supply Order	F	B	08/04/2022	10/20/2022	R	$22.66
							22-23					$22.66
CDW GOVE000	CDW Government, Inc.	BX05547	0042300005	dk1022	AP	Art Supply Order	F	B	08/05/2022	10/20/2022	R	$22.66
							22-23					$22.66
						NUMBER OF INVOICES: 2						**$45.32**
CHAIN O'001	Chain O' Lakes Transportation	0839	0000000000	dk1022	AP	Spec Ed Trnspt 090122-091622		B	09/16/2022	10/20/2022	R	$1,760.00
							22-23					$1,760.00
CHAIN O'001	Chain O' Lakes Transportation	0848	0000000000	dk1022	AP	Spec Ed Trnspt 091922-093022		B	09/30/2022	10/20/2022	R	$1,600.00
							22-23					$1,600.00
						NUMBER OF INVOICES: 2						**$3,360.00**
CHICAGO 004	Chicago Tribune	146308153	0000000000	dk1022	AP	Pays thru 11/21/22		B	09/26/2022	10/20/2022	R	$143.89
							22-23					$143.89
						NUMBER OF INVOICES: 1						**$143.89**
CINTAS 4000	Cintas 47P	SEPT 2022	0000000000	dk1022	AP	Towel Service		B	10/03/2022	10/20/2022	R	$359.85
							22-23					$359.85

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE / CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT
						NUMBER OF INVOICES: 1						**$359.85**
COBERGAR000	Cobert, Gary	100422 430PM	0000000000	dk1022	AP	Boys SOC JV	B 22-23		10/04/2022	10/20/2022	R	$64.00 $64.00
COBERGAR000	Cobert, Gary	100422 615PM	0000000000	dk1022	AP	Boys SOC V	B 22-23		10/04/2022	10/20/2022	R	$80.00 $80.00
						NUMBER OF INVOICES: 2						**$144.00**
COMCAST 002	Comcast Cable	8771 01 001 0005972	0000000000	dk100622	AP	Student Internet 092522-102422	H 22-23		09/22/2022	10/06/2022 111250	R	$9.95 $9.95
						NUMBER OF INVOICES: 1						**$9.95**
COMED 001	Comed	5423102019	0000000000	dk093022	AP	Ingleside 081522-091422	H 22-23		09/14/2022	09/30/2022 111242	R	$705.07 $705.07
						NUMBER OF INVOICES: 1						**$705.07**
COMMUNIT005	Community Mechanical & Automation	1715	0000000000	dk1022	AP	July 22 Srvc Calls	B 22-23		07/29/2022	10/20/2022	R	$1,820.00 $1,820.00
COMMUNIT005	Community Mechanical & Automation	1782	0000000000	dk1022	AP	Sept/Oct 22 Srvc Calls	B 22-23		10/11/2022	10/20/2022	R	$2,934.00 $2,934.00
COMMUNIT005	Community Mechanical & Automation	1783	0000000000	dk1022	AP	Sept/Oct 22 Srvc Calls	B 22-23		10/11/2022	10/20/2022	R	$6,964.00 $6,964.00
						NUMBER OF INVOICES: 3						**$11,718.00**
COMMUNIT007	Community Youth Network Inc	1522	0000000000	dk1022	AP	Suspension&Counseling SVC	B 22-23		04/27/2022	10/20/2022	R	$2,666.64 $2,666.64

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT
COMMUNIT007	Community Youth Network Inc	1702	0000000000	dk1022	AP	Suspension&Counseling SVC		B	09/01/2022	10/20/2022	R	$12,000.00
							22-23					$12,000.00
						NUMBER OF INVOICES: 2						**$14,666.64**
COMPTIA 000	CompTIA Learning LLC	116432	0112300009	dk1022	AP	CompTIA Licenses	F	B	09/28/2022	10/20/2022	R	$528.00
							22-23					$528.00
						NUMBER OF INVOICES: 1						**$528.00**
CONNECTI001	Connections Day School South	30265	0000000000	dk1022	AP	Tuition Sept 22		B	09/30/2022	10/20/2022	R	$6,072.78
							22-23					$6,072.78
						NUMBER OF INVOICES: 1						**$6,072.78**
CONNECTI004	Connections Academy East	10163	0000000000	dk1022	AP	Tuition Sept 22		B	09/30/2022	10/20/2022	R	$6,953.10
							22-23					$6,953.10
CONNECTI004	Connections Academy East	10164	0000000000	dk1022	AP	Tuition Sept 22		B	09/30/2022	10/20/2022	R	$6,953.10
							22-23					$6,953.10
						NUMBER OF INVOICES: 2						**$13,906.20**
CONSERV 000	Conserv Fs	651744733	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/20/2022	10/20/2022	R	$60.50
							22-23					$60.50
						NUMBER OF INVOICES: 1						**$60.50**
CONSTELL000	Constellation New Energry, Inc	63423958501	0000000000	dk1022	AP	764073-46291 SEPT22		B	09/30/2022	10/20/2022	R	$22,542.42
							22-23					$22,542.42
CONSTELL000	Constellation New Energry, Inc	63424065501	0000000000	dk1022	AP	2857041-0 SEPT 22		B	09/16/2022	10/20/2022	R	$56.82
							22-23					$56.82
CONSTELL000	Constellation New Energry, Inc	63433794001	0000000000	dk1022	AP	764073-46292 SEPT22		B	09/30/2022	10/20/2022	R	$215.09
							22-23					$215.09

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						NUMBER OF INVOICES: 3						**$22,814.33**
CONSTELL001	CONSTELLATION NEWENERGY-GAS DIVISI	3570024	0000000000	dk1022	AP	BG-11642 Gas Chrgs		B	09/22/2022	10/20/2022	R	$181.14
							22-23					$181.14
CONSTELL001	CONSTELLATION NEWENERGY-GAS DIVISI	3570025	0000000000	dk1022	AP	BG-5862 Gas Chrgs		B	09/22/2022	10/20/2022	R	$2,070.80
							22-23					$2,070.80
						NUMBER OF INVOICES: 2						**$2,251.94**
CORD LES000	Cord, Leslie	09262022	0000000000	dk1022	AP	V-Ball Girls V/JV		B	09/26/2022	10/20/2022	R	$113.00
							22-23					$113.00
CORD LES000	Cord, Leslie	10062022	0000000000	dk1022	AP	Girls V-ball V/JV		B	10/06/2022	10/20/2022	R	$113.00
							22-23					$113.00
						NUMBER OF INVOICES: 2						**$226.00**
CRESCENT000	Crescent Electric Supply Co.	S510727873.001	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/22/2022	10/20/2022	R	$1,410.80
							22-23					$1,410.80
						NUMBER OF INVOICES: 1						**$1,410.80**
CROWN GY000	Crown Gym Mats, Inc	34773	0232300004	dk1022	AP	Wrestling Room Mats and Underlayment		F B	09/26/2022	10/20/2022	R	$24,940.00
							22-23					$24,940.00
						NUMBER OF INVOICES: 1						**$24,940.00**
DOUGS AU000	Dougs Auto and Marine LLC	1409	0000000000	dk1022	AP	New Bumper/Bodywork		B	09/02/2022	10/20/2022	R	$2,364.00
							22-23					$2,364.00
						NUMBER OF INVOICES: 1						**$2,364.00**
DUNDEE C000	Dundee Crown High School	09292022	0000000000	dk093022	AP	Sectional Golf Entry Fee		H	09/29/2022	09/30/2022	R	$40.00
							22-23			111243		$40.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT
						NUMBER OF INVOICES: 1						**$40.00**
DURHAM S001	Durham School Services	91924395	0000000000	dk1022	AP	Spec Ed Trnspt 090122-093022		B	10/02/2022	10/20/2022	R	$28,803.28
							22-23					$28,803.28
						NUMBER OF INVOICES: 1						**$28,803.28**
EBSCO 001	Ebsco	1661158	0000000000	dk1022	AP	Annual Magazine Subscr		B	10/05/2022	10/20/2022	R	$1,122.70
							22-23					$1,122.70
						NUMBER OF INVOICES: 1						**$1,122.70**
EDPUZZLE000	EDPUZZLE	20940	0002300010	dk1022	AP	EdPuzzle renewal - 1 year	F	B	07/18/2022	10/20/2022	R	$2,850.00
							22-23					$2,850.00
						NUMBER OF INVOICES: 1						**$2,850.00**
EI US LL000	EI US LLC	INV112017	0000000000	dk1022	AP	Hospital Tutoring SEPT22		B	09/23/2022	10/20/2022	R	$336.66
							22-23					$336.66
						NUMBER OF INVOICES: 1						**$336.66**
ELLIOLAW000	Elliott, Lawrence	10032022	0000000000	dk1022	AP	Mileage Reimburse		B	10/03/2022	10/20/2022	R	$28.56
							22-23					$28.56
						NUMBER OF INVOICES: 1						**$28.56**
EXPLORE 001	EXPLORE LEARNING	5734292	0032300020	dk1022	AP	Gizmo for science courses	F	B	08/15/2022	10/20/2022	R	$19,845.00
							22-23					$19,845.00
						NUMBER OF INVOICES: 1						**$19,845.00**
FERLIJOH000	Ferlito, John	09/26/2022	0000000000	dk1022	AP	Football Frosh AB/Soph		B	09/26/2022	10/20/2022	R	$69.00
							22-23					$69.00

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						NUMBER OF INVOICES: 1						**$69.00**
FLAKEAND000	Flaker, Andrew	EDCL5571	0000000000	dk1022	AP	22/23 Tuition Reimbursement	B 22-23		10/12/2022	10/20/2022	R	$525.00 $525.00
						NUMBER OF INVOICES: 1						**$525.00**
FLAKECHR000	Flaker, Christi	10042022	0000000000	dk1022	AP	Reimburse Teach Materials	B 22-23		10/04/2022	10/20/2022	R	$22.50 $22.50
						NUMBER OF INVOICES: 1						**$22.50**
FOLLETT 009	Follett Content Solutions LLC	536726	0000000000	dk1022	AP	Library Supply	B 22-23		09/20/2022	10/20/2022	R	$363.48 $363.48
						NUMBER OF INVOICES: 1						**$363.48**
FOUNTDUA000	Fountain, Duane	09262022	0000000000	dk1022	AP	V-ball Girls V/JV	B 22-23		09/26/2022	10/20/2022	R	$113.00 $113.00
						NUMBER OF INVOICES: 1						**$113.00**
FOX LAKE010	Fox Lake Rotary	10032022	0000000000	dk1022	AP	100122-123122 Dues	B 22-23		10/03/2022	10/20/2022	R	$50.00 $50.00
						NUMBER OF INVOICES: 1						**$50.00**
FRANCMIC000	Francisco, Michael	10042022 430PM	0000000000	dk1022	AP	Boys SOC JV2	B 22-23		10/04/2022	10/20/2022	R	$70.00 $70.00
						NUMBER OF INVOICES: 1						**$70.00**
FRANCZEK000	Franczek P.C.	216039	0000000000	dk093022	AP	Aug 22 Legal Srvc	H 22-23		09/23/2022	09/30/2022 111244	R	$387.00 $387.00

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						NUMBER OF INVOICES: 1						**$387.00**
GIANT ST000	Giant Steps	124G-0922S	0000000000	dk1022	AP	Tuition Sept 22	B		09/30/2022	10/20/2022	R	$6,368.68
							22-23					$6,368.68
						NUMBER OF INVOICES: 1						**$6,368.68**
GOLDBRIC001	Goldberg, Rich	100422 615PM	0000000000	dk1022	AP	Boys SOC V	B		10/04/2022	10/20/2022	R	$80.00
							22-23					$80.00
						NUMBER OF INVOICES: 1						**$80.00**
GORDON F000	Gordon Flesch Company Inc.	IN13921906	0000000000	dk1022	AP	Copier Prints	B		10/06/2022	10/20/2022	R	$85.16
							22-23					$85.16
GORDON F000	Gordon Flesch Company Inc.	IN13923272	0000000000	dk1022	AP	Copier Ink	B		10/05/2022	10/20/2022	R	$710.00
							22-23					$710.00
						NUMBER OF INVOICES: 2						**$795.16**
GORDON F001	Gordon Food Service, Inc.	221058966	0000000000	dk1022	AP	Food Lab Supply	B		08/18/2022	10/20/2022	R	$581.37
							22-23					$581.37
GORDON F001	Gordon Food Service, Inc.	221408575	0000000000	dk1022	AP	Food Lab Supply	B		09/01/2022	10/20/2022	R	$237.40
							22-23					$237.40
GORDON F001	Gordon Food Service, Inc.	221508880	0000000000	dk1022	AP	Food Lab Supply	B		09/06/2022	10/20/2022	R	$370.49
							22-23					$370.49
GORDON F001	Gordon Food Service, Inc.	221634780	0000000000	dk1022	AP	Food Lab Supply	B		09/16/2022	10/20/2022	R	$62.78
							22-23					$62.78
GORDON F001	Gordon Food Service, Inc.	221695133	0000000000	dk1022	AP	Food Lab Supply	B		09/13/2022	10/20/2022	R	$209.77
							22-23					$209.77

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GORDON F001	Gordon Food Service, Inc.	221766188	0000000000	dk1022	AP	Food Lab Supply	B 22-23		09/15/2022	10/20/2022	R	$162.58 $162.58
GORDON F001	Gordon Food Service, Inc.	22196794	0000000000	dk1022	AP	Food Lab Supply	B 22-23		09/22/2022	10/20/2022	R	$469.51 $469.51
GORDON F001	Gordon Food Service, Inc.	222118875	0000000000	dk1022	AP	Food Lab Supply	B 22-23		09/29/2022	10/20/2022	R	$385.05 $385.05
GORDON F001	Gordon Food Service, Inc.	SEPT 22 100217416	0000000000	dk1022	AP	Food SEPT 2022	B 22-23		10/03/2022	10/20/2022	R	$44,129.33 $44,129.33
						NUMBER OF INVOICES: 9						**$46,608.28**
GRAINGER001	Grainger	9441837623	0000000000	dk1022	AP	Bldg & Grnds Supply	B 22-23		09/12/2022	10/20/2022	R	$668.18 $668.18
GRAINGER001	Grainger	9441837631	0000000000	dk1022	AP	Bldg & Grnds Supply	B 22-23		09/12/2022	10/20/2022	R	$142.91 $142.91
						NUMBER OF INVOICES: 2						**$811.09**
GRANT BO000	Grant Boosters	10072022	0000000000	dk1022	AP	Booster Club Membership	B 22-23		10/07/2022	10/20/2022	S	$40.00 $40.00
						NUMBER OF INVOICES: 1						**$40.00**
GRANT CH003	Grant Chsd 124 Activity Fund	10072022	0000000000	dk1022	AP	Fees Pd SEPT22	B 22-23		10/07/2022	10/20/2022	S	$3,416.67 $3,416.67
GRANT CH003	Grant Chsd 124 Activity Fund	22/23 Start Up	0000000000	dk1022	AP	22/23 -20 Clubs @ $500 each	B 22-23		10/04/2022	10/20/2022	S	$10,000.00 $10,000.00
						NUMBER OF INVOICES: 2						**$13,416.67**
GRANT CO001	Grant Community High School Distri	09292022	0000000000	dk1022	AP	Petty Cash Sept 22	B		09/29/2022	10/20/2022	S	$171.22

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GRANT CO001	Grant Community High School Distri	09292022	******CONTINUED******									
							22-23					$171.22
GRANT CO001	Grant Community High School Distri	10072022	0000000000	dk1022	AP	Calc3-SEPT22-Fees Pd	B		10/07/2022	10/20/2022	S	$800.00
							22-23					$800.00
						NUMBER OF INVOICES: 2						**$971.22**
GRAYSLAK007	Grayslake Community High School	09212022	0000000000	dk1022	AP	Girls Golf Fee	B		09/21/2022	10/20/2022	R	$330.00
							22-23					$330.00
GRAYSLAK007	Grayslake Community High School	Debate	0000000000	dk092322	AP	Debate Team Registration	H		09/19/2022	09/23/2022	R	$40.00
							22-23			111211		$40.00
						NUMBER OF INVOICES: 2						**$370.00**
GREAT LA011	GREAT LAKES COCA COLA DISTRIB	17128208393	0000000000	dk1022	AP	Beverages-Vending	B		09/27/2022	10/20/2022	R	$1,769.40
							22-23					$1,769.40
GREAT LA011	GREAT LAKES COCA COLA DISTRIB	17128208456	0000000000	dk1022	AP	Beverages-Vending	B		10/04/2022	10/20/2022	R	$1,813.25
							22-23					$1,813.25
GREAT LA011	GREAT LAKES COCA COLA DISTRIB	17128208516	0000000000	dk1022	AP	Beverages-Vending	B		10/11/2022	10/20/2022	R	$1,326.81
							22-23					$1,326.81
						NUMBER OF INVOICES: 3						**$4,909.46**
GRODOLEO000	Grodoski, Leonard	Lead6001	0000000000	dk1022	AP	22/23 Tuition Reimbursement	B		10/12/2022	10/20/2022	R	$306.00
							22-23					$306.00
						NUMBER OF INVOICES: 1						**$306.00**
GRUENMAT000	Gruenwald, Matthew	10062022	0000000000	dk1022	AP	Girls V-ball V/JV	B		10/06/2022	10/20/2022	R	$113.00
							22-23					$113.00

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						NUMBER OF INVOICES: 1						**$113.00**
GUARDIAN001	Guardian	00 554362	0000000000	dk093022	AP	Dental/Life OCT 2022	H 22-23		09/21/2022	09/30/2022 111245	R	$4,229.66 $4,229.66
						NUMBER OF INVOICES: 1						**$4,229.66**
GUILDJOH000	Guild, John	08192022	0000000000	dk1022	AP	Varsity-Scrimmage	B 22-23		08/19/2022	10/20/2022	R	$80.00 $80.00
						NUMBER OF INVOICES: 1						**$80.00**
HEARTLAN006	Heartland Alliance Health	21128	0000000000	dk1022	AP	Telephonic	B 22-23		08/31/2022	10/20/2022	R	$68.20 $68.20
						NUMBER OF INVOICES: 1						**$68.20**
HOME DEP001	Home Depot Commercial Credit	6035322531946634	0000000000	dk1022	AP	Bldg & Grnds Supply	B 22-23		09/13/2022	10/20/2022	R	$553.56 $553.56
						NUMBER OF INVOICES: 1						**$553.56**
HUNTLEY 000	Huntley High School	10032022	0000000000	dk1022	AP	Golf Entry Fee	B 22-23		10/03/2022	10/20/2022 111249	M	$75.00 $75.00
						NUMBER OF INVOICES: 1						**$75.00**
ILLINOIS036	Illinois Tollway	VN5304259102	0000000000	dk1022	AP	08/09/22 Violation	B 22-23		09/22/2022	10/20/2022	R	$13.90 $13.90
						NUMBER OF INVOICES: 1						**$13.90**
ILMEA 000	ILMEA	88848	0000000000	dk100622	AP	ILMEA Participation Fee	H 22-23		10/05/2022	10/06/2022 111251	R	$50.00 $50.00

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						NUMBER OF INVOICES: 1						**$50.00**
INTEGRAT000	Integrated Systems Corp	0727350	0000000000	dk1022	AP	Skyward NOV 22	B 22-23		10/01/2022	10/20/2022	R	$446.04 $446.04
INTEGRAT000	Integrated Systems Corp	0727511	0000000000	dk1022	AP	Skyward NOV 22	B 22-23		10/01/2022	10/20/2022	R	$575.64 $575.64
						NUMBER OF INVOICES: 2						**$1,021.68**
INTEGRAT001	Integrated Security Specialists	13688	0000000000	dk1022	AP	Monitor 100122-123122	B 22-23		09/22/2022	10/20/2022	R	$280.50 $280.50
INTEGRAT001	Integrated Security Specialists	13689	0000000000	dk1022	AP	Monitor 100122-123122	B 22-23		09/22/2022	10/20/2022	R	$231.00 $231.00
						NUMBER OF INVOICES: 2						**$511.50**
IPSENELL000	Ipsen, Ellen	09202022	0000000000	dk1022	AP	Volleyball Girls V/JV	B 22-23		09/20/2022	10/20/2022	R	$113.00 $113.00
						NUMBER OF INVOICES: 1						**$113.00**
JOHNNY D000	JOHNNY D TEES	9061	0000000000	dk1022	AP	T-shirts PBIS	B 22-23		09/20/2022	10/20/2022	R	$307.50 $307.50
						NUMBER OF INVOICES: 1						**$307.50**
KAHOOT! 000	Kahoot! ASA	5133073	3002300032	dk1022	AP	Kahoot EDU Licensing	F B 22-23		09/20/2022	10/20/2022	R	$1,836.00 $1,836.00
						NUMBER OF INVOICES: 1						**$1,836.00**
KAYE RON000	KAYE, RONALD	09202022	0000000000	dk1022	AP	V-ball Girls JV2/JV2B	B 22-23		09/20/2022	10/20/2022	R	$112.00 $112.00

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						NUMBER OF INVOICES: 1						**$112.00**
KOSARANN000	Kosar, Anna	09072022	0000000000	dk1022	AP	Mileage Reimburse	B		09/07/2022	10/20/2022	R	$22.06
							22-23					$22.06
						NUMBER OF INVOICES: 1						**$22.06**
KUSIAKEV000	Kusiak, Kevin	09192022	0000000000	dk1022	AP	Boys SOC JV2	B		09/19/2022	10/20/2022	R	$70.00
							22-23					$70.00
						NUMBER OF INVOICES: 1						**$70.00**
KUVSHALE000	Kuvshinikov, Alex	09272022 430PM	0000000000	dk1022	AP	Boys SOC JV	B		09/27/2022	10/20/2022	R	$64.00
							22-23					$64.00
KUVSHALE000	Kuvshinikov, Alex	09272022 615PM	0000000000	dk1022	AP	Boys SOC V	B		09/27/2022	10/20/2022	R	$80.00
							22-23					$80.00
						NUMBER OF INVOICES: 2						**$144.00**
KWIATCHE000	Kwiatkowski, Cheryl	09292022	0000000000	dk1022	AP	Mileage Reimbursement	B		09/29/2022	10/20/2022	R	$247.75
							22-23					$247.75
						NUMBER OF INVOICES: 1						**$247.75**
LAKE COU018	Lake County Health Dept & Communit	04192022	0000000000	dk1022	AP	2022-23 Counseling Srvc	B		04/19/2022	10/20/2022	R	$53,135.00
							22-23					$53,135.00
						NUMBER OF INVOICES: 1						**$53,135.00**
LAKE COU033	Lake County Dept of Public Works	0347782-000004351	0000000000	dk100622	AP	Sewer 073122-093022 Molidor Rd	H		09/29/2022	10/06/2022	R	$393.92
							22-23			111252		$393.92
LAKE COU033	Lake County Dept of Public Works	0359060-000007247	0000000000	dk100622	AP	Sewer 073122-093022 Old Grand Ave	H		09/29/2022	10/06/2022	R	$280.92

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE / CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT
LAKE COU033	Lake County Dept of Public Works	0359060-000007247	******CONTINUED******									
							22-23			111252		$280.92
						NUMBER OF INVOICES: 2						**$674.84**
LAKES RE000	Lakes Region Co-Op	October 2022	0000000000	dk1022	AP	Oct 22 Ins Premiums		B	10/12/2022	10/20/2022	R	$85,814.30
							22-23					$85,814.30
						NUMBER OF INVOICES: 1						**$85,814.30**
LEBRUAMA000	LeBrun, Amanda	10042022	0000000000	dk1022	AP	Reimburse Salad		B	10/04/2022	10/20/2022	R	$4.98
							22-23					$4.98
						NUMBER OF INVOICES: 1						**$4.98**
LESIARAC000	Lesiak, Rachel	10042022	0000000000	dk1022	AP	Reimburse Candy		B	10/04/2022	10/20/2022	R	$18.49
							22-23					$18.49
						NUMBER OF INVOICES: 1						**$18.49**
LUKEMVER000	Lukemeyer, Veronica	09222022	0000000000	dk1022	AP	Mileage Reimbursement		B	09/22/2022	10/20/2022	R	$113.62
							22-23					$113.62
						NUMBER OF INVOICES: 1						**$113.62**
MAGEEDAV000	Magee, Dave	09302022	0000000000	dk1022	AP	Football V/Frosh/Soph		B	09/30/2022	10/20/2022	R	$181.00
							22-23					$181.00
						NUMBER OF INVOICES: 1						**$181.00**
MANDETYL002	Manders, Tyler	10032022	0000000000	dk1022	AP	Football Frosh/Soph B		B	10/03/2022	10/20/2022	R	$69.00
							22-23					$69.00
						NUMBER OF INVOICES: 1						**$69.00**
MCCLAMAU000	McClain, Maurice	09302022	0000000000	dk1022	AP	Football V/Frosh/Soph		B	09/30/2022	10/20/2022	R	$181.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT
MCCLAMAU000	McClain, Maurice	09302022	******CONTINUED******									
							22-23					$181.00
						NUMBER OF INVOICES: 1						**$181.00**
MCNICJOH000	McNicholas, John	09302022	0000000000	dk1022	AP	Football Frosh/Soph V		B	09/30/2022	10/20/2022	R	$181.00
							22-23					$181.00
						NUMBER OF INVOICES: 1						**$181.00**
MCQUEEN 000	McQueen Technology Group LLC	011312	0000000000	dk1022	AP	IT Support 090122-093022		B	10/01/2022	10/20/2022	R	$7,000.00
							22-23					$7,000.00
						NUMBER OF INVOICES: 1						**$7,000.00**
MEDCO SU001	Medco Supply Company	IN95563891	0502300020	dk1022	AP	TRAINERS SUPPLIES AND EQUIPMENT ESTIMATE ESTMD3070226	P	B	09/15/2022	10/20/2022	R	$64.63
							22-23					$64.63
						NUMBER OF INVOICES: 1						**$64.63**
MENARDS 001	Menards	27065	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/13/2022	10/20/2022	R	$211.40
							22-23					$211.40
MENARDS 001	Menards	27323	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/16/2022	10/20/2022	R	$73.91
							22-23					$73.91
MENARDS 001	Menards	27345	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/16/2022	10/20/2022	R	$101.74
							22-23					$101.74
MENARDS 001	Menards	27549	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/19/2022	10/20/2022	R	$22.56
							22-23					$22.56
MENARDS 001	Menards	27595	0000000000	dk1022	AP	Theater Supply		B	09/20/2022	10/20/2022	R	$36.74
							22-23					$36.74

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE / CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT
MENARDS 001	Menards	27602	0000000000	dk1022	AP	Bldg & Grnds Supply	22-23	B	09/20/2022	10/20/2022	R	$27.96 $27.96
MENARDS 001	Menards	27648	0000000000	dk1022	AP	Bldg & Grnds Supply	22-23	B	09/20/2022	10/20/2022	R	$159.80 $159.80
MENARDS 001	Menards	27666	0000000000	dk1022	AP	Theater Supply	22-23	B	09/20/2022	10/20/2022	R	$345.63 $345.63
MENARDS 001	Menards	27809	0000000000	dk1022	AP	Bldg & Grnds Supply	22-23	B	09/22/2022	10/20/2022	R	$29.98 $29.98
MENARDS 001	Menards	27956	0000000000	dk1022	AP	Tech Ed Supply	22-23	B	09/20/2022	10/20/2022	R	$112.22 $112.22
MENARDS 001	Menards	28758	0000000000	dk1022	AP	Theater Supply	22-23	B	10/04/2022	10/20/2022	R	$94.57 $94.57
						NUMBER OF INVOICES: 11						**$1,216.51**
MICUCDAN000	Micucci, Dan	09302022	0000000000	dk1022	AP	Football Frosh/Soph/V	22-23	B	09/30/2022	10/20/2022	R	$181.00 $181.00
						NUMBER OF INVOICES: 1						**$181.00**
MILDNJAM001	Mildner, James	ID 27872	0000000000	dk1022	AP	Refund Parking Pass	22-23	B	09/23/2022	10/20/2022	R	$100.00 $100.00
						NUMBER OF INVOICES: 1						**$100.00**
MING JER000	Ming, Jerry	09202022	0000000000	dk1022	AP	V-ball Girls V/JV	22-23	B	09/20/2022	10/20/2022	R	$113.00 $113.00
						NUMBER OF INVOICES: 1						**$113.00**
MURPHPAT000	Murphy, Patrick	09262022 5PM	0000000000	dk1022	AP	Football Frosh AB/Soph		B	09/26/2022	10/20/2022	R	$69.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE	C	CHECK NBR	NET AMOUNT / INVOICE AMOUNT
MURPHPAT000	Murphy, Patrick	09262022 5PM	******CONTINUED******										
							22-23						$69.00
						NUMBER OF INVOICES: 1							**$69.00**
MUSIC & 000	Music & Arts Center, Inc.	INV033596600	0122300004	dk1022	AP	Band Fix Kit	F	B	09/23/2022	10/20/2022	R		$799.00
							22-23						$799.00
						NUMBER OF INVOICES: 1							**$799.00**
NAATZRIC000	Naatz, Rick	09272022 430PM	0000000000	dk1022	AP	Boys SOC JV		B	09/27/2022	10/20/2022	R		$64.00
							22-23						$64.00
NAATZRIC000	Naatz, Rick	09272022 615PM	0000000000	dk1022	AP	Boys SOC V		B	09/27/2022	10/20/2022	R		$80.00
							22-23						$80.00
						NUMBER OF INVOICES: 2							**$144.00**
NAPA AUT000	Napa Auto Supply	054866	0000000000	dk093022	AP	Transportation Supply		H	09/15/2022	09/30/2022	R		$47.97
							22-23					111246	$47.97
NAPA AUT000	Napa Auto Supply	054944	0000000000	dk093022	AP	Transportation Supply		H	09/16/2022	09/30/2022	R		$14.49
							22-23					111246	$14.49
NAPA AUT000	Napa Auto Supply	055202	0000000000	dk093022	AP	Transportation Supply		H	09/21/2022	09/30/2022	R		$47.97
							22-23					111246	$47.97
NAPA AUT000	Napa Auto Supply	055723	0000000000	dk100622	AP	Transportation Supply		H	09/29/2022	10/06/2022	R		$81.35
							22-23					111253	$81.35
NAPA AUT000	Napa Auto Supply	0596074	0000000000	dk100622	AP	Transportation Supply		H	10/05/2022	10/06/2022	R		$31.98
							22-23					111253	$31.98
						NUMBER OF INVOICES: 5							**$223.76**
NETWORK 000	Network Technology Innovations Inc	1901	0232300013	dk1022	AP	Stadium Audio Wiring	F	B	09/29/2022	10/20/2022	R		$13,001.62

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
NETWORK 000	Network Technology Innovations Inc	1901	******CONTINUED******									
							22-23					$13,001.62
						NUMBER OF INVOICES: 1						**$13,001.62**
NICOR 001	Nicor	08-78-68-1000 5	0000000000	dk093022	AP	072222-082222 ES Hawthorne		H	08/22/2022	09/30/2022	R	$51.99
							22-23			111247		$51.99
NICOR 001	Nicor	08-78-68-1000 5	0000000000	dk100622	AP	082222-092022 ES Hawthorne		H	09/21/2022	10/06/2022	R	$52.37
							22-23			111254		$52.37
NICOR 001	Nicor	78900637691	0000000000	dk093022	AP	Ingleside 081522-091422		H	09/14/2022	09/30/2022	R	$56.99
							22-23			111247		$56.99
						NUMBER OF INVOICES: 3						**$161.35**
NORTHERN011	Northern Illinois Independent Purc	22/23 Dues	0000000000	dk1022	AP	22/23 Membership Dues		B	09/12/2022	10/20/2022	R	$600.00
							22-23					$600.00
						NUMBER OF INVOICES: 1						**$600.00**
NORTHWES030	Northwest Eletrical Supply	17547927	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/12/2022	10/20/2022	R	$457.57
							22-23					$457.57
						NUMBER OF INVOICES: 1						**$457.57**
OLSENGAR000	Olsen, Garrett	EDUC40293	0000000000	dk1022	AP	22/23 Tuition Reimbursement		B	10/12/2022	10/20/2022	R	$290.70
							22-23					$290.70
						NUMBER OF INVOICES: 1						**$290.70**
ORKIN PE000	Orkin Pest Control	232836998	0000000000	dk1022	AP	Pest Control Srvc		B	09/22/2022	10/20/2022	R	$130.00
							22-23					$130.00
						NUMBER OF INVOICES: 1						**$130.00**
PADDOCK 000	Paddock Publications	229049	0000000000	dk1022	AP	Bid notices		B	09/19/2022	10/20/2022	R	$55.20

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PADDOCK 000	Paddock Publications	229049	******CONTINUED******									
									22-23			$55.20
						NUMBER OF INVOICES: 1						**$55.20**
PARTS TO000	Parts Town, Llc	30787398	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/19/2022	10/20/2022	R	$101.02
									22-23			$101.02
PARTS TO000	Parts Town, Llc	30818451	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/21/2022	10/20/2022	R	$274.78
									22-23			$274.78
PARTS TO000	Parts Town, Llc	30828851	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/22/2022	10/20/2022	R	$96.63
									22-23			$96.63
						NUMBER OF INVOICES: 3						**$472.43**
PEERLESS001	Peerless Network, Inc	558391	0000000000	dk1022	AP	091522-101422		B	09/15/2022	10/20/2022	R	$226.94
									22-23			$226.94
						NUMBER OF INVOICES: 1						**$226.94**
PERFECTI001	Perfection Learning	307924	0082300001	dk1022	AP	Advanced Placement World History: Modern 1531129161	F	B	09/02/2022	10/20/2022	R	$81.74
									22-23			$81.74
						NUMBER OF INVOICES: 1						**$81.74**
PERSPECT000	Perspectives LTD	103133	0000000000	dk1022	AP	Employee Assist Srvc		B	10/01/2022	10/20/2022	R	$405.00
									22-23			$405.00
						NUMBER OF INVOICES: 1						**$405.00**
PETERDON001	Peterson, Donald	09302022	0000000000	dk1022	AP	Football Frosh/Soph/V		B	09/30/2022	10/20/2022	R	$181.00
									22-23			$181.00

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						NUMBER OF INVOICES: 1						**$181.00**
PROTOLIG000	PROTOLIGHT INC	77799	0232300003	dk1022	AP	Auditorium House Lights	F 22-23	B	09/29/2022	10/20/2022	R	$24,940.00 $24,940.00
PROTOLIG000	PROTOLIGHT INC	77836	0000000000	dk1022	AP	Stadium Audio/Speaker PO 0232200000	 22-23	B	10/07/2022	10/20/2022	R	$4,058.00 $4,058.00
						NUMBER OF INVOICES: 2						**$28,998.00**
PRUNELLA000	Prunella's Flower Shoppe	1914	0000000000	dk1022	AP	Sympathy Flowers	 22-23	B	09/16/2022	10/20/2022	R	$70.00 $70.00
						NUMBER OF INVOICES: 1						**$70.00**
QUADIENT001	Quadient Inc	59587966	0000000000	dk100622	AP	Standard Maintenance	 22-23	H	09/27/2022	10/06/2022 111255	R	$1,629.64 $1,629.64
						NUMBER OF INVOICES: 1						**$1,629.64**
RADI LIN000	RADI LINK INC	108740	0000000000	dk1022	AP	DVR Repairs	 22-23	B	09/23/2022	10/20/2022	R	$8,291.00 $8,291.00
						NUMBER OF INVOICES: 1						**$8,291.00**
RATAYMAR000	Ratay, Marilyn	10062022	0000000000	dk1022	AP	Girls V-ball JV2 JV2B	 22-23	B	10/06/2022	10/20/2022	R	$112.00 $112.00
						NUMBER OF INVOICES: 1						**$112.00**
RICHAGAY000	Richards, Gayle	09272022	0000000000	dk1022	AP	Reimburse Aquatic Plants	 22-23	B	09/27/2022	10/20/2022	R	$41.94 $41.94
						NUMBER OF INVOICES: 1						**$41.94**
ROGALSCO000	Rogala, Scott	09262022 5PM	0000000000	dk1022	AP	Football Frosh AB/Soph		B	09/26/2022	10/20/2022	R	$69.00

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ROGALSCO000	Rogala, Scott	09262022 5PM	******CONTINUED******									
							22-23					$69.00
ROGALSCO000	Rogala, Scott	10032022	0000000000	dk1022	AP	Football Frosh/Soph B		B	10/03/2022	10/20/2022	R	$69.00
							22-23					$69.00
						NUMBER OF INVOICES: 2						**$138.00**
ROSS THO000	Ross, Thomas	10032022	0000000000	dk1022	AP	Mileage Reimbursement		B	10/03/2022	10/20/2022	R	$127.93
							22-23					$127.93
						NUMBER OF INVOICES: 1						**$127.93**
ROTHSDAN000	ROTHSTEIN, DANIEL	08192022	0000000000	dk1022	AP	Football Scrimmage		B	08/19/2022	10/20/2022	R	$112.00
							22-23					$112.00
ROTHSDAN000	ROTHSTEIN, DANIEL	10032022	0000000000	dk1022	AP	Football Frosh/Soph B		B	10/03/2022	10/20/2022	R	$69.00
							22-23					$69.00
						NUMBER OF INVOICES: 2						**$181.00**
SAFEWAY 000	Safeway Transportation Services Co	1146	0000000000	dk1022	AP	Spec Ed Trnspt Sept22		B	09/30/2022	10/20/2022	R	$60,835.20
							22-23					$60,835.20
						NUMBER OF INVOICES: 1						**$60,835.20**
SARGENT-001	Sargent-Welch	8810900423	0032300014	dk1022	AP	Physics order / Sar Wel	F	B	09/30/2022	10/20/2022	R	$106.30
							22-23					$106.30
						NUMBER OF INVOICES: 1						**$106.30**
SCHALMAR000	Schall, Mark	09242022	0000000000	dk1022	AP	Cross Country Boys V		B	09/24/2022	10/20/2022	R	$145.00
							22-23					$145.00
						NUMBER OF INVOICES: 1						**$145.00**
SCHMIJER000	Schmidt, Jeremy	09232022	0000000000	dk1022	AP	Reimburse Food- Institute		B	09/23/2022	10/20/2022	R	$69.87

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SCHMIJER000	Schmidt, Jeremy	09232022	******CONTINUED******			Day						
							22-23					$69.87
						NUMBER OF INVOICES: 1						**$69.87**
SCHMIMIC000	Schmickley, Michael	08292022 615PM	0000000000	dk1022	AP	Boys SOC V		B	08/29/2022	10/20/2022	R	$80.00
							22-23					$80.00
						NUMBER OF INVOICES: 1						**$80.00**
SCHOESTE000	Schoenfelder, Steven	09202022	0000000000	dk1022	AP	Cross Ctry Boys V-Girls JV		B	09/20/2022	10/20/2022	R	$101.00
							22-23					$101.00
						NUMBER OF INVOICES: 1						**$101.00**
SEDOL 001	Sedol	10062022	0000000000	dk1022	AP	Sept 22 Billing		B	10/06/2022	10/20/2022	R	$67,368.72
							22-23					$67,368.72
SEDOL 001	Sedol	101122ESY	0000000000	dk1022	AP	2022 Summer School Tuition		B	10/11/2022	10/20/2022	R	$10,038.72
							22-23					$10,038.72
SEDOL 001	Sedol	23IMRF2	0000000000	dk1022	AP	2021 IMRF Levy FY22 2nd Install		B	10/05/2022	10/20/2022	R	$27,499.00
							22-23					$27,499.00
SEDOL 001	Sedol	33779	0000000000	dk1022	AP	Tuition SEPT22		B	09/30/2022	10/20/2022	R	$7,296.45
							22-23					$7,296.45
						NUMBER OF INVOICES: 4						**$112,202.89**
SEFCICHR000	Sefcik, Christine	Oct 2022	0000000000	dk1022	AP	Reimburse Misc Expense		B	10/01/2022	10/20/2022	R	$450.00
							22-23					$450.00
						NUMBER OF INVOICES: 1						**$450.00**
SHEPHGEO000	Shepherd, George	09262022 5PM	0000000000	dk1022	AP	Football Frosh AB/Soph		B	09/26/2022	10/20/2022	R	$69.00

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SHEPHGEO000	Shepherd, George	09262022 5PM	******CONTINUED******									
							22-23					$69.00
SHEPHGEO000	Shepherd, George	10032022	0000000000	dk1022	AP	Football Frosh/Soph B		B	10/03/2022	10/20/2022	R	$69.00
							22-23					$69.00
						NUMBER OF INVOICES: 2						**$138.00**
SHORELIN000	Shoreline Graphics	5946	0000000000	dk1022	AP	Attendance Passes		B	09/16/2022	10/20/2022	R	$316.11
							22-23					$316.11
						NUMBER OF INVOICES: 1						**$316.11**
STEFADAL000	Stefanski, Dale	10062022 430PM	0000000000	dk1022	AP	Boys SOC JV		B	10/06/2022	10/20/2022	R	$64.00
							22-23					$64.00
STEFADAL000	Stefanski, Dale	10062022 615PM	0000000000	dk1022	AP	Boys SOC V		B	10/06/2022	10/20/2022	R	$80.00
							22-23					$80.00
						NUMBER OF INVOICES: 2						**$144.00**
TEAM FIT000	Team Fitz Graphics	56631	0502300013	dk1022	AP	SOFTBALL ALL STATE BOARD AND REGIONAL CHAMPIONSHIP BOARD	F	B	07/27/2022	10/20/2022	R	$1,315.00
							22-23					$1,315.00
						NUMBER OF INVOICES: 1						**$1,315.00**
TECHNOLO000	Technology Campus	SEPT.2022	0000000000	dk1022	AP	Tuition SEPT 22		B	09/15/2022	10/20/2022	R	$53,474.20
							22-23					$53,474.20
						NUMBER OF INVOICES: 1						**$53,474.20**
THE HOME001	The Home Depot Pro	707622775	0000000000	dk1022	AP	Bldg & Grnds Supply		B	09/19/2022	10/20/2022	R	$3,802.84
							22-23					$3,802.84

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						NUMBER OF INVOICES: 1							**$3,802.84**
THE HOPE000	The Hope School	SINV002960	0000000000	dk1022	AP	Tuition/Transport SEPT22	B 22-23		09/30/2022	10/20/2022	R		$9,923.76 $9,923.76
THE HOPE000	The Hope School	SINV003008	0000000000	dk1022	AP	Sept 22 Room & Board	B 22-23		09/30/2022	10/20/2022	R		$16,902.30 $16,902.30
						NUMBER OF INVOICES: 2							**$26,826.06**
THE OMNI000	The Omni Group	2210-7100	0000000000	dk1022	AP	Compliance Oversight	B 22-23		10/01/2022	10/20/2022	R		$4.50 $4.50
						NUMBER OF INVOICES: 1							**$4.50**
TK ELEVA000	TK Elevator Corporation	6000600578	0000000000	dk1022	AP	Elevator Service	B 22-23		09/12/2022	10/20/2022	R		$5,300.71 $5,300.71
						NUMBER OF INVOICES: 1							**$5,300.71**
TOPLINE 000	TOPLINE TRANSPORTATION CO.	102088	0000000000	dk1022	AP	Spec Ed Trnspt Sept22	B 22-23		10/03/2022	10/20/2022	R		$74,981.00 $74,981.00
TOPLINE 000	TOPLINE TRANSPORTATION CO.	102089	0000000000	dk1022	AP	Spec Ed Trnspt Sept22	B 22-23		10/03/2022	10/20/2022	R		$15,750.00 $15,750.00
TOPLINE 000	TOPLINE TRANSPORTATION CO.	102090	0000000000	dk1022	AP	Homeless Transpt Sept22	B 22-23		10/03/2022	10/20/2022	R		$15,816.00 $15,816.00
						NUMBER OF INVOICES: 3							**$106,547.00**
U.S. MES000	U.S. Messenger & Logistics Inc	27013-51395	0000000000	dk1022	AP	Shield Depot Messenger	B 22-23		09/30/2022	10/20/2022	R		$189.35 $189.35
						NUMBER OF INVOICES: 1							**$189.35**
VANLUMEL000	VanLue, Melissa	09292022	0000000000	dk1022	AP	Reimburse Food	B		09/29/2022	10/20/2022	R		$21.32

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE / CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT
VANLUMEL000	VanLue, Melissa	09292022	******CONTINUED******									
							22-23					$21.32
						NUMBER OF INVOICES: 1						**$21.32**
VENDEMIC000	Vendegna, Michelle	EDCL5571	0000000000	dk1022	AP	22/23 Tuition Reimbursement		B	09/23/2022	10/20/2022	R	$450.00
							22-23					$450.00
						NUMBER OF INVOICES: 1						**$450.00**
VERSION2000	VERSION2 HOSTING	10920	0000000000	dk1022	AP	Veeam Backup		B	10/01/2022	10/20/2022	R	$805.00
							22-23					$805.00
						NUMBER OF INVOICES: 1						**$805.00**
VIRTUAL 001	Virtual Connections Academy	4132	0000000000	dk1022	AP	Tuition SEPT22		B	09/30/2022	10/20/2022	R	$7,360.92
							22-23					$7,360.92
						NUMBER OF INVOICES: 1						**$7,360.92**
VISION S000	Vision Service Plan IL (VSP)	816061874	0000000000	dk093022	AP	Vision Premium OCT 22		H	09/17/2022	09/30/2022	R	$620.71
							22-23			111248		$620.71
						NUMBER OF INVOICES: 1						**$620.71**
WARD'S 001	Ward's	8810702287	0032300004	dk1022	AP	For the new Science course - HBT - not from 410-13	P	B	09/12/2022	10/20/2022	R	$1,657.50
							22-23					$1,657.50
WARD'S 001	Ward's	8810784267	0032300007	dk1022	AP	Science order - Wards	P	B	09/20/2022	10/20/2022	R	$407.76
							22-23					$407.76
WARD'S 001	Ward's	8810798221	0032300007	dk1022	AP	Science order - Wards	P	B	09/21/2022	10/20/2022	R	$148.55
							22-23					$148.55

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD	INVOICE # / DISCOUNT DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY	S	INV DATE / ADJ AMT	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT
WARD'S 001	Ward's	8810840383	0032300007	dk1022	AP	Science order - Wards	P	B	09/26/2022	10/20/2022	R	$89.99
							22-23					$89.99
						NUMBER OF INVOICES: 4						**$2,303.80**
WEX BANK000	WEX BANK	83015310 Re-issue	0000000000	dk1022	AP	Fuel Purchases		B	08/15/2022	10/20/2022	M	$1,111.26
							22-23				110841	$1,111.26
WEX BANK000	WEX BANK	83658472	0000000000	dk1022	AP	Fuel Purchases		B	09/15/2022	10/20/2022	M	$903.96
							22-23				110946	$903.96
						NUMBER OF INVOICES: 2						**$2,015.22**
WIEDETOM000	Wiedemann, Tom	09242022	0000000000	dk1022	AP	Cross Country Boys V		B	09/24/2022	10/20/2022	R	$145.00
							22-23					$145.00
						NUMBER OF INVOICES: 1						**$145.00**
WOLKOMAR000	Wolkowitz, Marcella	ID 24972	0000000000	dk1022	AP	Refund Credit Balance		B	10/05/2022	10/20/2022	R	$232.00
							22-23					$232.00
						NUMBER OF INVOICES: 1						**$232.00**
ZION-BEN001	Zion-Benton Township High School	09202022	0000000000	dk1022	AP	IHSA Regional Fee		B	09/20/2022	10/20/2022	R	$240.00
							22-23					$240.00
						NUMBER OF INVOICES: 1						**$240.00**
		TOTAL NUMBER OF BATCH INVOICES:					**209**					**$865,662.63**
		TOTAL NUMBER OF HISTORY INVOICES:					**23**					**$17,868.97**
							228 COMPUTER CHECK INVOICES					$881,005.57
							4 MANUAL CHECK INVOICES					$2,526.03
						TOTAL INVOICES:	**232**					**$883,531.60**

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
				AP		**A000 1120 0000 00 000000				$883,531.60		$883,531.60

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

P = PARTIAL LIQUIDATION F = FULL LIQUIDATION

BLANK = NO LIQUIDATION

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

FD	SOURCE	2022-23 ANNUAL BUDGET	September 2022-23 MONTHLY ACTIVITY	2022-23 FYTD ACTIVITY	2022-23 BALANCE	2022-23 FYTD %
10	EDUCATION FUND					
10	REVENUE FROM LOCAL SOURCES	18,993,586.00	5,631,356.79	7,598,532.10	11,395,053.90	40.01
10	FLOW THROUGH	0.00	0.00	0.00	0.00	0.00
10	STATE SOURCES	19,696,253.00	554,957.46	1,189,002.22	18,507,250.78	6.04
10	FEDERAL SOURCES	2,379,905.00	127,073.89	669,642.26	1,710,262.74	28.14
10	TRANSFERS	0.00	0.00	0.00	0.00	0.00
10	EDUCATION FUND	41,069,744.00	6,313,388.14	9,457,176.58	31,612,567.42	23.03
20	OPERATIONS & MAINTENANCE FUND					
20	REVENUE FROM LOCAL SOURCES	4,467,681.00	1,445,426.51	1,901,601.05	2,566,079.95	42.56
20	STATE SOURCES	50,000.00	0.00	0.00	50,000.00	0.00
20	FEDERAL SOURCES	0.00	0.00	0.00	0.00	0.00
20	TRANSFERS	0.00	0.00	0.00	0.00	0.00
20	OPERATIONS & MAINTENANCE F	4,517,681.00	1,445,426.51	1,901,601.05	2,616,079.95	42.09
30	DEBT SERVICE FUND					
30	REVENUE FROM LOCAL SOURCES	0.00	0.00	0.00	0.00	0.00
30	TRANSFERS	0.00	0.00	0.00	0.00	0.00
30	DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00
40	TRANSPORTATION FUND					
40	REVENUE FROM LOCAL SOURCES	1,236,202.00	394,301.07	505,228.81	730,973.19	40.87
40	STATE SOURCES	1,575,000.00	0.00	215,059.53	1,359,940.47	13.65
40	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40	TRANSPORTATION FUND	2,811,202.00	394,301.07	720,288.34	2,090,913.66	25.62
50	I.M.R.F./SOCIAL SECURITY FUND					
50	REVENUE FROM LOCAL SOURCES	937,599.00	288,091.99	369,295.90	568,303.10	39.39
50	I.M.R.F./SOCIAL SECURITY F	937,599.00	288,091.99	369,295.90	568,303.10	39.39
60	CAPITAL PROJECTS FUND					
60	REVENUE FROM LOCAL SOURCES	0.00	0.00	0.00	0.00	0.00
60	TRANSFERS	0.00	0.00	0.00	0.00	0.00
60	CAPITAL PROJECTS FUND	0.00	0.00	0.00	0.00	0.00
70	WORKING CASH FUND					
70	REVENUE FROM LOCAL SOURCES	310,328.00	97,731.54	128,285.90	182,042.10	41.34
70	WORKING CASH FUND	310,328.00	97,731.54	128,285.90	182,042.10	41.34
	Grand Revenue Totals	49,646,554.00	8,538,939.25	12,576,647.77	37,069,906.23	25.33

Number of Accounts: 109

FD	OBJ	OBJ	2022-23 ANNUAL BUDGET	September 2022-23 MONTHLY ACTIVITY	2022-23 FYTD ACTIVITY	2022-23 BALANCE	2022-23 FY %
10		EDUCATION FUND					
10	1---	SALARIES	16,917,924.00	1,409,719.42	4,687,671.71	12,890,052.08	27.71
10	2---	BENEFITS	3,515,151.00	293,905.99	1,132,549.22	2,503,875.64	32.22
10	3---	PURCHASED SERVICES	2,519,734.00	187,711.18	853,867.12	1,815,082.52	33.89
10	4---	SUPPLIES	1,768,402.00	201,833.20	696,416.90	1,064,168.47	39.38
10	5---	CAPITAL OUTLAY	435,523.00	47,652.49	368,845.38	-10,915.09	84.69
10	6---	OTHER OBJECTS	2,243,952.00	204,114.47	758,608.96	1,634,026.13	33.81
10	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
10	8---	TUITION	0.00	0.00	0.00	0.00	0.00
10	----	EDUCATION FUND	27,400,686.00	2,344,936.75	8,497,959.29	19,896,289.75	31.01
20		OPERATIONS & MAINTENANCE FUND					
20	1---	SALARIES	1,219,492.00	92,989.81	327,333.13	942,844.01	26.84
20	2---	BENEFITS	209,950.00	14,897.46	59,141.60	165,257.62	28.17
20	3---	PURCHASED SERVICES	1,005,005.00	203,628.60	479,624.95	447,513.96	47.72
20	4---	SUPPLIES	864,603.00	103,038.86	191,552.39	702,247.33	22.15
20	5---	CAPITAL OUTLAY	1,217,031.00	527,654.46	1,281,345.15	-79,828.06	105.28
20	6---	OTHER OBJECTS	1,600.00	0.00	0.00	1,600.00	0.00
20	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
20	----	OPERATIONS & MAINTENANCE FUND	4,517,681.00	942,209.19	2,338,997.22	2,179,634.86	51.77
30		DEBT SERVICE FUND					
30	6---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00
30	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
30	----	DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00
40		TRANSPORTATION FUND					
40	1---	SALARIES	673,000.00	60,155.89	190,239.00	512,263.00	28.27
40	2---	BENEFITS	180,000.00	16,129.05	63,748.15	131,612.85	35.42
40	3---	PURCHASED SERVICES	2,025,881.00	146,476.18	404,262.02	1,829,956.46	19.95
40	4---	SUPPLIES	136,350.00	17,180.34	29,715.98	113,451.76	21.79
40	5---	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
40	6---	OTHER OBJECTS	100.00	-486.00	-463.94	586.00	-463.94
40	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
40	----	TRANSPORTATION FUND	3,015,331.00	239,455.46	687,501.21	2,587,870.07	22.80
50		I.M.R.F./SOCIAL SECURITY FUND					
50	2---	BENEFITS	937,599.00	73,230.04	295,887.99	705,331.50	31.56
50	----	I.M.R.F./SOCIAL SECURITY FUND	937,599.00	73,230.04	295,887.99	705,331.50	31.56
60		CAPITAL PROJECTS FUND					
60	5---	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
60	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
60	----	CAPITAL PROJECTS FUND	0.00	0.00	0.00	0.00	0.00

FD	OBJ	OBJ	2022-23 ANNUAL BUDGET	September 2022-23 MONTHLY ACTIVITY	2022-23 FYTD ACTIVITY	2022-23 BALANCE	2022-23 FY %
70		WORKING CASH FUND					
70	6---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00
70	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
70	----	WORKING CASH FUND	0.00	0.00	0.00	0.00	0.00
		Grand Expense Totals	35,871,297.00	3,599,831.44	11,820,345.71	25,369,126.18	32.95

Number of Accounts: 1152

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

GRANT COMM. HIGH SCHOOL DISTRICT #124 PROPERTY TAX DISTRIBUTION 2021

E.A.V. 988,614,180

TOTAL EXTENSION 23,058,358.08

RATES	1.663	0.425	0.118	0.037	0.044	0.029	0.000	0.006
% OF TOTAL DISTRIBUTION	71.60%	18.32%	5.10%	1.59%	1.91%	1.24%	0.00%	0.24%

DATE	AMOUNT	%	EDUCATION	O & M	TRANS.	IMRF	FICA	W.C.	B & I	SEDOL
05/27/22	801,772.25	3.48%	574,103.02	146,906.12	40,871.67	12,736.66	15,284.06	9,949.64	0.00	1,921.08
06/09/22	6,421,092.11	27.85%	4,597,774.94	1,176,515.80	327,325.80	102,003.12	122,404.30	79,682.94	0.00	15,385.22
06/30/22	3,087,753.19	13.39%	2,210,962.56	565,758.96	157,403.33	49,050.92	58,861.37	38,317.66	0.00	7,398.39
07/14/22	1,208,614.48	5.24%	865,419.35	221,450.50	61,611.12	19,199.61	23,039.63	14,998.38	0.00	2,895.89
07/29/22	506,688.32	2.20%	362,810.38	92,838.85	25,829.28	8,049.07	9,658.92	6,287.78	0.00	1,214.05
08/19/22	422,282.33	1.83%	302,372.10	77,373.42	21,526.54	6,708.22	8,049.90	5,240.34	0.00	1,011.81
09/01/22	36,662.12	0.16%	26,251.64	6,717.48	1,868.91	582.40	698.88	454.96	0.00	87.84
09/27/22	1,916,685.48	8.31%	1,372,428.29	351,188.04	97,706.21	30,447.76	36,537.48	23,785.23	0.00	4,592.46
09/30/22	5,785,723.60	25.09%	4,142,824.07	1,060,099.30	294,936.84	91,909.89	110,292.36	71,798.29	0.00	13,862.85
11/10/22		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/09/22		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PTAB/CE Recapture - 5/25		0.00%	0.00	3,512.77	0.00	0.00	0.00	0.00	0.00	0.00
PTAB/CE Recapture - 6/9		0.00%	0.00	28,290.06	0.00	0.00	0.00	0.00	0.00	0.00
PTAB/CE Recapture - 6/30		0.00%	0.00	13,593.60	0.00	0.00	0.00	0.00	0.00	0.00
PTAB/CE Recapture - 7/14		0.00%	0.00	5,324.85	0.00	0.00	0.00	0.00	0.00	0.00
PTAB/CE Recapture - 7/28		0.00%	0.00	2,255.45	0.00	0.00	0.00	0.00	0.00	0.00
PTAB/CE Recapture - 8/19		0.00%	0.00	1,861.18	0.00	0.00	0.00	0.00	0.00	0.00
PTAB?CE Recapture - 8/30		0.00%	0.00	174.79	0.00	0.00	0.00	0.00	0.00	0.00
PTAB/CE Recapture - 9/27		0.00%	0.00	8,455.68	0.00	0.00	0.00	0.00	0.00	0.00
PTAB/CE Recapture - 9/30		0.00%	0.00	25,508.13	0.00	0.00	0.00	0.00	0.00	0.00
Interest		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS (without int.)	20,187,273.88	87.5%	14,454,946.34	3,787,824.98	1,029,079.69	320,687.65	384,826.91	250,515.22	0.00	48,369.60

GRANT COMMUNITY HIGH SCHOOL DISTRICT 124
INVESTMENT SCHEDULE AS OF SEPTEMBER 30, 2022
PMA FINANCIAL NETWORK, INC.

10687-101													
Trans.	**Date**	**Date**											
No.	**Placed**	**Matures**	**Type**	**Location**	**Cost Basis**	**Yield**	**EDUC**	**BLDG**	**B & I**	**TRANS**	**IMRF/FICA**	**WORK CSH**	**INT. EST.**
53654	06/14/22	10/13/22	TBILL	US Treasury	699,460.43	1.53		505,137.05			163,501.43	30,821.95	3,539.57
53655	06/14/22	10/20/22	TBILL	US Treasury	1,698,842.08	1.54	1,698,842.08						9,157.92
292126	10/28/21	10/28/22	CD	Servisfirst Bank	249,700.00	0.05		200,000.00				49,700.00	124.85
292127	10/28/21	10/28/22	CD	CIBC Bank USA/Private	249,700.00	0.05	99,400.00			100,000.00		50,300.00	128.53
292128	10/28/21	10/28/22	CD	New Omni Bank, NA	249,800.00	0.05	149,800.00			100,000.00			124.90
49431	11/01/21	11/01/22	DTC	Israel Discount Bk of NY	249,248.88	0.05						249,248.88	248.88
49430	11/01/21	11/03/22	DTC	BankUnited NA	249,248.88	0.05				249,248.88			248.88
49432	11/04/21	11/03/22	DTC	Safra National Bank	249,248.19	0.05				219,416.57	29,831.62		248.19
53658	06/14/22	11/10/22	TBILL	US Treasury	1,699,145.34	1.71	1,699,145.34						11,854.66
294763	09/28/22	01/10/23	CD	Merrick Bank	247,700.00	3.19	247,700.00						2,252.07
56321	09/28/22	01/12/23	TBILL	US Treasury	449,869.36	3.16	449,869.36						4,130.64
56322	09/28/22	01/17/23	TBILL	US Treasury	1,249,435.42	3.31	1,249,435.42						12,564.58
294762	09/26/22	01/20/23	CD	American Investors Bank	247,400.00	3.29	247,400.00						2,542.19
54357	06/30/22	01/31/23	TNOTE	US Treasury	1,298,624.69	2.41	1,298,624.69						16,693.68
56323	09/28/22	02/09/23	TBILL	US Treasury	99,737.95	3.45	99,737.95						1,262.05
53660	06/14/22	02/23/23	TBILL	US Treasury	598,789.85	2.20						598,789.85	9,210.15
54420	06/30/22	03/27/23	FHLD	Fed Home Loan Discour	686,749.00	2.57	686,749.00						13,251.00
53459	06/08/22	04/21/23	FHLD	Fed Home Loan Discour	2,099,265.26	1.93	2,099,265.26						35,734.74
53460	06/08/22	05/12/23	FHLD	Fed Home Loan Discour	699,919.38	1.99	699,919.38						13,080.62
56324	09/28/22	05/15/23	TNOTE	US Treasury	199,312.99	3.93	199,312.99						4,687.01
52752	05/18/22	05/18/23	DTC	Oceanfirst Bank NA	245,240.55	1.85	245,240.55						4,536.95
53461	06/08/22	05/18/23	TBILL	US Treasury	1,999,460.51	2.04	1,999,460.51						38,539.49
52753	05/20/22	05/19/23	DTC	State Bank of India	220,215.21	1.95					220,215.21		4,294.20
49433	10/28/21	05/31/23	TNOTE	US Treasury	1,499,007.73	0.13	1,499,007.73						769.47
56325	09/28/22	05/31/23	TNOTE	US Treasury	1,999,109.69	3.96	1,999,109.69						50,890.31
56326	09/28/22	06/15/23	TNOTE	US Treasury	499,087.21	3.98	499,087.21						12,912.79
56328	09/28/22	06/30/23	TNOTE	US Treasury	799,718.94	4.00	799,718.94						23,281.06
56329	09/28/22	07/15/23	TNOTE	US Treasury	2,699,884.24	4.05	2,699,884.24						84,115.76
49434	11/01/21	10/31/23	TNOTE	US Treasury	1,499,761.21	0.35						1,499,761.21	15.53
52750	05/18/22	11/20/23	DTC	Sandy Spring Bank	247,182.20	2.30	247,182.20						5,685.19
52751	05/20/22	11/20/23	DTC	Oceanfirst Bank NA	247,181.73	2.20					247,181.73		5,434.00
49435	10/28/21	10/31/24	TNOTE	US Treasury	1,984,269.80	0.61	1,984,269.80						14,261.13
49428	11/03/21	11/04/24	DTC	Goldman Sachs Bank U	249,443.64	0.69				249,443.64			443.64
49429	11/03/21	11/04/24	DTC	UBS Bank USA	249,074.04	0.69	100,000.00				114,559.81	34,514.23	74.04
				Subtotal Investments	27,909,834.40		22,998,162.34	705,137.05	0.00	918,109.09	775,289.80	2,513,136.12	
		09/30/22	MMA	ISDLAF	6,080,364.67		4,268,111.65	448,931.96	0.00	623,085.13	344,748.01	395,487.92	
		09/30/22	MMA	ISDMAX	3,487,889.86		2,150,984.81	76,449.14	0.00	63,607.85	6,525.84	1,190,322.22	
				Total	37,478,088.92		29,417,258.80	1,230,518.15	0.00	1,604,802.07	1,126,563.65	4,098,946.26	

Emily Hawkins

The Grant Community High School October Student of the Month is senior Emily Hawkins, daughter of Daniel and Jennifer Hawkins of Round Lake Heights.

Emily's academic achievements include induction into the National Honor Society during her sophomore year, earning Honor Roll each semester, and AP Scholar with Honor. She has taken and passed four AP exams, scored 1410 on her SAT, and holds a notable 5.01/4.00 GPA.

She won the Bulldog Pride award and the Golden Globe award, she was named All Conference Student Athlete and received the Student Athlete award. She was chosen for the NLCC Leadership Conference, appointed to the Principal's Advisory Council, and the ALA Illini Girls State Delegate.

Her extracurricular activities are varied and numerous, including: FBLA member where she serves as President, has been a two-time national competitor and four-time state qualifier; SAALT officer and member; Big Dawg Mentor; Varsity Girls' Bowling, MVP sophomore year, and Team Captain; Marching Band, Section Leader, Band Service Award, and Rookie of the Year; Speech Language Pathology Internship; Knit & Crochet Club; TEAM Live Host; and PBIS Video Participant.

Emily has participated in numerous volunteer activities: peer tutor, food pantry and food banks, church volunteer, band volunteer for Choir, graduation usher, Fox Lake Community Events, GCHS Booster concessions, roadside cleanup, Ruck March, and Go Fox Lake initiative.

In addition to all of her activities, Emily babysits, is an avid Disney fan, enjoys crocheting and other crafts, and making people smile.

Her plans for the future include attending a 4-year college and pursuing her degree in Speech Language Pathology. She is evaluating Trinity Christian College or Elmhurst University.

Board of Education

Proposed Curriculum Guide Changes 2023-2024

Grant Community High School

Mission: ***What is our fundamental purpose; why do we exist?***

Grant Community High School will educate each and every student to be a responsible and productive citizen who will be able to effectively manage future challenges. Students will be provided with the opportunity to develop intellectually, emotionally, and physically in a safe and supportive environment.

Vision: ***What must we become in order to accomplish our fundamental purpose?***

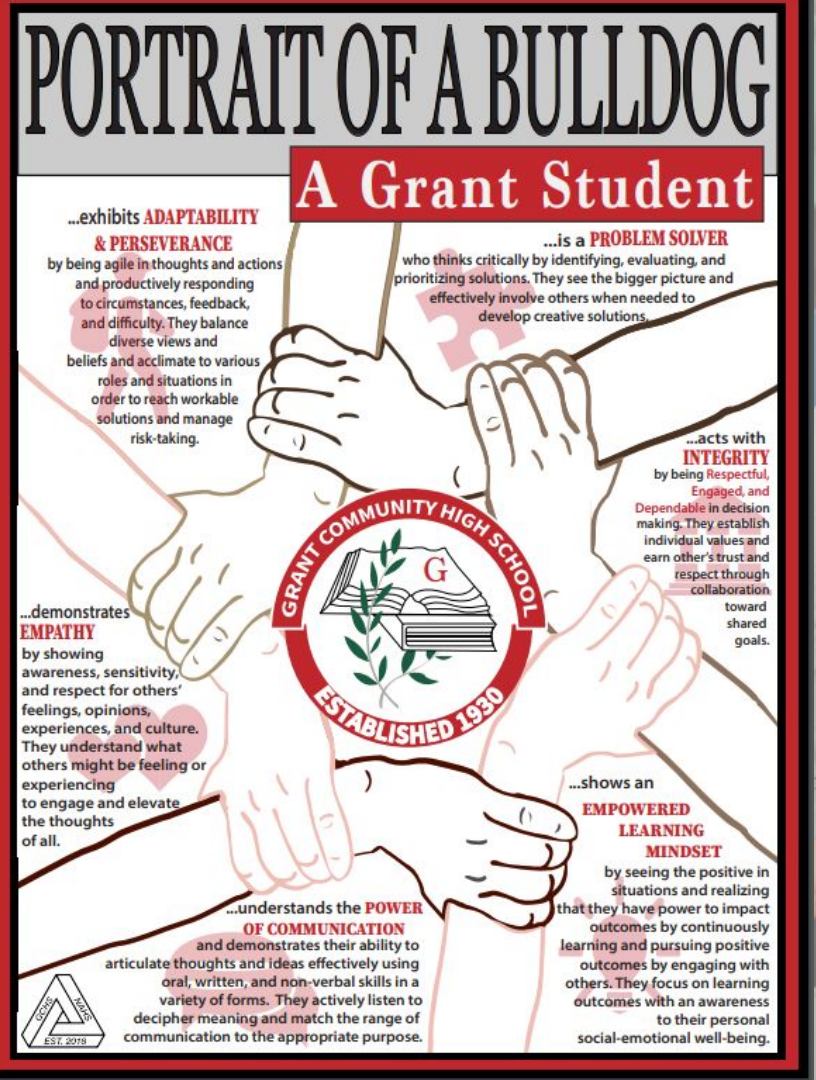
Because all students can learn and belong, we will become a united community of empowered, engaged and intentional role models who foster a culture of reciprocal trust and accountability.

Values: ***How must we behave to achieve our mission, vision and goals?*** ***Blueprint of Grant Staff***

Grant staff demonstrate: adaptability, communication, collaboration, social empathy, and integrity.

Goals: ***How will we know if we are making a difference?*** ***Portrait of a Graduate***

Grant students demonstrate: adaptability and perseverance, problem solving, integrity, empathy, power of communication, and an empowered mindset.



Goals: *How will we know if we are making a difference?*

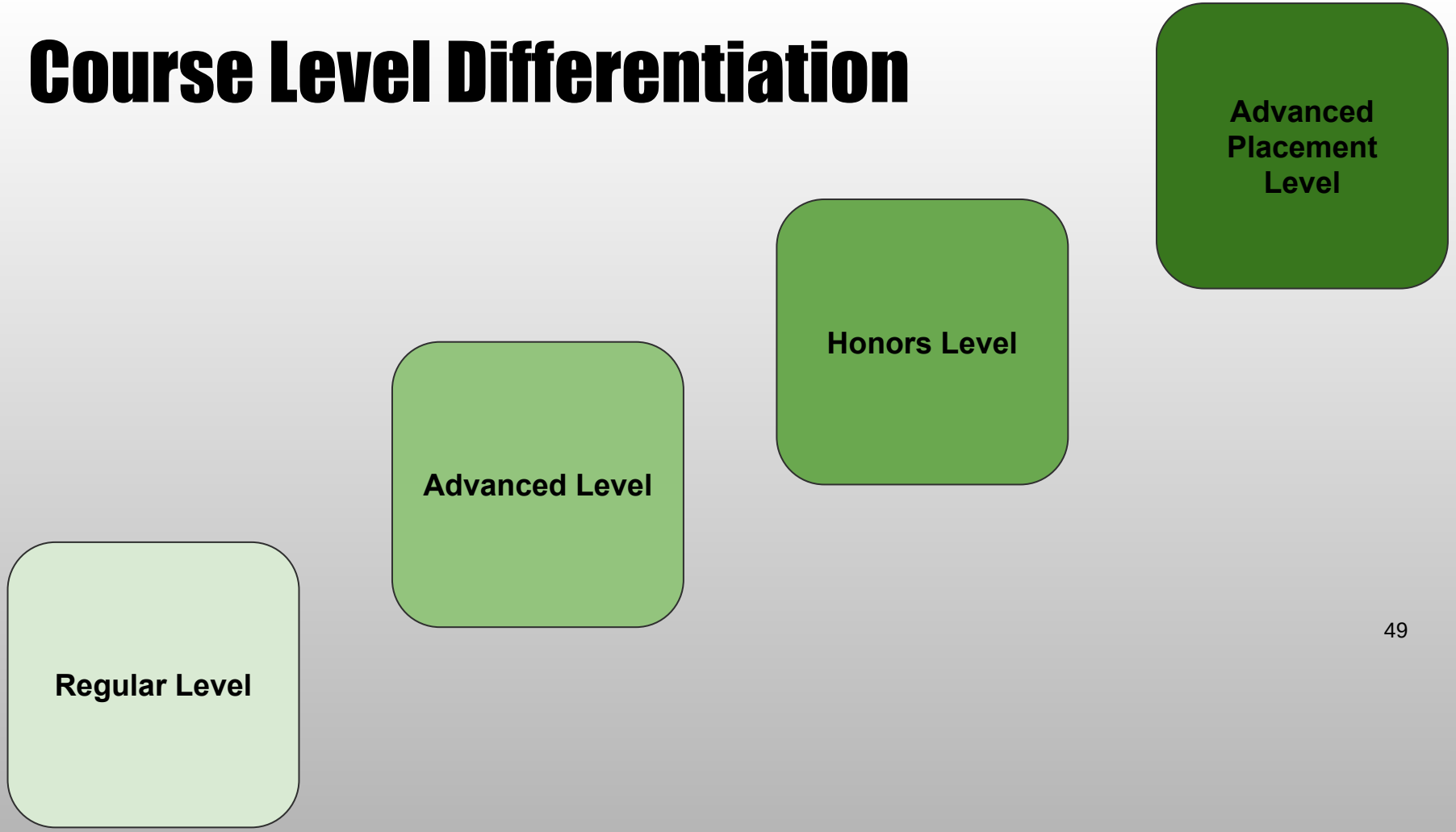
Grant students demonstrate:

- Adaptability and Perseverance
- Problem Solving
- Integrity
- Empathy
- Power of Communication
- Empowered Mindset

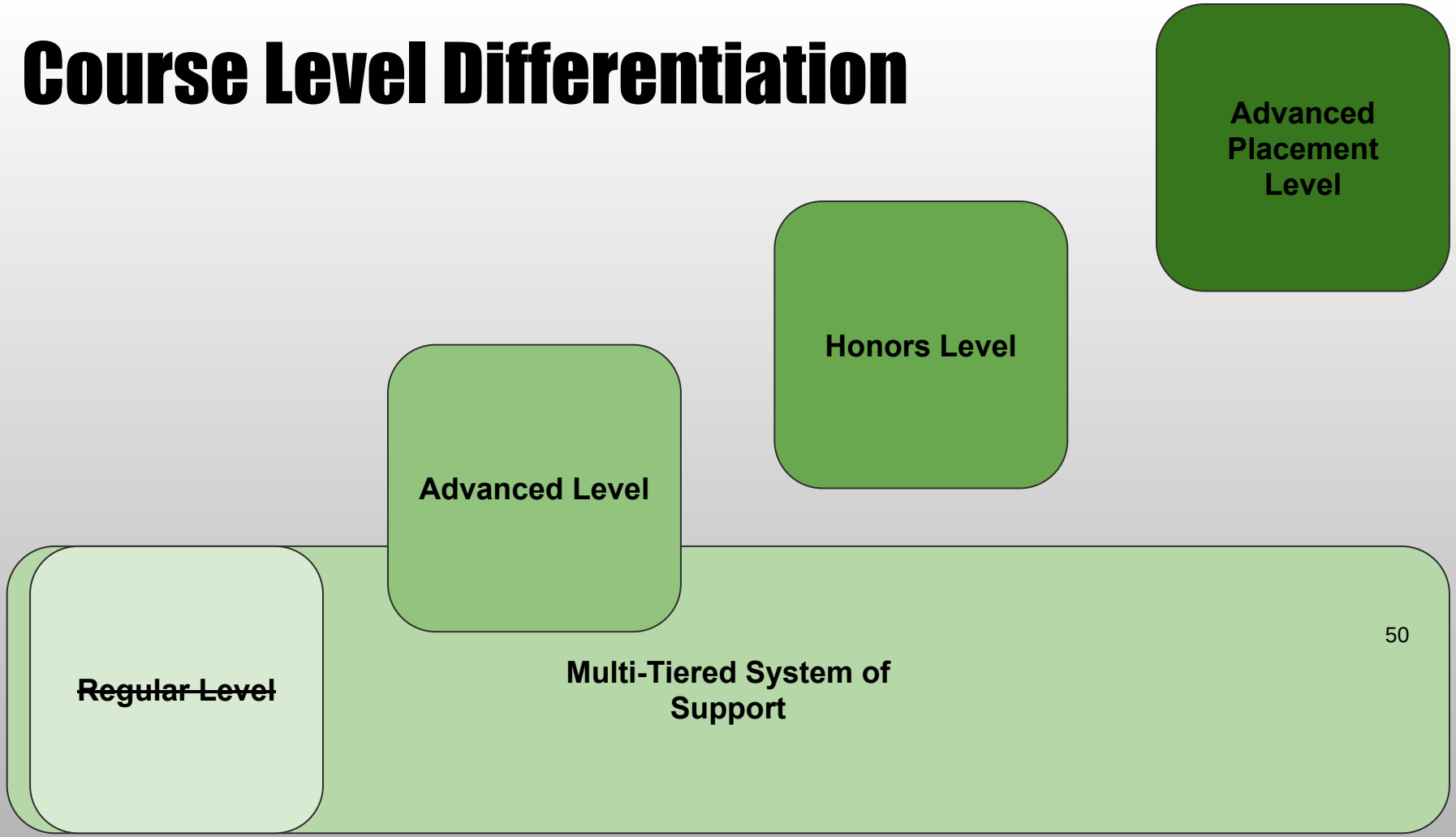
Focused Efforts to Improve Student Achievement

- On-going, comprehensive, standards-based curriculum audit and revisions
- Standards, assessments, and curriculum alignment work within departments
- Student data analysis at numerous levels within the organization
- The incorporation of an academic and behavioral MTSS structure
- Prioritization of professional development targeting best-practice Tier 1 instruction
- The development of the Career Pathways structure

Course Level Differentiation



Course Level Differentiation



Proposed Math Curriculum Changes 23/24

- **Applied Math 1**
  - **No longer able to offer dual credit as Higher Ed partner changed curriculum offerings**

Proposed Science Curriculum Changes 23/24

- **Chemistry, Advanced Chemistry, Honors Chemistry**
  - **Offer Honors Chemistry to eligible 9th grade students**
  - **Delete Chemistry course**
  - **Modify Advanced Chemistry curriculum to align with Next Generation Science Standards**
  - **Modify Honors Chemistry curriculum to align with Next Generation Science Standards**
  - **Rename Advanced Chemistry to Chemistry**

Proposed Science Curriculum Changes 23/24

- **Biology, Advanced Biology, Honors Biology**
  - **Delete Biology course**
  - **Modify Advanced Biology curriculum to align with Next Generation Science Standards**
  - **Modify Honors Biology curriculum to align with Next Generation Science Standards**
  - **Rename Advanced Biology to Biology**

Proposed EL Curriculum Changes 23/24

- **Include English Learners Education courses that exist but have not previously been included in Curriculum Guide:**
  - **EL 1, 2, 3**
  - **EL Study Hall**
- **Modify EL curriculum to include bilingual Spanish instruction:**
  - **Spanish Language Arts 1, 2, 3**

Proposed English Curriculum Changes 23/24

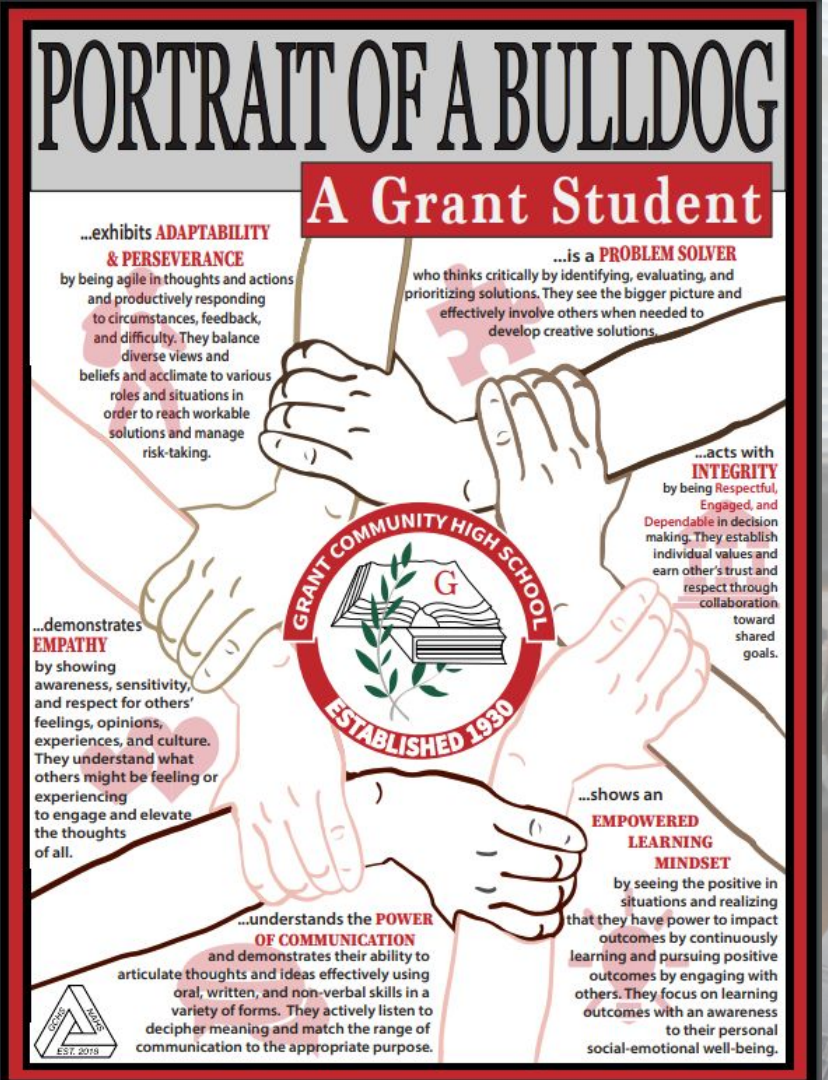
- **English 9, Advanced English 9, Honors English 9:**
  - **Delete English 9 course**
  - **Modify Advanced English 9 curriculum**
  - **Modify Honors English 9 curriculum**
  - **Rename Advanced English 9 to English 9**

Proposed Curriculum Changes 23/24

- **Rename Foreign Language to World Language**
- **Consolidate Business, Family & Consumer Science and Technology Education into Career and Technical Education Department**
- **Expand eligible grade levels for Intro to Engineering & Design**
- **Add prerequisite for Advanced Strength & Conditioning**
- **Reflect Intro to Teaching as a dual credit course**

Highlights of Curriculum

Courses	# of Offerings 22/23
Honors Level	35
Advanced Placement	20
Dual Credit	24



Goals: *How will we know if we are making a difference?*

Grant students demonstrate:

- Adaptability and Perseverance
- Problem Solving
- Integrity
- Empathy
- Power of Communication
- Empowered Mindset

Grant Community High School District 124

Course Proposal

- ❑ New Course
- ✓ Course Revision
- ❑ Course Deletion
- ❑ Title Change
- ❑ Other

Year of Implementation: 2023-2024

Division: Health and Wellness

Title: Advanced Strength and Conditioning

Prerequisite: Introduction to Strength and Conditioning or Department Approval

Grade Level: 10th, 11th, 12th Grade

Course Length: 2 Semesters

Course Credit (check all that apply):

- ✓ Regular Credit
- ❑ Dual Credit
- ❑ Honors Credit
- ❑ Other_____
- ❑ AP Credit

Submitted by:
Blair Schoell and Dave Behm

Curriculum Guide Description:
Advanced Strength and Conditioning will teach students to identify and understand the benefits of weight training and how it affects the body. Students will also learn intermediate and advanced level training routines for complete muscular development, endurance, and power. Students will be expected to design and develop a balanced weight training program that not only expands on skills learned in the introductory course but also meets their current needs. This course may be repeated.

Primary Objective:
Update the prerequisite in the curriculum guide.

Special Considerations:

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$

Other: _____ $

TOTAL: **$0**

Grant Community High School District 124

Course Proposal

- ❑ New Course
- ❑ Course Revision
- ☐ Course Deletion
- ❑ Title Change
- ✔ Other

Year of Implementation: 2023-2024

Division: Business, Tech. Ed., and Family Consumer Sciences

Title: **Career and Technical Education**

Prerequisite:

Grade Level:

Course Length:

Course Credit (check all that apply):

- ☐ Regular Credit
- ❑ Dual Credit
- ❑ Honors Credit
- ❑ Other_____
- ❑ AP Credit

Submitted by:
Blair Schoell

Primary Objective:
Consolidate three departments into one and change the name to Career and Technical Education. Each existing department will exist under the title as PLTs and will change the overall organization of the Curriculum Guide. The only addition necessary to the Curriculum Guide will be to add the name Career and Technical Education (CTE) as a heading over the existing departments and courses and then group them together under the CTE portion of the curriculum guide.

Special Considerations:

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$

TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

⬜ New Course
⬜ Course Deletion
⬜ Other
☒ Course Revision
⬜ Title Change

Year of Implementation: 2023-2024

Division: FCS

Title: Introduction to Teaching

Grade Level: 11, 12

Course Length: Two Semesters

Prerequisite:

Course Credit (check all that apply):

☒ Regular Credit
☐ Honors Credit
☐ AP Credit
☒ Dual Credit
☐ Other_____

Submitted by: Blair Schoell

Curriculum Guide Description: This course provides the prospective teacher with a historical and philosophical overview of American public education. Other topics include school organization and governance, ethical and legal issues, the nature of teaching, curriculum, the social context, diversity, professional leadership, and current issues. This class is offered for dual credit through the College of Lake County. To be eligible for dual credit, a student shall meet course prerequisites and requirements.

Primary Objective: Update the language to include information about the course being offered for dual credit with the College of Lake County. The language matches what was used for prior dual credit offerings in the curriculum guide.

Special Considerations:

Budgetary considerations:

Personnel	$0
Supplies & Materials	$0
Capital outlay	$0

Other: _____ $0

TOTAL: **$0**

Grant Community High School District 124

Course Proposal

- ☐ New Course
- ☐ Course Revision
- ❑ Course Deletion
- ☐ Title Change
- ✔ Other

Year of Implementation: 2023-2024

Division: Technology Education

Title: **PLTW-Introduction to Engineering and Design**

Course No: 0870

Prerequisite: Student must have taken or be concurrently enrolled in Algebra I or higher

Grade Level: 9-12

Course Length: 2 Semesters

Course Credit (check all that apply):

- ▢ Regular Credit
- ▢ Dual Credit
- ✔ Honors Credit
- ▢ Other_____
- ▢ AP Credit

Submitted by:
Blair Schoell

Curriculum Guide Description
In this course, students are encouraged to be creative and apply decision-making and problem-solving skills to specific design problems. Using sophisticated three-dimensional design software, students will discover the role of an engineer in using math, science, and engineering principles to take an idea from the design process to production.

Primary Objective:
To open up enrollment without departmental approval for grades 11 and 12 to take Introduction to Engineering and Design.

Special Considerations:

Budgetary considerations:

Personnel		$0
Supplies & Materials		$0
Capital outlay		$
Other: _____	$0	
TOTAL:		**$0**

***Supplies and materials**

Grant Community High School District 124

Course Proposal

☐ New Course
☐ Course Revision
☐ Course Deletion
☐ Title Change
✔ Other

Year of Implementation: 2023/24

Division: Foreign Language

Title: **World Languages**

Prerequisite:

Grade Level:

Course Length:

Course Credit (check all that apply):

☐ Regular Credit
☐ Dual Credit
☐ Honors Credit
☐ Other_____
☐ AP Credit

Submitted by:
Blair Schoell

Curriculum Guide Description:
The ability to understand and communicate with people of other countries is a valuable asset. Advancing technology and the need to communicate with others has placed economic and social importance upon world languages. There are colleges that require world language credits as part of their admissions criteria and many corporations routinely hire employees who have knowledge of a second language.

Primary Objective:
Change department name from Foreign Language to World Languages. This change reflects the language used by the Illinois State Board of Education.

Special Considerations:

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$

Other: _____ $

TOTAL: **$0**

Grant Community High School District 124

Course Proposal

▢ New Course ▢Course Revision

✷ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023-2024

Division: English

Title: English 9

Course #: 0027

SIS#:

Prerequisite: none

Grade Level: 9

Course Length: two semesters

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Veronica Lukemeyer

Primary Objective: In order to address educational inequities, Grant is beginning the process of revising courses. Several years ago, when three levels of English 9 were created, Grant inadvertently created disparities in the courses which may have negatively impacted certain populations of students. We strive to have both English 9 courses teach standards-aligned, grade level curriculum.

Curriculum Guide Description: N/A

Special Considerations: N/A

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ✷ Title Change

▢ Other

Year of Implementation: 2023-2024

Division: English

Title: Advanced English 9

Course #: 0028

SIS#:

Prerequisite: none

Grade Level: 9

Course Length: two semesters

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Veronica Lukemeyer

Primary Objective: Course Revision

Curriculum Guide Description: Course Title: English 9
This writing intensive course is for students who have demonstrated proficient reading, writing, listening, and speaking skills. Students will be offered the opportunity to achieve the necessary skills and knowledge to read and write with purpose, focus, organization, unity, coherence, style, sentence structure, and conventions of usage and punctuation. Throughout the course, students will complete several oral, written, and literary assignments that will prepare them to meet college expectations.

Special Considerations: N/A

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023-2024

Division: English

Title: EL 1

Course #: 2001

SIS#:

Prerequisite: none

Grade Level: 9, 10, 11, 12

Course Length: two semesters

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Veronica Lukemeyer

Primary Objective: This is a course for beginning EL students who are new to the English language or have limited English proficiency. Students will focus on reading, writing, speaking, listening, and grammar skills within whole class instruction, small group instruction, and individual reading components. A special emphasis will be placed on the acquisition of academic vocabulary. This course can be repeated for credit.

Curriculum Guide Description: N/A

Special Considerations: This course has been in existence, but would now be included in the Curriculum Guide.

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023-2024

Division: English

Title: EL 2

Course #: 2002

SIS#:

Prerequisite: none

Grade Level: 9, 10, 11, 12

Course Length: two semesters

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Veronica Lukemeyer

Primary Objective: This is a course for Intermediate EL students. Students will focus on reading, writing, speaking, listening, and grammar skills within whole class instruction, small group instruction, and individual reading components. A special emphasis will be placed on the acquisition of academic vocabulary.This course can be repeated for credit.

Curriculum Guide Description: N/A

Special Considerations: This course has been in existence, but would now be included in the Curriculum Guide.

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023-2024

Division: English

Title: EL 3

Course #: 2003

SIS#:

Prerequisite: none

Grade Level: 9, 10, 11, 12

Course Length: two semesters

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Veronica Lukemeyer

Primary Objective: This is a course for Advanced EL students based on ACCESS Testing and screening assessments. Students will build on their reading, writing, speaking, listening, and grammar skills, with the intention of elevating ACCESS scores to meet exit criteria. This course can be repeated for credit.

Curriculum Guide Description: N/A

Special Considerations: This course has been in existence, but would now be included in the Curriculum Guide.

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023-2024

Division: English

Title: EL Study Hall

Course #: 490

SIS#:

Prerequisite: none

Grade Level: 9, 10, 11, 12

Course Length: one semester

Course Credit (check all that apply):

▢ Regular Credit ▢ Dual Credit

▢ Honors Credit ✷ Other____none_____

▢ AP Credit

Submitted by: Veronica Lukemeyer

Primary Objective: Students identified as requiring EL services will receive targeted intervention for their classes, and will receive assistance from both an EL teacher, as well as student tutors.

Curriculum Guide Description: N/A

Special Considerations: This course has been in existence, but would now be included in the Curriculum Guide.

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023-2024

Division: English

Title: Spanish Language Arts 1

Course #: 2004

SIS#:

Prerequisite: none

Grade Level: 9, 10, 11, 12

Course Length: two semesters

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Veronica Lukemeyer

Primary Objective: N/A

Curriculum Guide Description: This is a course for beginning EL students who are new to the English language or have limited English proficiency. Students will focus on reading, writing, speaking, listening, and grammar skills within whole class instruction, small group instruction, and individual reading components. A special emphasis will be placed on the acquisition of academic vocabulary. This course can be repeated for credit. This course is specifically designed for Spanish speaking students and will be taught 50% in English and 50% in Spanish in order to encourage bi-literacy among all of our Spanish speaking students.

Special Considerations: N/A

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023-2024

Division: English

Title: Spanish Language Arts 2

Course #: 2005

SIS#:

Prerequisite: none

Grade Level: 9, 10, 11, 12

Course Length: two semesters

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Veronica Lukemeyer

Primary Objective: This is a course for Intermediate EL students. Students will focus on reading, writing, speaking, listening, and grammar skills within whole class instruction, small group instruction, and individual reading components. A special emphasis will be placed on the acquisition of academic vocabulary.This course can be repeated for credit. This course is specifically designed for Spanish speaking students and will be taught 50% in English and 50% in Spanish in order to encourage bi-literacy among all of our Spanish speaking students.

Curriculum Guide Description: N/A

Special Considerations: N/A

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023-2024

Division: English

Title: Spanish Language Arts 3

Course #: 2006

SIS#:

Prerequisite: none

Grade Level: 9, 10, 11, 12

Course Length: two semesters

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Veronica Lukemeyer

Primary Objective: This is a course for Advanced EL students based on ACCESS Testing and screening assessments. Students will build on their reading, writing, speaking, listening, and grammar skills, with the intention of elevating ACCESS scores to meet exit criteria. This course can be repeated for credit. This course is specifically designed for Spanish speaking students and will be taught 50% in English and 50% in Spanish in order to encourage bi-literacy among all of our Spanish speaking students.

Curriculum Guide Description: N/A

Special Considerations: This course has been in existence, but would now be included in the Curriculum Guide.

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ▢ Course Revision

▢ Course Deletion ▢ Title Change

✷ Other

Year of Implementation: 2023/2024

Division: Mathematics

Title: Applied Math 1

Course #: #0369I

SIS#: 02153A001 - High School Transitional Math 4

Prerequisite: Intermediate Algebra 2, Algebra 2, Pre-Calculus
Student must complete 6 semesters of math prior to taking course

Grade Level: 12th

Course Length: One semester

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Tom Duffy**,** Bryan Talbot, Eric Taubery

Primary Objective: The goal of the course proposal is to adjust to the change in CLC curriculum. In early 2022, CLC revised their technical math courses to remove substantial content overlap. The curricular changes developed have prevented Grant from offering both Applied Math 1 and Applied Math 2 for dual credit to students. With more A.A.S. programs requiring MTH 115, Grant has decided to offer this course. Though MTH 114 content will still be taught in Applied Math 1, it will no longer serve as a dual credit course. This course revision will change the focus of Applied Math 1 as it will help prepare students for the second-semester Applied Math 2 which is a dual credit course.

Curriculum Guide Description: The Applied Math 1 course is intended and designed specifically to transition students to post-secondary technical pathways or careers. The course covers the basic principles of mathematics, with applications to problems encountered in various industries. Students will review practical geometry, measurement of plane and solid figures, precision, accuracy, elementary right triangle trigonometry, vectors, law of cosines, and law of sines. Students will compute, reason, and solve quantitative problems from a wide array of authentic contexts and everyday life situations. This course does not meet NCAA Eligibility requirements.

Special Considerations: N/A

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ▢ Course Revision

✷ Course Deletion ▢ Title Change

▢ Other

Year of Implementation:	2022/2023
Division:	Science
Title:	Biology
Course #:	0413
SIS#:	03051A0000
Prerequisite:	None
Grade Level:	9, 10, 11, 12
Course Length:	Two semesters

Course Credit (check all that apply):

✷Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Lori Lev, Eric Taubery

Primary Objective: Over the past two years, Grant has had concerted efforts to address several key areas in order to increase student achievement. These actions include:

-an on-going, comprehensive, standards-based curriculum audit
-prioritization and professional development targeting best-practice Tier 1 instruction
-the incorporation of an academic and behavioral MTSS structure
-the development of the Career Pathways structure and process
-standards, assessments, and curriculum alignment work within departments
-development of an equity leadership team and early stage implementation
-student data analysis at numerous levels within the organization

Using information gathered from various work listed above, it has been determined that Grant should begin to consolidate course offerings into 2 levels of specific courses: a rigorous, standards-based grade level curriculum and a more academically challenging Honors equivalent. These actions will return Grant to the level structure used in several departments prior to 2015.

Special Considerations: N/A

Curriculum Guide Description: N/A

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ✷ Title Change

▢ Other

Year of Implementation:	2022-2023
Division:	Science
Title:	Advanced Biology
Course #:	0423
SIS#:	03051A0000
Prerequisite:	None
Grade Level:	9, 10, 11, 12
Course Length:	two semesters

Course Credit (check all that apply):

✷ Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Lori Lev, Eric Taubery

Primary Objective: The curriculum revision will focus on the alignment of the Biology curriculum to the Next Generation Science Standards targeting the life sciences. Students enrolled in Biology will develop an understanding of key concepts that will help them make sense of life sciences through phenomenon-based learning. The five life science concepts focused in the biology curriculum are: structure and function, inheritance and variation of traits, matter and energy in organisms and ecosystems, interdependent relationships in ecosystems, and natural selection and evolution. Integrated with these key concepts will be the NGSS Science and Engineering Practices which will help students develop the science skills that will be used in future science courses and help prepare them as educated citizens. Advanced Biology will have a name change to Biology to reflect the two levels of biology offered.

Curriculum Guide Description: Students enrolled in Biology will develop an understanding of key concepts that will help them make sense of life sciences through phenomenon-based learning. The five life science concepts focused in the biology curriculum are: structure and function, inheritance and variation of traits, matter and energy in organisms and ecosystems, interdependent relationships in ecosystems, and natural selection and evolution. Integrated with these key concepts will be the NGSS Science and Engineering Practices which will help students develop the science skills that will be used in future science courses and help prepare them as educated citizens.

Special Considerations: Textbooks are currently being reviewed as the curriculum in the process of being developed. Additional laboratory equipment may need to be purchased.

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023/2024

Division: Science

Title: Honors Biology

Course #: 0470

SIS#: 03051A0000

Prerequisite: Department Approval

Grade Level: 9, 10, 11, 12

Course Length: Two semesters

Course Credit (check all that apply):

▢ Regular Credit ▢ Dual Credit

✷ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Lori Lev, Eric Taubery

Primary Objective: The curriculum revision will focus on the alignment of the Honors Biology curriculum to the Next Generation Science Standards targeting the life sciences. Students enrolled in Honors Biology will develop an understanding of key concepts that will help them make sense of life sciences. The five life science concepts focused in the biology curriculum and organized into integrated units driven by an anchoring phenomena are: structure and function, inheritance and variation of traits, matter and energy in organisms and ecosystems, interdependent relationships in ecosystems, and natural selection and evolution. Integrated with these key concepts will be the NGSS Science and Engineering Practices which will help students develop the science skills that will be used in future science courses and help prepare them as educated citizens.

Special Considerations: Textbooks are currently being reviewed as the curriculum in the process of being developed. Additional laboratory equipment may need to be purchased.

Curriculum Guide Description: Students enrolled in Honors Biology will develop an understanding of key concepts that will help them make sense of life sciences. The five life science concepts focused in the biology curriculum and organized into integrated units driven by an anchoring phenomena are: structure and function, inheritance and variation of traits, matter and energy in organisms and ecosystems, interdependent relationships in ecosystems, and natural selection and evolution. Students will work collaboratively to test experimental questions, analyze and interpret data, develop and use models, use mathematical and computational thinking and construct explanations. Integrated with these key concepts will be the NGSS Science and Engineering Practices which will help students develop the science skills that will be used in future science courses and help prepare them as educated citizens.

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ▢ Course Revision

✷ Course Deletion ▢Title Change

▢ Other

Year of Implementation: 2023/2024

Division: Science

Title: Chemistry

Course #: 0414

SIS#: 03101A000

Prerequisite: None

Grade Level: 10, 11, 12

Course Length: Two semesters

Course Credit (check all that apply):

✷Regular Credit ▢ Dual Credit

▢ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Lori Lev, Eric Taubery

Primary Objective: Over the past two years, Grant has had concerted efforts to address several key areas in order to increase student achievement. These actions include:

-an on-going, comprehensive, standards-based curriculum audit
-prioritization and professional development targeting best-practice Tier 1 instruction
-the incorporation of an academic and behavioral MTSS structure
-the development of the Career Pathways structure and process
-standards, assessments, and curriculum alignment work within departments
-development of an equity leadership team and early stage implementation
-student data analysis at numerous levels within the organization

Using information gathered from various work listed above, it has been determined that Grant should begin to consolidate course offerings into 2 levels of specific courses: a rigorous, standards-based grade level curriculum and a more academically challenging Honors equivalent. These actions will return Grant to the level structure used in several departments prior to 2015.

Special Considerations: N/A

Curriculum Guide Description: N/A

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course
✷ Course Revision
▢ Course Deletion
✷ Title Change
▢ Other

Year of Implementation:	2022-2023
Division:	Science
Title:	Advanced Chemistry
Course #:	0424
SIS#:	03101A000
Prerequisite:	N/A
Grade Level:	10, 11, 12
Course Length:	two semesters

Course Credit (check all that apply):

✷ Regular Credit
▢ Dual Credit
▢ Honors Credit
▢ Other_____
▢ AP Credit

Submitted by: Lori Lev, Eric Taubery

Primary Objective: The curriculum revision will focus on the alignment of the Chemistry curriculum to the Next Generation Science Standards. Students enrolled in Chemistry will develop an understanding of key concepts that will help them make sense of physical sciences. Integrated with these key concepts will be the NGSS Science and Engineering Practices. Advanced Chemistry will have a name change to Chemistry to reflect the two levels of chemistry offered.

Curriculum Guide Description: Students enrolled in Chemistry will develop an understanding of key concepts that will help them make sense of physical sciences. Chemistry will focus on study of the composition and structure of matter, the changes matter undergoes, and the energy associated with those changes. This course, using a

phenomenon based curriculum, covers a range of topics. Students will work collaboratively to test experimental questions, analyze and interpret data, develop and use models, and construct explanations using evidence. Integrated with these key concepts will be the NGSS Science and Engineering Practices which will help students develop science competencies that will be used in future science courses and help prepare them as educated citizens.

Special Considerations: Textbooks are currently being reviewed as the curriculum in the process of being developed. Additional laboratory equipment may need to be purchased.

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Grant Community High School District 124

Course Proposal

▢ New Course ✷ Course Revision

▢ Course Deletion ▢ Title Change

▢ Other

Year of Implementation: 2023/2024

Division: Science

Title: Honors Chemistry

Course #: 0471

SIS#: 03101A000

Prerequisite: Algebra 1 and Department Approval

Grade Level: 9, 10, 11, 12

Course Length: Two semesters

Course Credit (check all that apply):

▢ Regular Credit ▢ Dual Credit

✷ Honors Credit ▢ Other_____

▢ AP Credit

Submitted by: Lori Lev, Eric Taubery

Primary Objective: The curriculum revision will focus on the alignment of the Honors Chemistry curriculum to the Next Generation Science Standards targeting the physical sciences. Students enrolled in Honors Chemistry will develop an understanding of key concepts. Integrated with these key concepts will be the NGSS Science and Engineering Practices which will help students develop science skills that will be used in future science courses. The 9th grade level change is being implemented to allow advanced math students to begin with Honors Chemistry. This change will allow for greater opportunity for students in both potential Career Pathways and Advanced Placement science courses.

Special Considerations: Textbooks are currently being reviewed as the curriculum is in the process of being developed. Additional laboratory equipment may need to be purchased.

Curriculum Guide Description: Students enrolled in Honors Chemistry will develop a comprehensive understanding of key concepts that will help them make sense of the physical sciences. Chemistry will focus on study of the composition and structure of matter, the changes matter undergoes, and the energy associated with those changes. This course, using a phenomenon based curriculum, covers a range of topics. Students will work collaboratively to test experimental questions, analyze and interpret data, develop and use models, use mathematical and computational thinking and construct explanations using evidence. Integrated with these key concepts will be the NGSS Science and Engineering Practices which will help students develop science competencies that will be used in future science courses and help prepare them as educated citizens.

Budgetary considerations:

Personnel	$
Supplies & Materials	$
Capital outlay	$
Other: _____	$
TOTAL:	**$0**

Behavioral and Disciplinary Intervention Program and Supports



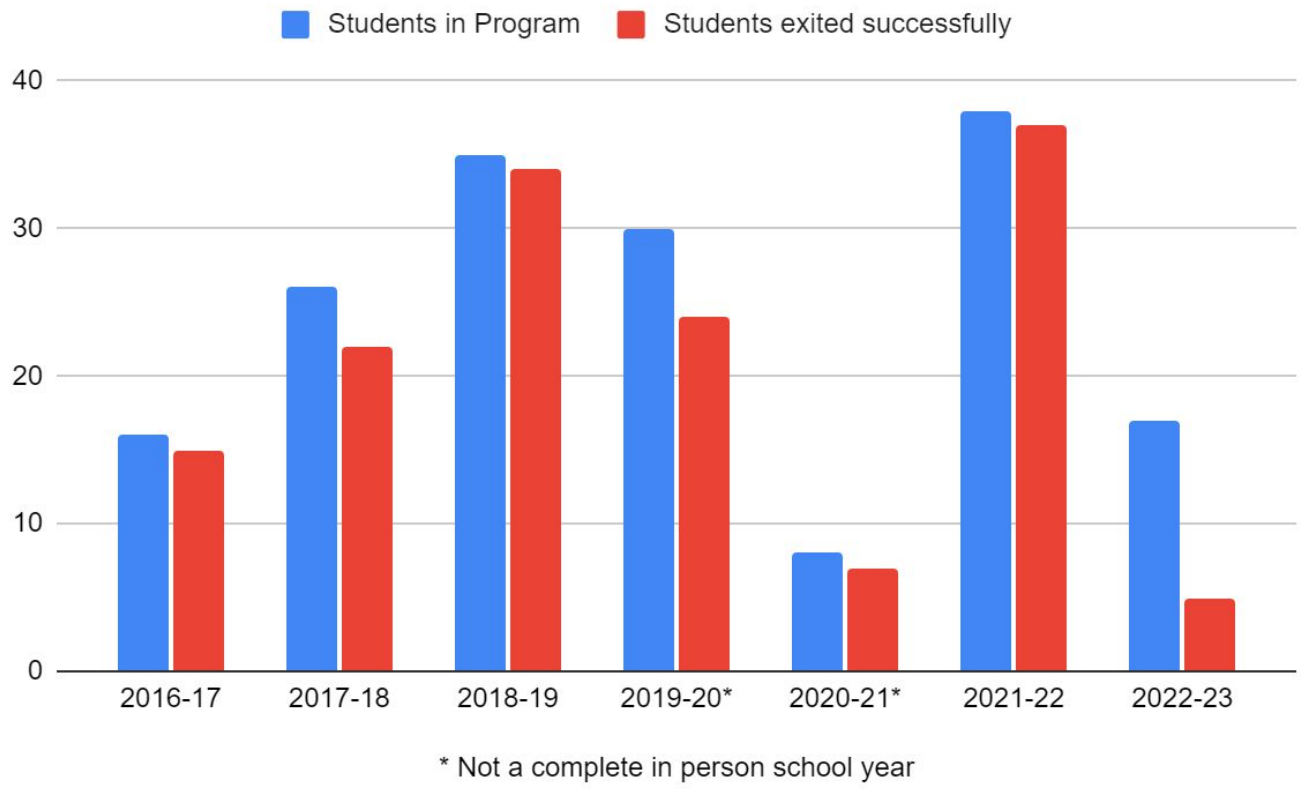
BDIPS Program

- Started the program in the 2016/2017 school year
- 7th year of the program
- Currently staffed with one certified and one non-certified staff member
- Structured to be a 6-8 week program *(occasionally an entire semester)*
- Optimal enrollment of 12 students at one time

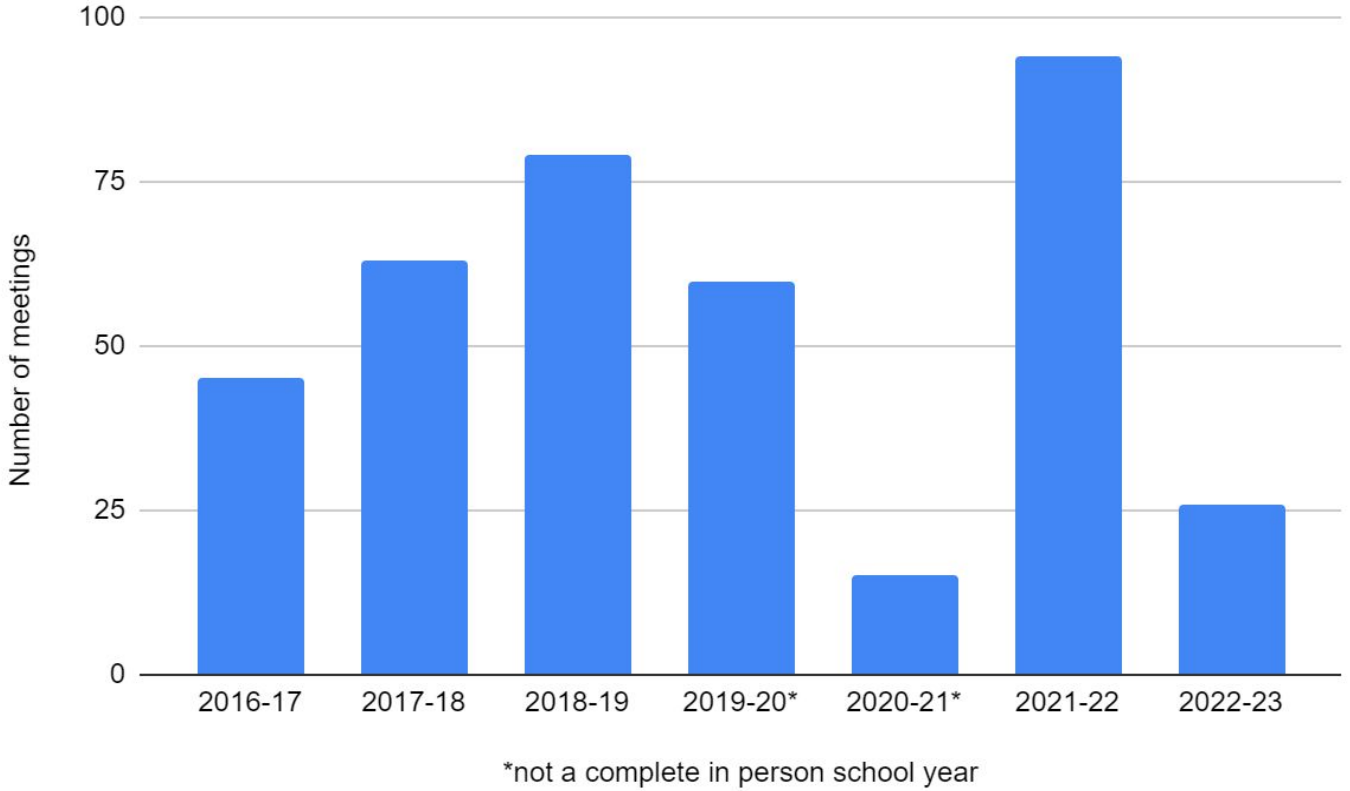
Highlights of the BDIPS Program

- **Philosophy- Keep it Respectful, Engaged, and Dependable**
- **Incentive based program**
- **Daily communication with parents/guardians**
- **Substance Abuse Counseling (LCHD)**
- **Life Skills course**
- **Participation in extracurricular activities**
- **Daily, weekly and monthly projections for course completion**
- **Credit Recovery**
- **Opportunity to recenter/reset themselves**

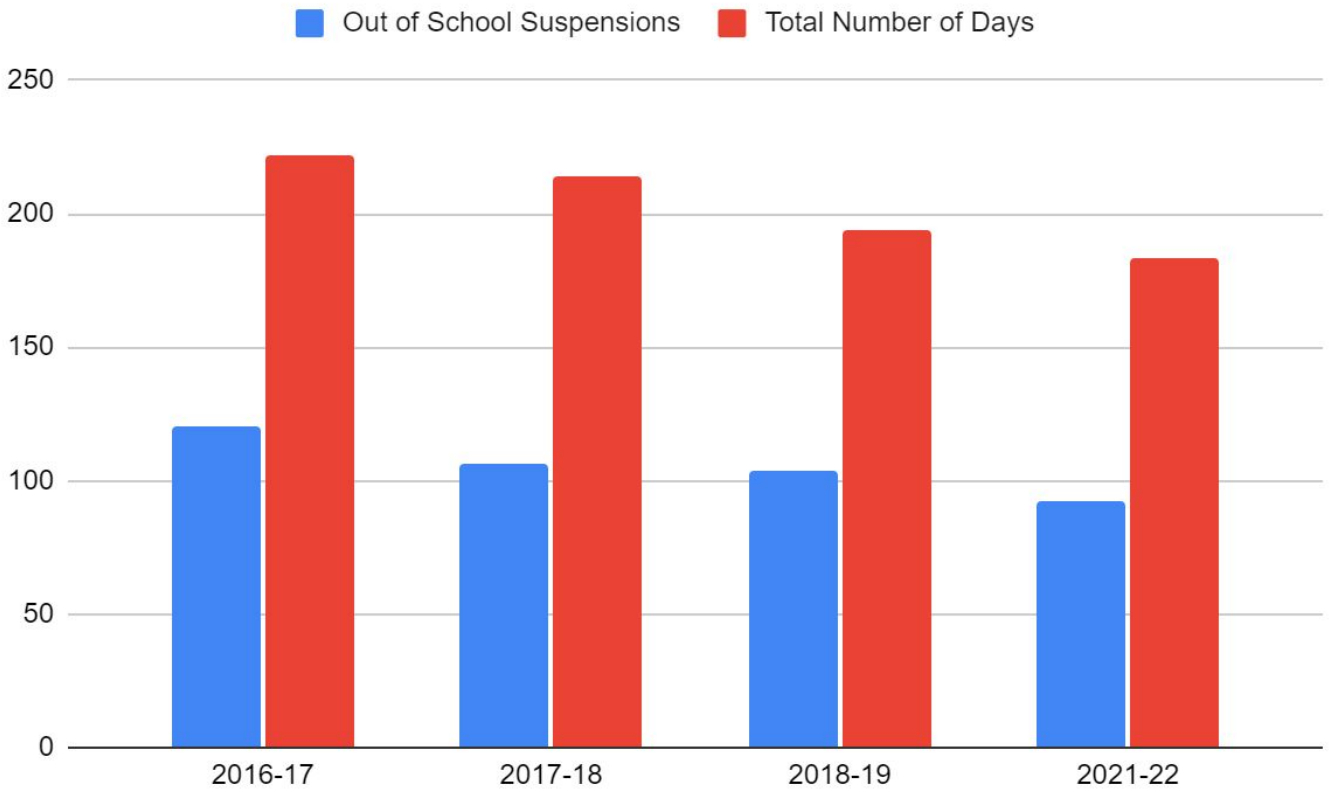
Students Entered Into and Exited Out Of the BDIPS Program



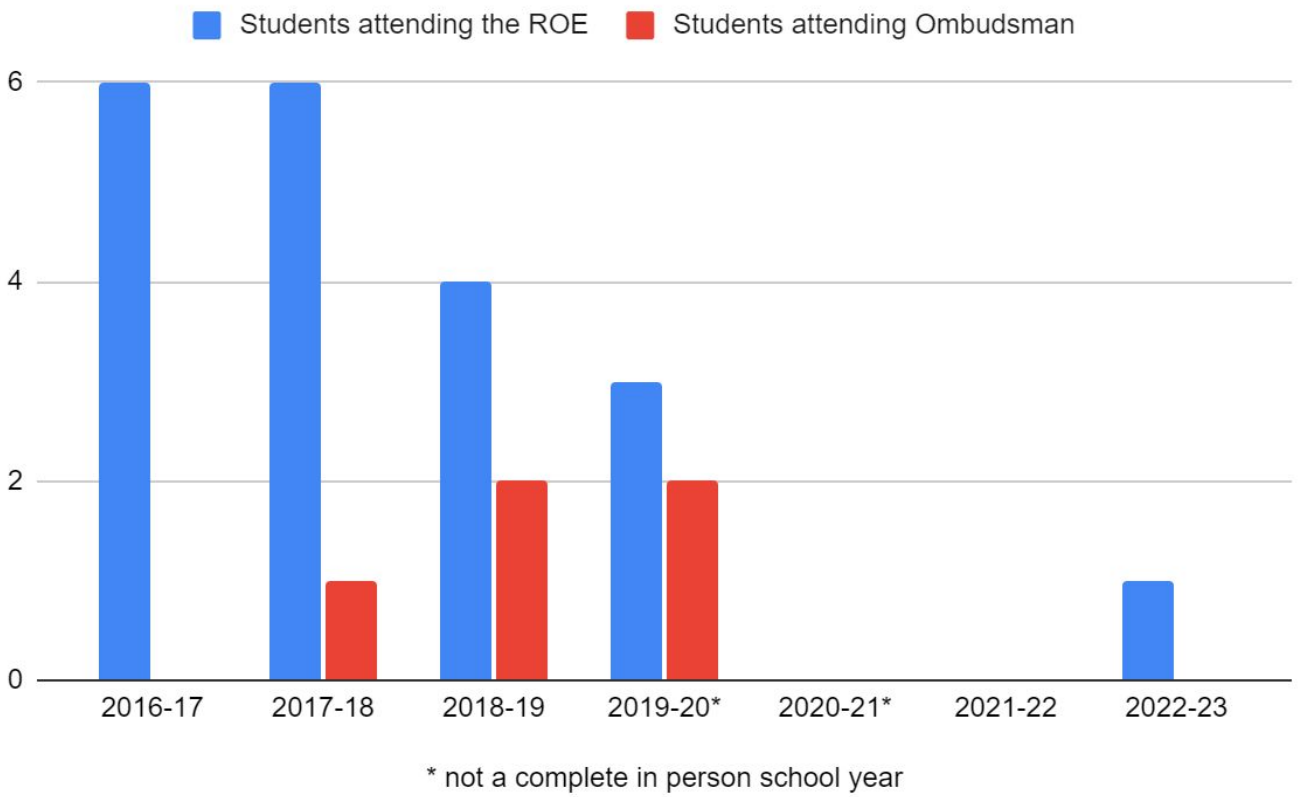
Number of BDIPS Meetings



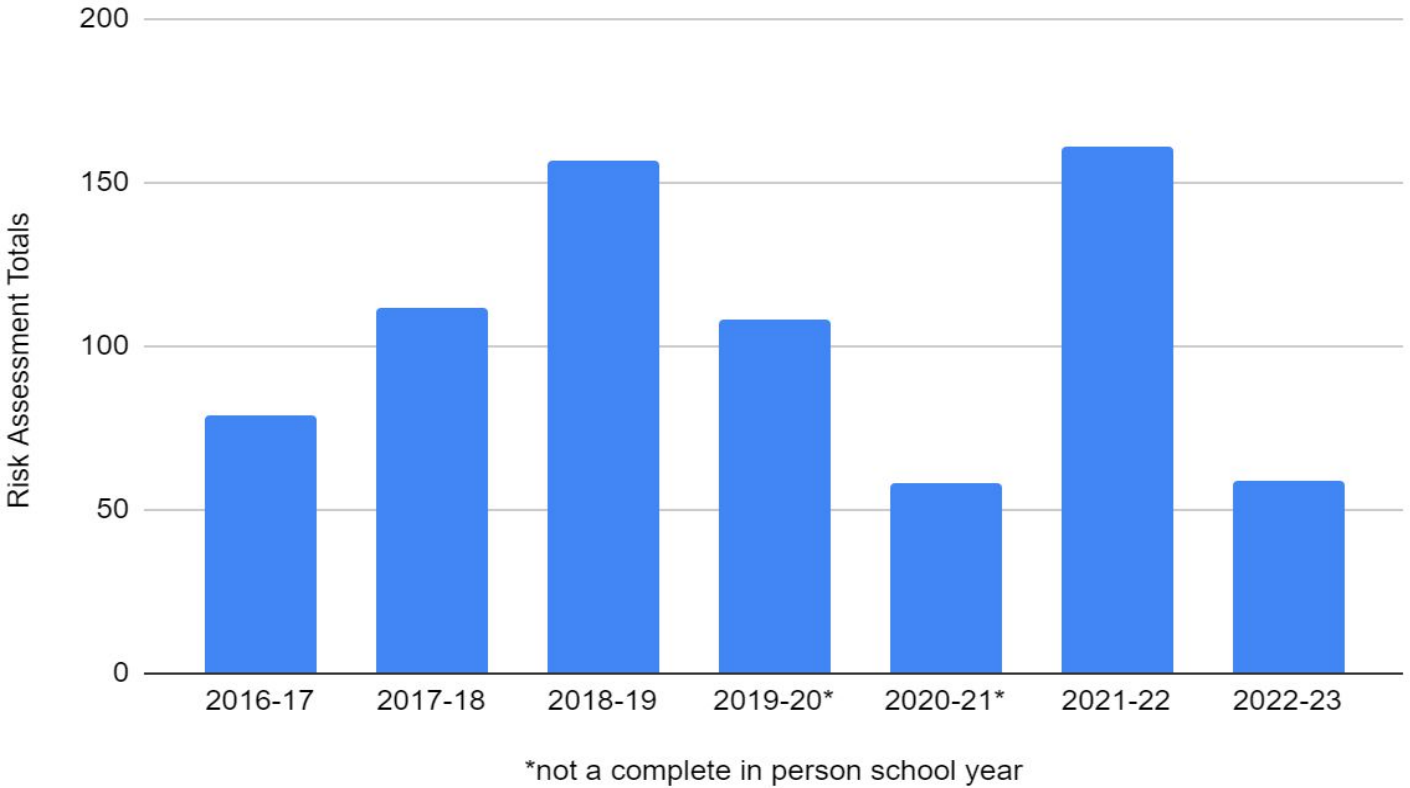
Out of School Suspension Totals



Students Attending the ROE and Ombudsman



Risk Assessment Totals




Thank you!

Board of Education

School Report Card Highlights

School Report Card Highlights

- **Summative designations provided for first time since 2019.**
  - **Describes how well a school meeting the needs of all students.**
  - **Purpose of designation to recognize those schools with strong overall performance across a range of academic and student success indicators and to identify schools to be placed in differentiated school improvement status.**
  - **Accountability system officially amended in response to the impact of the pandemic.**

School Report Card Highlights

- **Calculation:**
  - **Academic Indicators** **75%**
    - **ELA - 7.5%, Math - 7.5%, Science - 5%**
    - **Composite Graduation Rate - 50%**
    - **EL Progress to Proficiency - 5%**
  - **School Quality & Success Indicators** **25%**
    - **Chronic Absenteeism - 10%**
    - **Climate Survey - 6.67%**
    - **9th Graders on Track to Graduate - 8.33%**

***Delayed College/Career Readiness & Fine Arts**

School Report Card Highlights

- **Ratings:**
  - **Exemplary**
    - **Top 10% in overall performance**
  - **Commendable**
    - **No underperforming student groups**
    - **Graduation rate > 67%**
  - **Targeted**
    - **1+ underperforming student groups**
  - **Comprehensive**
    - **Overall performance in lowest 5%**
    - **All high schools with graduation rate < 67%**

School Report Card Highlights

- **Key Changes to summative designation calculation:**
  - **New proficiency targets for ELA and math**
  - **EL students provided an additional year to achieve proficiency**
  - **Substituting science participation rates for proficiency rates**
  - **Condensed weighted adjusted cohort 4, 5, and 6-year graduation rate indicators**
  - **Created tiered scoring bands to incentivize improvements or stable rates of chronic absenteeism**

School Report Card Highlights

- **New metrics:**
  - **Equity Journey Continuum**
  - **Perkins Measures**
  - **Career and Technical Education Participation**
  - **Career and Technical Education Concentration**
  - **National Board Certified Teachers**
  - **Students Not Tested for State Assessment**
  - **Proficiency Rate Accountability**
  - **Teachers with Gifted Endorsement**

School Report Card Highlights

- **Timeline:**
  - **May 1 - Aug 31** — **Data Submission / Quality Checks**
  - **July 1 - Sept 30** — **Data Verification**
  - **October 3 - 26** — **Educator Preview**
  - **October 27** — **Report Cards Public**

Questions



2022 ILLINOIS REPORT CARD

TELL YOUR STORY ABOUT INVESTMENTS & STUDENT OUTCOMES

What's New on the 2022 Illinois Report Card?

The Illinois Report Card offers a snapshot of school performance in order to inform and empower educators, families, and communities as they support their students. Here's what's new in 2022.



New Metrics

1. Equity Journey Continuum: An informational tool for districts to track their progress toward closing gaps in student achievement, opportunities, and supports. The tool analyzes data points that districts already collect and report to ISBE, through the lens of equity, to make that data more useful for improving outcomes for all students. Learn more at **www.isbe.net/equity.**

2. Annual Summative Designation: Returning for the first time since 2019. Each school will receive a designation of Exemplary, Commendable, Targeted Support, or Comprehensive Support based on multiple measures of school performance. Learn more at **www.isbe.net/summative.**

3. Career and Technical Education (CTE)

- **Perkvins V Measures:** Includes four-year graduation rate, extended (six-year) graduation rate, academic proficiency rate in reading/language arts, academic proficiency rate in mathematics, academic proficiency rate in science, postsecondary placement rate, nontraditional program enrollment rate, program quality – attained postsecondary credits rate, and program quality – work-based learning rate. Learn more at **www.isbe.net/perkins.**
- **CTE Participant:** A grade 9 to 12 student who has enrolled in at least one Career and Technical Education (CTE) course during the school year and has a course outcome of Pass, Fail, or Incomplete.
- **CTE Concentrator:** A program concentrator in at least one Classification of Instructional Program in the CTE cluster during the student's high school career.

4. Assessment Data

- **Students Not Tested (No Participation Rate):** The number of students who did not receive participation credit for the state assessment divided by the number of students who were required to participate in the state assessment.
- **Proficiency Rate Accountability:** Calculated, when relevant, for accountability using the 95% of Participation Rate denominator, using the various levels of performance each test and subject area.

5. Teacher Certification

- **National Board Certified Teachers:** Teachers who have achieved National Board Certification, the most respected professional certification available in education.
- **Teachers with Gifted Endorsement:** The total headcount of teachers who hold a gifted education endorsement.

SCHOOL IMPROVEMENT & ACCOUNTABILITY

Annual Summative Designations

Schools receive an annual summative designation on the Illinois Report Card. The designation is based on the school's overall data for all of the accountability indicators, as well as the data for individual student groups.

Exemplary

- Overall performance in the top 10 percent of all schools
- Must have no underperforming student groups at or below the "all students" group of the lowest-performing 5 percent of schools
- High schools must have a graduation rate higher than 67 percent

Commendable

- Overall performance not in the top 10 percent of all schools
- Must have no underperforming student groups at or below the "all students" group of the lowest-performing 5 percent of schools
- High schools must have a graduation rate higher than 67 percent

Targeted Support

- One or more student groups performing at or below the "all students" group of the lowest-performing 5 percent of schools; groups must have at least 20 students in at least five of eight indicators, one of which must be non-academic

STUDENT GROUPS

Demographics

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Two or More Races
- White

Programs

- Children with disabilities
- Economically disadvantaged students
- English Learners
- Former English Learners

A Targeted Support designation initiates targeted school improvement status and the school begins a four-year cycle of school improvement.

Comprehensive Support

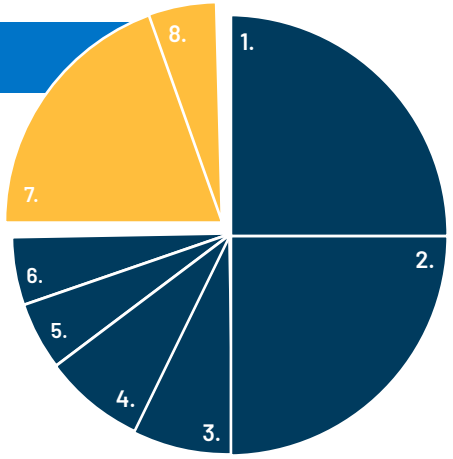
- Overall performance in the bottom 5 percent of Title I-eligible schools statewide
- All high schools with a graduation rate below 67 percent

A Comprehensive Support designation initiates comprehensive school improvement status and the school begins a four-year cycle of school improvement.

ACCOUNTABILITY SYSTEM: MULTIPLE INDICATORS OF STUDENT SUCCESS

A school's annual summative designation describes how well an individual school is meeting the needs of all its students. The designations recognize schools with strong overall performance across a range of academic and student success indicators. Schools with greatest need receive the most support. The system was amended in 2022, but the indicators and weights did not change. View details on page 2.

Elementary & Middle Schools



75%

Academic Indicators

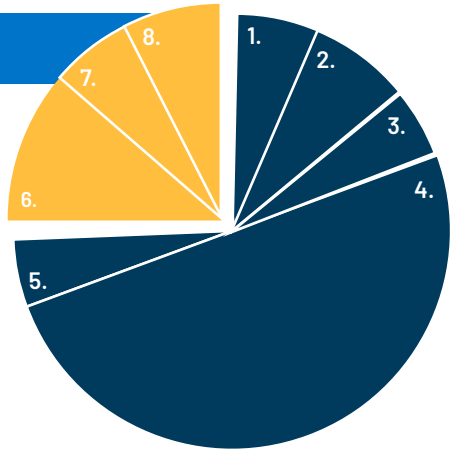
1. English Language Arts Growth: 25%
2. Math Growth: 25%
3. English Language Arts Proficiency: 7.5%
4. Math Proficiency: 7.5%
5. Science Proficiency: 5% *(Note: Science Participation substitutued for 2022 only)*
6. English Learner Progress to Proficiency: 5%

25%

School Quality & Student Success Indicators

7. Chronic Absenteeism: 20%
8. Climate Survey: 5%
9. *P-2**
10. *3-8**
11. *Fine Arts**

High School



75%

Academic Indicators

1. English Language Arts Proficiency: 7.5%
2. Math Proficiency: 7.5%
3. Science Proficiency: 5%
4. Graduation (composite 4-, 5-, and 6-year graduation rate): 50%
5. English Learner Progress to Proficiency: 5%

25%

School Quality & Student Success Indicators

6. Chronic Absenteeism: 10%
7. Climate Survey: 6.67%
8. 9th-Graders on Track to Graduate: 8.33%
9. *College and Career Readiness**
10. *Fine Arts**

*Not yet ready for implementation

isbe.net/support

Illinois State Board of Education

August 2022

INDICATOR DEFINITIONS AND WEIGHTS

	INDICATOR	DEFINITION	2022 UPDATES	WEIGHT (% OUT OF 100)	
	Visit isbe.net/indicators for a more detailed definition of each indicator.			P-8	9-12
Academic	ELA Growth	Average of individual students' growth percentiles in English language arts (ELA)	Measuring growth against current academic peers and against a 2019 baseline to use whichever best reflects progress.	25%	–
	Math Growth	Average of individual students' growth percentiles in math		25%	–
	ELA Proficiency	Percentage of students proficient in ELA	New interim proficiency targets for ELA and math based on state average performance in 2021.	7.5%	
	Math Proficiency	Percentage of students proficient in math		7.5%	
	Science Proficiency	Percentage of students proficient in science	Participation used instead of proficiency for 2022 ONLY.	5%	
	English Learner (EL) Progress to Proficiency	An ELs progress attaining language proficiency within five years of identification	Students who were EL in SY 2020-21 get one extra year to their timeline.	5%	
	Graduation	Four-year graduation rate	A single scoring formula for all student groups.	–	30%
		Five-year graduation rate		–	15%
		Six-year graduation rate		–	5%
School Quality/Student Success	Chronic Absenteeism	Percentage of students who missed 10% or more of the prior academic year (excused and unexcused absences)	Differentiated scoring bands that incentivize steady or improving rates of chronic absenteeism.	20%	10%
	Climate Survey	Percentage of students who participated in the climate survey	No changes.	5%	6.67%
	9th-Graders on Track	Percentage of ninth-grade students with five full-year course credits (or 10 semester) with no more than one semester F in a core subject	No changes.	–	8.33%
	Fine Arts*	A combination of measures of student participation and teacher qualifications in the fine arts.	Implementation delayed until 2025.	–	–
	P-2*	Measures of attendance, literacy, and participation in enrichment and acceleration.		–	
	3-8*	A combination of measures of mathematic proficiency, middle school success, and participation in enrichment and acceleration.		–	
	College and Career Readiness*	Percentage of students meeting academic and career readiness requirements.		–	

*Not yet ready for implementation

2023-2024 Grant CHSD 124 as of 10/13/2022

Calendar Legend - Totals for the Year

Calendar Code	Code Description	No. of Days	Totals	
X	Pupil Attendance Day	177		
FPT	Full-Day Parent/Teacher Conference	1		
			Total Days Toward Pupil Attendance:	178
XED	Emergency Day-Proposed	5		
TI	Teacher Institute/Workshop	4		
			Total Calendar Days:	187
HOL	Holiday	10		
NIA	Not in Attendance	16		

PT /In-Service/Act of God/Explanations

School Begin Date: 08/10/2023 School End Date: 05/29/2024

Regular Day: 7:40AM - 3:10PM Instruct. Day Lgth: 6 Hrs. 15 Mins.

Cal. Date	Cal. Code	Code Descr.	Student Attend.	Activity Time	Brief Explanation for Activity or School Closing
08/10/2023	TI	Teacher Institute/Workshop			
08/11/2023	TI	Teacher Institute/Workshop			
10/06/2023	TI	Teacher Institute/Workshop			
10/27/2023	FPT	Full-Day Parent/Teacher Conference		7:30AM 12:00PM	PT Conferences also take place on 10/26 from 5-8pm
02/16/2024	TI	Teacher Institute/Workshop			

2023-2024 Proposed Public School Calendar for Grant CHSD 124, Draft, as of 10/13/2022

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 178 **Regular Day:** 7:40AM - 3:10PM **Instruct. Day Lgth:** 6 Hrs. 15 Mins.

July 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4 HOL	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

July Atnd: 0 Accum: 0

August 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10 TI	11 TI	12	13
14 X	15 X	16 X	17 X	18 X	19	20
21 X	22 X	23 X	24 X	25 X	26	27
28 X	29 X	30 X	31 X	1	2	3
4	5	6	7	8	9	10

Aug Atnd: 14 Accum: 14

September 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1 X	2	3
4 HOL	5 X	6 X	7 X	8 X	9	10
11 X	12 X	13 X	14 X	15 X	16	17
18 X	19 X	20 X	21 X	22 X	23	24
25 X	26 X	27 X	28 X	29 X	30	1
2	3	4	5	6	7	8

Sept Atnd: 20 Accum: 34

October 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
2 X	3 X	4 X	5 X	6 TI	7	8
9 HOL	10 X	11 X	12 X	13 X	14	15
16 X	17 X	18 X	19 X	20 X	21	22
23 X	24 X	25 X	26 X	27 FPT	28	29
30 X	31 X	1	2	3	4	5

Oct Atnd: 20 Accum: 54

November 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 X	2 X	3 X	4	5
6 X	7 X	8 X	9 X	10 X	11 HOL	12
13 X	14 X	15 X	16 X	17 X	18	19
20 X	21 X	22 NIA	23 HOL	24 NIA	25	26
27 X	28 X	29 X	30 X	1	2	3
4	5	6	7	8	9	10

Nov Atnd: 19 Accum: 73

December 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1 X	2	3
4 X	5 X	6 X	7 X	8 X	9	10
11 X	12 X	13 X	14 X	15 X	16	17
18 X	19 X	20 X	21 X	22 X	23	24
25 HOL	26 NIA	27 NIA	28 NIA	29 NIA	30	31
1	2	3	4	5	6	7

Dec Atnd: 16 Accum: 89

January 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1 HOL	2 NIA	3 NIA	4 NIA	5 NIA	6	7
8 X	9 X	10 X	11 X	12 X	13	14
15 HOL	16 X	17 X	18 X	19 X	20	21
22 X	23 X	24 X	25 X	26 X	27	28
29 X	30 X	31 X	1	2	3	4

Jan Atnd: 17 Accum: 106

February 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1 X	2 X	3	4
5 X	6 X	7 X	8 X	9 X	10	11
12 X	13 X	14 X	15 X	16 TI	17	18
19 NIA	20 X	21 X	22 X	23 X	24	25
26 X	27 X	28 X	29 X	1	2	3
4	5	6	7	8	9	10

Feb Atnd: 19 Accum: 125

March 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	1 X	2	3
4 X	5 X	6 X	7 X	8 X	9	10
11 X	12 X	13 X	14 X	15 X	16	17
18 X	19 X	20 X	21 X	22 X	23	24
25 NIA	26 NIA	27 NIA	28 NIA	29 NIA	30	31
1	2	3	4	5	6	7

Mar Atnd: 16 Accum: 141

April 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1 X	2 X	3 X	4 X	5 X	6	7
8 X	9 X	10 X	11 X	12 X	13	14
15 X	16 X	17 X	18 X	19 X	20	21
22 X	23 X	24 X	25 X	26 X	27	28
29 X	30 X	1	2	3	4	5

Apr Atnd: 22 Accum: 163

May 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1 X	2 X	3 X	4	5
6 X	7 X	8 X	9 X	10 X	11	12
13 X	14 X	15 X	16 X	17 X	18	19
20 X	21 X	22 XED	23 XED	24 XED	25	26
27 HOL	28 XED	29 XED	30	31	1	2
3	4	5	6	7	8	9

May Atnd: 15 Accum: 178

June 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 HOL	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

June Atnd: 0 Accum: 178

Principal's Report to the Board of Education
Jeremy Schmidt, Principal
October 2022

Elyssa's Mission

On October 24 the Student Services Team will continue our ongoing efforts to educate and screen students using the evidence-based program Signs of Suicide (SOS). Since 2017, this program has been delivered twice a year to students in Health classes in concert with the non-profit group Elyssa's Mission.

The program serves the dual purpose of informing teachers and students about suicide prevention as well as teaching students how to ACT: Acknowledge the signs of suicide, Care by letting your friend know you care about him or her, and Tell a trusted adult. The SOS program informs teens that depression is a treatable illness and empowers them to seek help from a trusted adult if they are concerned about themselves or a friend. As a crucial part of the program, students complete the program's screening tool that will identify at-risk students so those students and their families can be linked to services.

PSAT/NMSQT

October 12 marked the fall administration of the school-wide PSAT/NMSQT assessment to all freshmen, sophomores, and juniors. The school day began at 7:40 a.m. with students reporting to their assigned testing locations. The majority of students' test day ended at 11:55 a.m. Most extended time testing for students with accommodations concluding at approximately 1:00 p.m. on Wednesday and two groups of extended time students finishing on Thursday morning.

Seniors were not in attendance on October 13. Freshman took the PSAT 8/9, and sophomores and juniors took the PSAT/NMSQT exam. These tests are provided to students free of charge, and taking these exams prepares students for the SAT they will take in April of their junior year as part of the State-required assessments.

Non-Compliance with Health Records

October 15 is the State-mandated deadline when all public schools are required to exclude students from campus activities via medical suspension if they have not received their required health documentation. There has been a sustained communication effort with families since last spring and continuing through this schoolyear to avoid medical suspensions. Families who are not in compliance: received multiple physical and electronic letters, received at least one phone call, and students have been hand delivered letters. Our Dean's Office and Attendance Office have stepped in again this year to assist with communication as well as conducting home visits for families that have not responded.

As of October 13, 138 students have not provided the appropriate medical documentation. This number is up from the year over year average, but it is down from last year. Before any students are excluded from campus activities, resources are provided to them regarding how to obtain the necessary medical services. Our goal is to meet the requirements of the State, but we also work find ways to keeps students engaged and assist with families as much as possible.

Parent-Student-Teacher Conferences

Parent-Student-Teacher Conferences will be held this year on the evening of October 27 and the morning of October 28. Parents/guardians will have the option to meet in-person or virtually with teachers. After evaluating the convenience, positive feedback, and high levels of participation in last year's virtual Parent-Student-Teacher Conferences, the decision was made to build in a virtual meeting option while still offering a traditional in-person meeting for parents who prefer that venue. This choice will allow families the option that best meets their personal preference. Communication to families with details of the event went out on October 10 and signup via Skyward opened up on October 12. All certified staff will be on campus for this community event, and we are excited to host this opportunity for parents to engage in their students' education.

8th Grade Enrollment Night and Activity/Athletic Fair 2023

The initial planning for the annual 8th Grade Enrollment nights is underway. The goal of these events is multifaceted including: obtaining necessary paperwork from families, selecting courses, learning about Grant culture, and becoming familiar with extracurricular opportunities. There have been multiple ways these important events have been organized in the past, but traditionally all of those goals have been accomplished on the same night. However, we have learned that accomplishing all of those things in one night can be overwhelming for families, and not all of those goals are best accomplished a full seven months before a student's first day of school on Grant's campus.

Therefore, this year we are exploring the possibility of maintaining the use of online tools for families to submit the majority of paperwork, hosting in-person Enrollment Nights in January, and conducting an in-person Activity/Athletic Fair in March or April. The goal with this format is to make all of these important elements of transitioning to Grant manageable and convenient to families. Next steps include communicating this possibility with feeder school principals and receiving feedback.

I will keep the Board informed as this planning develops further.

Board Policy Manual

Grant Community High School District 124

Lake County

Pending Adoption Copy: September 13, 2022

Edits to be incorporated into the final manual must be provided to the IASB Policy Consultant in a form that clearly shows the edits directed by the Board, e.g., by writing or printing on the hard copy of the draft. Most edits will be provided verbally by the Board at a policy committee or Board meeting. Edits may also be provided by phone, facsimile or email.

The electronic version has been provided for use with the following conditions:

1. It **may** be distributed to the Board and appropriate district staff for reading only.
2. It **may** be posted on the district website for public view during the adoption process.
3. It **should not** be altered in any way.

This manual may be changed at any time at the sole discretion of the Board and/or the Superintendent, whichever has appropriate jurisdiction, subject only to mandatory collective bargaining requirements.

PENDING ADOPTION

SCHOOL BOARD POLICY MANUAL
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PENDING ADOPTION

Please refer to cross-references in material listed.

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PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

School District Organization

School District Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The Board of Education constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.: Ill. Constitution, Art. X, Sec. 1.
105 ILCS 5/10-1 et seq.

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the Board of Education; Indemnification)

ADOPTED:

PENDING ADOPTION

School District Organization

District Organization, Operations, and Cooperative Agreements

The District is organized and operates as a High School District serving the educational needs of children in grades 9 through 12 and others as required by the School Code.

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the Board of Education concerning these programs and agreements.

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.
5 ILCS 220/, Intergovernmental Cooperation Act

ADOPTED:

PENDING ADOPTION

School District Organization

School District Philosophy

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership aims to empower all students to develop strong self-respect and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

ADOPTED:

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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Board of Education

School District Governance

The District is governed by a Board of Education consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically present at the meeting.

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure)

ADOPTED:

PENDING ADOPTION

Board of Education

Powers and Duties of the Board of Education; Indemnification

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

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

PENDING ADOPTION

18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless Board of Education members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

Board of Education

School District Elections

School District elections are non-partisan, governed by the general election laws of the State, and include the election of Board of Education members, various public policy propositions, and advisory questions. Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.

LEGAL REF.: 10 ILCS 5/1-3, 5/2A, 5/9, 5/10-9, 5/22-17, 5/22-18, and 5/28.
105 ILCS 5/9.

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office), 2:210 (Organizational Board of Education Meeting)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Member Qualifications

A Board of Education member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment. A child sex offender, as defined in State law, is ineligible for Board of Education membership.

LEGAL REF.: Ill. Constitution, Art. II, §1; Art. IV, §2(e); Art. VI, §13(b).
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (Board of Education Elections), 2:70 (Vacancies on the Board of Education - Filling Vacancies)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Member Term of Office

The term of office for a Board of Education member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct.*

The term ends 4 years later when the successor assumes office.

LEGAL REF.: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.
105 ILCS 5/10-10, 5/10-16, and 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Member Removal from Office

If a majority of the Board of Education determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office.

LEGAL REF.: 105 ILCS 5/3-15.5.

CROSS REF.: 2:70 (Vacancies on the Board of Education - Filling Vacancies)

ADOPTED:

PENDING ADOPTION

Board of Education

Vacancies on the Board of Education - Filling Vacancies

Vacancy

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

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

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 60 days after it occurred by a public vote at a meeting of the Board.

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

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

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

ADOPTED:

PENDING ADOPTION

Board of Education

Exhibit - Checklist for Filling Board Vacancies by Appointment

The Board of Education fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see *Vacancies on the Board of Education*, published by a committee of the Ill. Council of School Attorneys, and available at: www.iasb.com/law/vacancies.cfm.

☐ **Confirm that the Board must fill the vacancy by appointment.**

Guidelines	Explanation
Review Board policy 2:70, *Vacancies on the Board of Education - Filling Vacancies*, to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10.
In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be *held over* by the incumbent member, and (2) the process by which the Board will fill the seat.	The School Code partially addresses the concept of a *holdover seat*; it states "no elective office…becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified." 105 ILCS 5/10-11.

☐ **Notify the Regional Superintendent of the vacancy within five days of its occurrence (105 ILCS 5/10-10).**

☐ **Develop a list of qualifications for appointment of a person to fill the vacancy.**

Guidelines	Explanation
At a minimum, a candidate must meet the following qualifications: • Be a United States citizen • Be at least 18 years of age • Be a resident of Illinois and the District for at least one year immediately preceding the appointment • Be a registered voter • Not be a child sex offender	While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10. For guidance discussing other qualifications that the Board may want to consider, see IASB's *Recruiting School Board Candidates*, available at: www.iasb.com/training/recruiting.cfm

PENDING ADOPTION

Guidelines	Explanation
• Not hold another incompatible public office • Not have a prohibited interest in any contract with the District • Not be a school trustee • Not hold certain types of prohibited State or federal employment	For guidance regarding conflict of interest and incompatible offices, see *Conflict of Interest and Incompatible Offices FAQ* (ICSA).
When additional qualifications apply, the following items may be included in the Board's list of qualifications: • Meet all qualifications based upon the distribution of population among congressional townships in the district. • Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas.	Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11. **Note:** If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c), added by P.A. 100-800.

☐ **Decide who will receive completed vacancy applications.**

Guidelines	Explanation
The Board President will accept applications. The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.	Who accepts vacancy applications is at the Board's sole discretion. According to 2:110, *Qualifications, Term, and Duties of Board Officers*, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.

☐ **Create the Board member vacancy announcement.**

Announcement	Explanation
School District _____ Board Member Vacancy The School District is accepting applications to fill the vacancy resulting from [*reason for vacancy*] of [*former Board member's name*]. The individual selected will serve on the Board of Education from the date of appointment to [*date*].	The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion. The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s). The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, *Vacancies on the Board of Education - Filling Vacancies*, to determine the length of the appointment.

PENDING ADOPTION

Announcement	Explanation
The School District [*School District's philosophy or mission statement*].	See Board policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals.
Applicants for the Board vacancy must be: [*Board's list of qualifications*].	See checklist item titled *Develop a list of qualifications for appointment of a person to fill the vacancy* above.
Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [*locations*]. Applications may be obtained at [*location and address and/or website*] beginning on [*date and time*]. Completed applications may be turned in by [*time and date*] to [*name and title of person receiving applications*].	Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, *Powers and Duties of the Board of Education*; *Indemnification;* 2:80, *Board Member Oath and Conduct*; 2:100, *Board Member Conflict of Interest*; 2:105 *Ethics and Gift Ban*; and 2:120, *Board Member Development*. See action item titled *Decide who will receive completed vacancy applications* above.

☐ **Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**

☐ **Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).**

☐ **Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).**

☐ **Develop interview questions.**

Interview Questions	Explanation
Why do you want to be a Board member? What specific skills would you bring to the Board? Please give specific examples of your ability in interpersonal relationships and teamwork. What do you see as the role of a Board member? What have you done to prepare	Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview. See IASB's *Recruiting School Board Candidates*, available at: www.iasb.com/training/recruiting.cfm A prospective candidate to fill a vacancy may raise

PENDING ADOPTION

Interview Questions	Explanation
yourself for the challenges of being a Board member? Please describe your previous community or non-profit experiences. What areas in the district would you like to see the Board strengthen? What is your availability to meet the time, training commitments, and other responsibilities required for Board membership? Describe what legacy you would like to leave behind.	other specific issues that the Board will want to cover during an interview.

☐ **Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).**

Interview Plan	Explanation
In each interview, the Board President will: Introduce Board members to the candidate at the beginning of the interview. Describe the Board's interview process, selection process, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment. Describe the District's philosophy or mission statement. Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development. Begin asking the interview questions that the Board developed. Ask the candidate whether he or she has any questions for the Board. Thank the candidate and inform the candidate when the Board expects to make a decision and how the	The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The president presides at all meetings. 105 ILCS 5/10-13. The Board may also want to consider allowing an equal amount of time for each interview.

PENDING ADOPTION

Interview Plan	Explanation
candidate will be contacted regarding the Board's decision.	

☐ **Fill vacancy by a vote during an open meeting of the Board before the 60th day (105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20).**

☐ **Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).**

☐ **Announce the appointment to District staff and community.**

Announcement	Explanation
The Board appointed [*appointee's name*] to fill the vacancy on the Board. The appointment will be from [*date*] to [*date*]. The Board previously established qualifications for the appointee in a careful and thoughtful manner. [*Appointee's name*] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [*Appointee's name*] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.	The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement. See Board policy 8:10, *Connection with the Community*.

☐ **Administer the Oath of Office and begin orientation.**

Guidelines	Explanation
See Board policy 2:80, *Board Member Oath and Conduct*.	Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.
See Board policy 2:120, *Board Member Development*, and 2:120-E1, *Guidelines for Serving as a Mentor to a New Board of Education Member*.	Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm.

☐ **Inform IASB of the newly appointed Board member's name and directory information.**

DATED:

PENDING ADOPTION

Board of Education

Board Member Oath and Conduct

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

I, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Grant Community High School District 124, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

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

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

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

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

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

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Grant Community High School District 124;

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

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

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Grant Community High School District 124; and

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

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

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

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

Board of Education

Exhibit - Board Member Code of Conduct

As a member of my local Board of Education, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

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

DATED:

PENDING ADOPTION

Board of Education

Board Member Conflict of Interest

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

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

Federal and State Grant Awards

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

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

LEGAL REF.: 5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 105/3.
105 ILCS 5/10-9.
2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED:

PENDING ADOPTION

Board of Education

Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

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

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law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

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

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

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

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to

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Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

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

Political activity means:

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

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

Prohibited source means any person or entity who:

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Superintendent shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. The investigator shall prepare a written report and submit it to the Board.

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

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

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

Board of Education

Qualifications, Term, and Duties of Board Officers

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

President

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

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

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

The Vice President fills a vacancy in the Presidency.

Vice President

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

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

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

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed $500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;

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2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

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

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

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

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

The Treasurer shall:

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

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

PENDING ADOPTION

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, and 5/21B-85.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:220 (Board of Education Meeting Procedure)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Member Development

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

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

Mandatory Board Member Training

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above.

Board Self-Evaluation

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

New Board Member Orientation

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

PENDING ADOPTION

Candidates

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

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

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

ADOPTED:

PENDING ADOPTION

Board of Education

Exhibit - Guidelines for Serving as a Mentor to a New Board of Education Member

On District letterhead

Date

Dear School Board Member:

Thank you for agreeing to serve as a mentor to a new Board member. The goal of the mentoring program is to orient a new Board member to the Board and District and help the new Board member be comfortable, develop self-confidence, and become an effective leader. Follow these guidelines to maximize your mentoring effectiveness.

1. Be a good mentor by sharing your knowledge and experiences with others. Take a personal interest in helping others succeed.
2. Try to develop an informal, collegial relationship with the new Board member – explain that you are there to help. Listen respectfully to all concerns and answer questions honestly.
3. During your first contact with the new Board member, introduce yourself and explain that you will serve as the new Board member's mentor and are looking forward to sharing information about the Board and District. If possible, meet with the individual to become acquainted. Be available as needed to provide assistance, advice, and support. The Superintendent's office will have already provided the new Board member with a web link or paper copy of the Board's policies as well as other helpful material.
4. Be prepared to introduce the new Board member at upcoming Board events until the new Board member becomes a familiar face.
5. Be available and maintain a helpful attitude. You will assist the new Board member in becoming an effective member of the Board and ensuring skilled and knowledgeable future leadership for the District.

Being a mentor can bring rewards to you, the new Board member, and the District. Thank you for your assistance and commitment.

Sincerely,

Board of Education President

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Website Listing of Development and Training Completed by Board Members

District webmaster: Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided.

Each Illinois Board of Education member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*.

The following table contains State-mandated training requirements and other professional development activities that were completed by each Board member. When the Illinois Association of School Boards (IASB) provided the training, the acronym "IASB" follows the listed activity.

Name	Development and Training Activity and Provider	Date Completed

IASB is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member Board of Educations as a private not-for-profit corporation under authority granted by Article 23 of the School Code. The vision of IASB is excellence in local Board of Education governance supporting quality public education.

For more information regarding IASB and its programs, visit www.iasb.com.

DATED:

PENDING ADOPTION

Board of Education

Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board of Education members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

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

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any Board of Education association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an

PENDING ADOPTION

expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed. Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

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

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
    a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
    b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
    c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
    d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.

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e. Taxis, airport limousines, ride sharing or other local transportation costs.

3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, Expenses, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
30 ILCS 708/, Government Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED:

PENDING ADOPTION

Board of Education

Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Please print and attach receipts for all expenditures. ***Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.*** *Please print.*

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

☐ **Receipts attached** Request Date: _____

☐ **Estimated expenses attached** (*Completed 2:125-E2, Board Member Estimated Expense Approval Form*)(*pre-approval is required for federal and State grants*).

☐ **Approved expense advancement (voucher) attached, if applicable*** (*Completed 2:125-E2, Board Member Estimated Expense Approval Form.)*

Actual Expense Report

*Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, *Board Member Compensation; Expenses*.

Auto Travel Allowance: _____ per mile

Date	Auto Mileage Miles	Cost	Transp. Expenses	Lodging	Meals or Per Diem Bkfst	Lunch	Dinner	Other Item	Cost	Daily Total
Subtotal										
Advances									-	
TOTAL (*a negative amount indicates refund due from Board member*)									**$**	

PENDING ADOPTION

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

Board of Education Action: ☐ **Approved** ☐ **Denied**
☐ **Approved in Part** ☐ **Exceeds Maximum Allowable Amount**
☐ **Grant Funding Source** (if applicable): _____

Comments: _____

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. ***Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act.*** *Please print.*

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

☐ **Estimated Expenses Approval Requested** (50 ILCS 150/20 or grant expenditure)

☐ **Travel is grant-related*** (specify grant): _____

☐ **Purchase Order Requested** Purchase Order #: _____

☐ **Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report

Auto Travel Allowance: _____ per mile

***Grant-related travel only:** Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.*

Date	Auto Mileage Miles	Auto Mileage Cost	Transp. Expenses	Lodging	Meals or Per Diem Bkfst	Meals or Per Diem Lunch	Meals or Per Diem Dinner	Other Item	Other Cost	Daily Total
Total										**$**

PENDING ADOPTION

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

Board of Education Action: ☐ **Approved** ☐ **Denied**
☐ **Approved in Part** ☐ **Exceeds Maximum Allowable Amount**
☐ **Grant Funding Source** (if applicable):_____

Comments: _____

DATED:

PENDING ADOPTION

Board of Education

Board-Superintendent Relationship

The Board of Education directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.: 105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

ADOPTED:

PENDING ADOPTION

Board of Education

Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the Board of Education's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website.

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the Board of Education, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

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

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
50 ILCS 205/20, Local Records Act.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

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Board of Education

Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the Board of Education to discuss District business only at a properly noticed Board meeting. 5 ILCS 120/. Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board.*

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: "**BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.**"
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: "**BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.**"
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." 5 ILCS 140/2. Email sent or received by an individual Board member may be, depending on

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the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in City of Champaign v. Madigan, 992 N.E.2d 629 (Ill.App.4th 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:

    a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.

    b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.

    c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.

    d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.

    e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. 50 ILCS 205/. An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the

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appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule.** Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4.

DATED:

PENDING ADOPTION

Board of Education

Committees

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

Special Board Committees

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

Standing Board Committees

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

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

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

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

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

ADOPTED:

PENDING ADOPTION

Board of Education

Board Attorney

The Board of Education may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board of Education in its capacity as the governing body for the School District. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.: Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

ADOPTED:

PENDING ADOPTION

Board of Education

Exhibit - Checklist for Selecting a Board Attorney

The Board of Education selects and retains the Board Attorney(s). The Board may use this checklist for guidance when it selects and retains attorney(s) and/or law firms for legal services. This checklist is designed for the Board to use a request for proposal (RFP) process to seek outside attorneys/law firms. The Board may also select an attorney without using an RFP process and adapt this checklist. The Board may also adapt this checklist and use it for an application process, if the Board seeks an in-house attorney. For more information, call the IASB Office of General Counsel; see its current phone numbers at www.iasb.com/about-us/staff/#office-general-counsel.

☐ **Determine what type of legal services the District needs.**

1. Review Board policy 2:160, *Board Attorney*. **Note**: Critically analyze whether the District's legal needs are best served by in-house attorney(s) or outside attorney(s)/law firms. Many districts use a combination of these services. Many districts also use multiple attorney(s)/law firms for their specialties, e.g., different law firms for bond counsel, special education, or labor law. Some boards also approve a panel of attorneys and allow the administration to choose which attorney to use.
2. Consider the following factors to analyze the type(s) of legal services needed for the District including, but are not limited to:
   - District's size;
   - Any past and current experiences with legal matters;
   - Complexity of the District's legal needs;
   - Availability of expertise; and
   - Cost of outside fees compared to internal staff expenses for an in-house arrangement.

☐ **Develop a list of qualifications necessary for providing quality legal services to the District.**

1. Review policy 4:60, *Purchases and Contracts*. **Note:** While State law exempts hiring an attorney from bidding requirements (105 ILCS 10-20.21(a)), the Board may want to review its procurement processes and align procurement for legal services to its non-bidding-related standards for purchases, e.g., avoiding favoritism, staying within the District's budget, etc.
2. Develop the list of qualifications. The major qualifications include, but are not limited to:
   - Licensed to practice law in Illinois and in good standing with the Ill. Attorney Registration and Disciplinary Commission (ARDC) (see checklist item *Conduct a reference check and other background investigations*, below)

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- Member of the District's assigned United States district court and the Seventh Circuit Court of Appeals
- Substantive knowledge and experience in the legal areas matching District's needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of Information Act, Open Meetings Act, other records laws, special education, student rights, etc. **Note:** This list of knowledge and experience must be created by the District's identified needs and may change from time to time.
- Experience in all aspects of contract, employment, and school law
- Experience that meets the District's needs, including litigation experience in State and federal courts
- Membership in professional associations, such as, the Ill. Council of School Attorneys (ICSA) and education law sections of bar associations, etc.
- Demonstrated knowledge of and ability to apply professional responsibility rules
- Accessibility for the District's identified needs, e.g., evening Board meetings, phone calls, etc.
- Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District's interests
- When additional qualifications apply, list those qualifications for providing legal services. This may include specialties such as bond counsel, etc.

☐ **Develop the RFP.**

1. Insert the list of qualifications that the Board developed.
2. Include the following information:
   - The deadline for responses to be submitted
   - The location (address or email) where responses should be sent
   - A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
   - Significant information about the District (see policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals)
   - The scope of work, e.g., "The Board Attorney will provide legal advice concerning *[typical duties, specific duties, excluded duties]*."
   - Qualifications
   - Details about interviews and presentations
3. Specify what responders must include in their responses, such as the following:

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- Cover letter, complete name, address, and legal structure (if the responder is a law firm)
- The individuals who prepared the response, including their titles
- If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
- A proposed fee schedule, e.g., "Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options."
- A summary of the responder's relevant experience representing public schools
- A writing sample
- An assurance that the responder meets the RFP's qualifications
- References including current or past clients

☐ **Announce the RFP.**

1. Title the announcement. **Note:** How and where the RFP is announced are at the Board's sole discretion. The Board may want to announce the RFP during an open meeting, post it on the District's website, mail or email it to local law firms, and/or place it in the local newspaper(s) or other legal publications. A directory of those lawyers belonging to the ICSA is on the IASB website, www.iasb.com. A printed copy is available upon request. Inclusion in the directory does not represent an IASB endorsement. Some attorneys who practice school law do not belong to ICSA. Other online sources, such as the Ill. State Bar Association, also maintain directories of information about attorneys. The Board may want to title the announcement "The [*Insert District's name*] Board of Education Requests Proposals to Provide Legal Services."
2. Announce that the Board seeks an attorney or law firm to serve as its Board Attorney.
3. Inform the reader that the attorney or law firm selected will serve either *at will* or from the date of appointment to [*date*]. The length of the appointment is at the Board's discretion.
4. State the School District's philosophy or mission statement.
5. Insert the RFP location and contact information with the beginning date and time.
6. Tell prospective responders that completed RFPs must be returned by [*certain time and date*] to [*name and title of person receiving applications*].

☐ **Receive and manage responses to the RFP.**

1. Review policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts applications is at the Board's sole discretion and should be decided by the Board prior to posting the RFP announcement.

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2. The Board will discuss, at an open meeting, its process to review the applications and who will contact RFP responders for an interview.

3. The designated person will contact RFP responders for interviews.

☐ **Develop interview questions if the Board interviews attorneys or law firms.**

1. Interview questions are at the Board's discretion.

2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.

3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:

   - What do you see as your role as Board Attorney?
   - How many other school districts do you currently represent?
   - What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
   - How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
   - What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
   - How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp, require attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, **PRESS** policy 2:160, *Board Attorney*.
   - How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
   - How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
   - If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.

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- Will you try to shape Board decisions or do you have a *whatever the Board decides philosophy*? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you provide your Board of Education clients with any updating services gratis?
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
- Will you be handling this business personally, i.e., will you delegate to your associates or partners?
- Can anyone else in your firm handle our inquiries when you are unavailable?
- How do you keep current on school law?
- When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
- Have you represented a school district in a matter involving the rights of disabled students? …involving disabled employees? ... involving a student expulsion? … involving a teacher dismissal? … involving an employee's contract or dismissal? … involving a building contract or bidding matter? … Can you tell us about that case?
- How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
- Did you bring a written agreement for legal services, engagement letter, or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services, engagement letter, or a retainer agreement.

☐ **Develop an interview protocol.** Interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(1).

1. The Board President will lead the Board as it interviews responders to its RFP. See 105 ILCS 5/10-13 stating that the Board President presides at all meetings and policy 2:110, *Qualifications, Term, and Duties of Board Officers*.
2. The Board may also want to consider allowing an equal amount of time for each interview.
3. Discuss the following items with each responder during the interview:
   - Introduce Board members to the responder

PENDING ADOPTION

- Describe the Board's interview process, selection process, and ask the responder if he or she has questions about the Board's process for selecting its attorney
- Describe the District's philosophy or mission statement
- Describe the Board Attorney position by reviewing the RFP
- Begin asking the interview questions (see *Develop interview questions*, above)
- Ask the responder whether he or she has any questions for the Board
- Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board's decision

☐ **Conduct a reference check and other background investigation(s).**

1. The Board President may perform this check or direct the Superintendent to:
   - Check the ARDC's master roll of attorneys as "Authorized to Practice Law" (To do this, enter the attorney's name into the ARDC's registration and public disciplinary records database at: www.iardc.org/lawyersearch.asp.)
   - Click on the attorney's name to review whether any disciplinary actions are pending or resolved; current and prior actions will appear at the bottom of the screen
   - If disciplinary actions are listed, ask the attorney or law firm for more information
2. There are other online attorney review services available. These services may be overly subjective and/or the attorney may have control over the content in these services. Always check with the ARDC.
3. Call references provided by the responder.

☐ **Enter into a written agreement or engagement letter with the selected attorney or law firm.**

1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements form the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAO 14-02).
2. Discuss the fee arrangements with the responder and decide:
   - Whether to enter into a fee arrangement and/or a retainer agreement (**Note:** Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services or an engagement letter that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.)

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- The appropriate scope of services

3. Review the written contract or memorialized relationship (*agreement for legal services* or *engagement letter*) for these provisions:
   - Fee arrangement
   - Scope of services
   - Which attorneys will be providing legal services
   - A statement that the Board controls all legal decisions
   - A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it
   - Board's right to terminate the services of the attorney and law firm at any time for any reason
4. Approve the *agreement for legal services* or *engagement letter* during an open Board meeting.

☐ **Announce the appointment to District staff and community.**

1. The contents of the announcement and length of time it is displayed are at the Board's sole discretion.
2. The Board may want to consider announcing during an open meeting. See policy 8:10, *Connection with the Community*.
3. The Board may want to include the following information in its announcement:
   - The Board appointed [attorney's name or law firm name] as the Board Attorney
   - The appointment will begin on [*date*] for [*length of time*]
   - The Board previously established qualifications for the Board Attorney in a careful and thoughtful manner, e.g., "[*Attorney or law firm's name*] meets these qualifications and has demonstrated the willingness to accept its duties and responsibilities. [*Attorney or law firm's name*] brings a clear understanding of the demands and expectations of the Board Attorney position along with a constructive attitude toward the challenge."

DATED:

PENDING ADOPTION

Board of Education

Procurement of Architectural, Engineering, and Land Surveying Services

The Board of Education selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.: 40 U.S.C. §541.
50 ILCS 510/, Local Government Professional Services Selection Act.
105 ILCS 5/10-20.21.
Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5th Dist. 2002), *appeal denied.*

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PENDING ADOPTION

Board of Education

Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held on school district premises. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

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4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. 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. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

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Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED:

PENDING ADOPTION

Board of Education

Organizational Board of Education Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct.*
2. The new Board members shall be seated.
3. The Board shall elect its officers, who assume office immediately upon their election.
4. The Board shall fix a time and date for its regular meetings.

LEGAL REF.: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED:

PENDING ADOPTION

Board of Education

Board of Education Meeting Procedure

Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

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

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

Voting Method

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

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

Minutes

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

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

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

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

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

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

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

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

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

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

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

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a

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Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

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

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

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

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the Quorum and Participation by Audio or Video Means subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination. The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will consult the most recent edition of Robert's Rules of Order Newly Revised, as a guide when a question arises concerning procedure but not as a requirement.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

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

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LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

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

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PENDING ADOPTION

Board of Education

Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of Board of Education meetings that are closed to the public.

Actor	Action
Before any Board meeting: Superintendent or designee	Arranges to have an audio recording device with adequate storage capacity and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.
Before a closed meeting: Board President or presiding officer (#3 and #4 may be delegated to the Board Secretary or Recording Secretary)	On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) ensures that the minutes record the vote of each member present and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting (5 ILCS 120/2a), and (5) adjourns the open meeting.
Before a closed meeting: Superintendent or Board Secretary	Immediately before a closed meeting, tests and activates the audio recording device.
During a closed meeting: Board President or presiding officer	Convenes the closed meeting stating: Seeing a quorum of the Board of Education gathered today, ___ date, at ___o'clock, at ____ location, for the purpose of holding a closed meeting in order to confidentially discuss ___, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District. Limits discussion to the topics that were included in the motion to go into a closed meeting. The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure. Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.

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Actor	Action
After a closed meeting: Superintendent, Recording Secretary, or Board Secretary	**For Verbatim Recordings:** Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed. Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings. As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings. Upon request of a Board member: 1. Provides access to the verbatim recordings minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: a. The Recording Secretary, b. The Superintendent or designated administrator, or c. Any elected Board member; and 3. Logs the access to the recordings in 2:220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*. **For Closed Meeting Minutes:** Prepares written closed meeting minutes that include: • The date, time, and place of the closed meeting • The Board members present and absent • A summary of discussion on all matters proposed or discussed • The time the closed meeting was adjourned Upon request of a Board member: 1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: a. The Recording Secretary, b. The Superintendent or designated administrator, or c. Any elected Board member; and 3. Logs the access in 2:220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*.

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Actor	Action
After a closed meeting: Board of Education	Approves the previous closed meeting minutes at the next open meeting.
In preparation for the semi-annual review: Superintendent or designee	Every six months, prepares a recommendation concerning the continued need for confidential treatment of all of the Board's closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review. This step is in preparation of the Board's meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist. If the Board wants to discuss closed meeting minutes in closed session, places "review of unreleased closed meeting minutes" on a closed meeting agenda. Places "result of Board's review of unreleased closed meeting minutes" as an item on a subsequent open meeting agenda.
In preparation for the semi-annual review: Individual Board members	Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent. Individual Board members should consider: (1) the Superintendent's recommendation, (2) the recommendation of the Board Attorney, (3) other Board members' opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.
During the semi-annual review: Board of Education	The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.
After the semi-annual review: Superintendent or designee	Re-labels and re-files closed meeting minutes as appropriate.
Monthly: Board President	Adds "destruction of closed meeting audio recording" as an agenda item to an upcoming open meeting.
Monthly: Board of Education	Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

Date:_____ Time:_____

Location:_____

A motion was made by _____ , and seconded by _____, to adjourn to closed meeting to discuss:

- ☐ The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.
- ☐ Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- ☐ The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- ☐ Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- ☐ The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- ☐ The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- ☐ The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- ☐ Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
- ☐ Student disciplinary cases. 5 ILCS 120/2(c)(9).
- ☐ The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- ☐ Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- ☐ The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- ☐ Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- ☐ Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- ☐ 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. 5 ILCS 120/2(c)(29).

PENDING ADOPTION

Closed Meeting Roll Call:

"Yeas"	"Nays"

Motion: ☐ Carried ☐ Failed

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Closed Meeting Minutes

Closed Meeting Minutes

Items in bold are required by 5 ILCS 120/2.06(a)(1)-(3). Non-bolded items align with best practices.

Date:_____ **Time:**_____

Location:_____

Name of person(s) taking and recording the minutes:_____

Name of person presiding:_____

Members in attendance:

1.
2.
3.
4.
5.
6.
7.

Members absent:

1.
2.
3.

Summary of the discussion on all matters (as specified in the vote to close the meeting):

Basis for the finding that litigation is probable or imminent, if applicable (5 ILCS 120/2(c)(11)):

Time of adjournment or return to open meeting:_____

The Board of Education, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment. Semi-annual means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d), amended by P.A. 102-653.

☐ **These minutes are available for public inspection as of:**_____
(Date)

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Open Meeting Minutes [1]

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a Board of Education meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2:220, *Board of Education Meeting Procedure.*
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

PENDING ADOPTION

[1] Other than the required inclusions, the listed meeting protocols are at the board's discretion. They should facilitate a discussion and common understanding concerning what the board wants recorded in its meeting minutes. The required inclusions for meeting minutes are: (5 ILCS 120/2.06)

1. The meeting's date, time, and place;
2. Board members recorded as either physically present, remotely present, or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and/or *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting; and
6. When a vote is taken to hold a closed meeting, the vote of each member and the reason for the closed meeting with a citation to the specific exception authorizing the closed meeting.

Open Meeting Minutes

Date:_____ Time:_____

Location:_____

Type of meeting: ☐ Regular ☐ Special ☐ Reconvened or rescheduled ☐ Emergency

Name of person taking the minutes:_____

Name of person presiding:_____

Members in attendance:

1.
2.
3.
4.
5.
6.
7.

Members absent:

1.
2.
3.

Members in attendance remotely:

1.
2.
3.

Approval of Agenda

List any items removed from the consent agenda:

Motion made by:_____

Motion: ☐ To approve

☐ To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on:_____

Motion made by:_____

Motion: ☐ To approve

☐ To approve subject to incorporation of the following amendment(s):

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

Approval of Items on Consent Agenda *(This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses)*

Summary of discussion:

Motion to approve the consent agenda made by:_____

Motion seconded by:_____

PENDING ADOPTION

Roll Call: (*Needed when consent agenda contains an item involving the expenditure of money.)*

"Yeas" "Nays"

Action: ☐ Passed ☐ Failed

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name:_____

Topic:

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item:

Summary of discussion:

Motion made by:_____

Motion to:

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

(If a roll call vote occurred, record the vote of individual Board members.)

"Yeas" "Nays"

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert 2:220-E2, Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by:_____

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

Time of adjournment:_____

Post-Meeting Action

Date minutes approved:_____

Date minutes were available for public inspection:_____

Date minutes were posted on District website:_____

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Semi-Annual Review of Closed Meeting Minutes

Logging and Review Process

Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2:220-E6, *Log of Closed Meeting Minutes*.

Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes,* below.

Step 3. At least semi-annually (every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the Board), in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information. 5 ILCS 120/2.06(d), amended by P.A. 102-653.

Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; (3) continues to log new closed meeting minutes that the Board has not released for public inspection (2:220-E6, *Log of Closed Meeting Minutes*), and (4) maintains logs for access to closed session minutes pursuant to 5 ILCS 120/2.06(e.

Report Following the Board's Semi-Annual Review of Closed Meeting Minutes

The Board of Education met on _____ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: *(insert closed meeting dates)*

The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual's privacy or the District's interests.

PENDING ADOPTION

Action to Accept the Board's Semi-Annual Review of Closed Meeting Minutes

Open meeting date:_____

Motion to approve the Board's semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by:_____

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. *Semi-annual* means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d), amended by P.A. 102-653. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

Closed Session Held to Discuss:	**Dates of Closed Sessions**		
Specific employee(s), specific independent contractors, specific volunteers, or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS			

PENDING ADOPTION

Closed Session Held to Discuss:	Dates of Closed Sessions		
120/2(c)(7).			
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).			
Student disciplinary cases. 5 ILCS 120/2(c)(9). *Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.*			
Any matter involving an individual student. 5 ILCS 120/2(c)(10). *Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.*			
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).			
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).			
Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).			
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).			
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. 5 ILCS 120/2(c)(29).			

PENDING ADOPTION

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings. 5 ILCS 120/2.06(e). The following subheads implement the logistics of granting this access.

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the closed meeting minutes: _____

☐ **Access granted**

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name *(Please print)* _____

In the presence of: *(Check appropriate box and insert name on line.)*

☐ Recording Secretary _____

☐ Superintendent or designated administrator _____

☐ Elected Board member _____

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

_____ _____

Requesting Board Member Signature Date

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the verbatim recording: _____

☐ **Access granted**

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name *(Please print)* _____

In the presence of: *(Check appropriate box and insert name on line.)*

☐ Recording Secretary _____

☐ Superintendent or designated administrator _____

☐ Elected Board member _____

PENDING ADOPTION

☐ **Access denied** ☐ **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

_____ _____

Requesting Board Member Signature Date

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Board of Education Records Maintenance Requirements and FAQs

Open Meetings Act

The Open Meetings Act (OMA) requires public bodies to "keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording." 5 ILCS 120/2.06(a). Minutes must include, but are not limited to: (1) the date, time, and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and record of any votes taken. Id.

The remainder of Section 2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of Section 2.06, as well as OMA requirements pertaining to Board agendas, are included in policy 2:220, *Board of Education Meeting Procedure*.

Exhibit 2:220-E3, *Closed Meeting Minutes,* provides a sample template for keeping closed meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to Section 2.06(d), that the closed meeting minutes no longer need confidential treatment.

Exhibit 2:220-E4, *Open Meeting Minutes,* contains a protocol for open meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also provides a sample template for keeping open meeting minutes.

Exhibit 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes,* contains a process for implementing the semi-annual review of closed meeting minutes, and exhibit 2:220-E6, *Log of Closed Meeting Minutes*, is designed to facilitate this semi-annual review (every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the Board). 5 ILCS 120/2.06(d), amended by P.A. 102-653.

Exhibit 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*, contains a process for compliance with 105 ILCS 120/7(e), added by P.A. 101-640, when a board is meeting without a physical quorum present at the meeting location during a disaster declaration related to public health concerns.

Local Records Act

The Local Records Act (LRA) provides that public records, including "any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connections with the transaction of public business and preserved or appropriate for preservation by such agency or officer" must be preserved unless the State Local Records Commission has given permission to destroy those records. 50 ILCS 205/3 and 7. Board records, including agendas, meeting packets and meeting minutes, fall into this definition.

Public bodies located in Cook County must work with the Local Records Commission of Cook County to determine how long they must retain public records. Public bodies located outside of Cook County must work with the Downstate Local Records Commission to determine how long they must retain public records.

Policy 2:250, *Access to District Public Records,* contains a subhead entitled **Preserving Public Records** which provides as follows:

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

See the sample policy, 2:220, *Board of Education Meeting Procedure,* for all relevant footnotes. Also see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules,* for recommendations regarding school district records retention protocols and links to web-based record management resources.

<u>Open Meeting Minutes</u>

Are we required to approve them?	**Must they be semi-annually reviewed?**	**May we release them to the public?**	**May we destroy them?**
Yes, within 30 days or at the next subsequent meeting, whichever is later. *A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later.* 5 ILCS 120/2.06(b).	No. Unlike the closed meeting requirement, OMA does not contain semi-annual review requirements for open meeting minutes.	Yes, must within 10 days after minutes are approved. *The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.* 5 ILCS	No. There is no OMA provision permitting the destruction of open meeting minutes, and **they must be preserved unless the State Local Records Commission has given permission to destroy them**. If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
		120/2.06(b).	

Open Meeting Verbatim Recordings

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
No. OMA does not require public bodies to approve verbatim recordings of open meetings.	No. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings, *unless* the public body is meeting without the physical presence of a quorum during a disaster declaration related to public health concerns. 5 ILCS 120/7(e). OMA does not contain semi-annual review requirements for open meeting verbatim recordings.	Yes. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings, *unless* the public body is meeting without the physical presence of a quorum during a disaster declaration related to public health concerns. 5 ILCS 120/7(e). If a public body makes verbatim recordings of open meetings, then such recordings are subject to public disclosure pursuant to the Freedom of Information Act. 5 ILCS 140/.	Open meeting verbatim recordings made of meetings held without the physical presence of a quorum of a public body during a disaster declaration related to public health concerns may be destroyed after 18 months if prerequisites are met. (See Closed Meeting Verbatim Recordings subhead, below). *[P]ublic bodies holding open meetings under this subsection (e) must also keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records made under this paragraph (9) shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06.* 5 ILCS 120/7(e)(9). In all other cases, if a public body would like to destroy open meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.

Closed Meeting Minutes

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
Yes. OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a	Yes. *Each public body shall periodically meet to review all existing minutes of all prior*	Yes, if prerequisites are met. *Minutes of meetings closed to the public shall be available only after the*	No. There is no OMA provision permitting the destruction of closed meeting minutes, and **they**

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
time frame for such approval. However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to "review minutes of all closed meetings." 5 ILCS 120/2.06(d). Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that "the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section." 5 ILCS 120/2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved. One practice is to approve closed meeting minutes within the same time frame that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later.	*closed meetings (this includes records from all time that the board has been in existence). Meetings to review minutes shall occur every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.* 5 ILCS 120/2.06(d), amended by P.A. 102-653.	*public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.* 5 ILCS 120/2.06(f).	**must be preserved unless the State Local Records Commission has given permission to destroy them**. In addition: *No minutes of meetings closed to the public shall be removed from the public body's main office or official storage location, except by vote of the public body or by court order.* 5 ILCS 120/2.06(f). If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.

Closed Meeting Verbatim Recordings

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
No. OMA does not require approval of closed meeting verbatim recordings.	No. OMA does not require semi-annual review of closed meeting verbatim recordings.	Possibly but unlikely. *Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one*	Yes, after 18 months if prerequisites are met. *The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: 1.) the public body approves*

		brought to enforce this Act. 5 ILCS 120/2.06(e). But see Kodish v. Oakbrook Terrace Fire Protection Dist. (235 F.R.D. 447 (N.D.Ill. 2006), where a federal district court ordered that closed meeting verbatim recordings be disclosed to the Plaintiff in discovery because his primary claim was brought under federal law.	*the destruction of a particular recording; and 2.) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section. 5 ILCS 120/2.06(c).* In addition: *No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order.* 5 ILCS 120/2.06(e).

DATED:

Board of Education

Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern and the meeting will have no physical presence of a quorum and participation by audio or video.

Note: *If a Board committee uses this exhibit, replace Board President, Vice President, and Supt. with the appropriate committee leaders.*

Consult the Board Attorney for guidance.

Documentation of OMA Requirements for Board Members to Participate in a Meeting with No Physical Presence of Quorum

☐ The Governor or the Director of the Ill. Dept. of Public Health has issued a disaster declaration related to a public health emergency because of a disaster as defined in 20 ILCS 3305/4, and all or part of the jurisdiction of the Board is covered by the disaster area. 5 ILCS 120/7(e)(1), amended by P.A. 101-640. **Note:** OMA uses "public health concerns," but the Ill. Emergency Management Act (IEMA) uses "public health emergency;" this exhibit matches the IEMA term because it governs disaster declarations.

Insert Disaster Declaration or Executive Order number [_____] or attach to this document.

☐ The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President, or if neither the President nor Vice President are present or able to perform this determination, the Superintendent (5 ILCS 120/7(e)(2), amended by P.A. 101-640, and 140/2(e)) signs below that the following three **Steps** were executed by:

Step 1. Determining whether the meeting is a bona fide emergency (5 ILCS 120/7(e)(7), amended by P.A. 101-640) (*check Yes or No, below*):

☐ Yes; it is an emergency meeting, and I:

A. Notified the Board members and the public, including any news medium which has filed an annual request for notice of meetings as soon as practicable, but in any event prior to the holding of such meeting pursuant to 5 ILCS 120/2.02(a) and 120/7(e)(7)(A), amended by P.A. 101-640;

B. Stated the nature of the emergency at the beginning of the meeting; and

C. Provided the Superintendent or Board Secretary the resources necessary during the meeting to keep a verbatim record of the meeting, **for both open and closed**, and managed it the same way that the Board complies with the verbatim recording requirements for closed meetings (see exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*). **Note:** In this situation, a verbatim recording is not limited to closed meetings only.

D. Move to Step 2, below.

☐ No; it is a regular or special meeting, and I:

PENDING ADOPTION

A. Ensured that the Board provided 48 hours' notice of the meeting to all Board members, to any news medium on file in the District that have requested notice of meetings pursuant to 5 ILCS 120/2.02(a), and to members of the public by posting it on the District's website. 5 ILCS 120/7(e)(7), amended by P.A. 101-640. **Note:** 5 ILCS 120/7(e), amended by P.A. 101-640 does not have the "if any" exception for Board of Educations that do not have websites. Consult the board attorney regarding alternate ways to communicate notice of a meeting when the District does not have a website and a Disaster Declaration or Executive Order has been issued.

Insert meeting date and time, and a link to the meeting notice or attach a copy of the notice to this document.

B. Moves to Step 2, below.

Step 2. Determining whether it is practical, prudent, or feasible for any in-person attendance at the regular meeting location (5 ILCS 120/7(e)(2), amended by P.A. 101-640). (*check Yes or No, below*):

☐ Yes; in-person attendance is practical, prudent, or feasible, and I:

A. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5), amended by P.A. 101-640), and

B. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

C. Move to Step 3, below.

☐ No; in-person attendance is not practical, prudent, or feasible, and I:

A. Made a written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting. 5 ILCS 120/7(e)(1) and (2), amended by P.A. 101-640.

B. Included the written determination made in letter A., above, on the Board's published notice and agenda for the alternative arrangements for the meeting. 5 ILCS 120/7(e)(7)(A)-(B), amended by P.A. 101-640.

C. Offered the alternative arrangements to the public by offering a telephone number or a web-based link. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above). *Include this written determination on the Board/committee's published notice and agenda for the audio or video meeting, and in the meeting minutes.*

D. Move to Step 3, below.

Step 3. During the meeting, I:

☐ Directed the Recording Secretary to, in addition to the requirements for open meetings under OMA, also keep verbatim record of the open meeting by recording it and making it open and available to the public under all provisions of OMA. 5 ILCS 120/7(e)(9), amended by P.A. 101-640. *Sample text follows below in the subhead below* ***Report to the Public Following the Board's Meeting with No Physical Presence of Quorum***.

☐ Read my written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting and directed the Recording Secretary to include it in the meeting minutes.

PENDING ADOPTION

☐ Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

☐ Requested the Recording Secretary to enter into the appropriate minutes of the Board that each Board member participating in the meeting, wherever their physical locations, announced:

1. Themselves present (5 ILCS 120/7(e)(3), amended by P.A. 101-640), and
2. A verification that they could hear one another and all discussion and testimony. Id.

See 2:220-E3, *Closed Meeting Minutes* and/or 2:220-E4, *Open Meeting Minutes*.

Attach to this document copies or information about where these minutes may be found.

☐ Announced and considered each Board member participating in the meeting present at the meeting for purposes of determining a quorum and participating in all proceedings (5 ILCS 120/7(e)(8), amended by P.A. 101-640) and directed the Recording Secretary to reflect it in the minutes (best practice for transparency).

☐ Conducted all votes by roll call, so each Board member's vote on each issue could be identified and recorded (5 ILCS 120/7(e)(6), amended by P.A. 101-640), and ensured that the Recording Secretary entered all votes as **Roll Call Votes** (*Use exhibit 2:220-E4, Open Meeting Minutes but ensure all votes are recorded as roll call votes pursuant to the example below.*):

"Yeas"	"Nays"

Motion: ☐ Carried ☐ Failed

☐ Executed or directed execution of the subhead below **Report to the Public Following the Board's Meeting with No Physical Presence of Quorum**.

Report to the Public Following the Board's Meeting with No Physical Presence of Quorum

The text below may be used for the actual report.

The Board of Education met on [*insert date*] with no physical presence of quorum to conduct its business.

The verbatim [*circle one*] audio | video recording of this meeting is available to the public under all provisions of OMA and will be destroyed pursuant to 5 ILCS 120/2.06(c)(no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of the particular recording; and (2) the Board approves minutes of the meeting that meet the written minutes requirements of OMA). 5 ILCS 120/7(e)(9), amended by P.A. 101-640.

Insert links to the verbatim recording of meeting here or attach to this document.

Note: Consult the board attorney for guidance on the destruction of a verbatim recording of an open meeting without the physical presence of a quorum. While 5 ILCS 120/2.06(c) refers to the process for destroying closed session verbatim recordings, 5 ILCS 120/7(e)(9), amended by P.A. 101-640, applies that process for destroying closed session verbatim recordings to the destruction of the verbatim open session recordings that are required when a board determines it is necessary for it to meet without the physical presence of a quorum due to a public health emergency.

Completed By:_____

PENDING ADOPTION

Title: _____

DATED:

PENDING ADOPTION

Board of Education

Public Participation at Board of Education Meetings and Petitions to the Board

During each regular and special open meeting of the Board, members of the public may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. The Board listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, *Chain of Command*. The Board will set aside up to thirty minutes of its meeting for the purpose of receiving public comments.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. This includes following the directives of the Board President to maintain order and decorum for all.
2. Use a sign-in sheet, if requested.
3. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to five minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the Board President may allow a person to speak for more than five minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
4. When determined necessary and appropriate by the Board, the Board may:
    a. Shorten the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak; and/or
    b. Determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.: 105 ILCS 5/10-6 and 5/10-16.
5 ILCS 120/2.06, Open Meetings Act.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours and on the District website. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED:

PENDING ADOPTION

Board of Education

Exhibit - PRESS Issue Updates

This procedure is for **PRESS** subscribers. For subscribers to **PRESS Plus**, IASB's full-maintenance policy update service, the **PRESS Plus** Online User Guide, available at www.iasb.com/policy, provides further guidance.

Actor	Action
Superintendent	Manages the process for the Board to receive **PRESS** updates to policies. Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and Board of Education include discussion and list action to consider, adopt, or revise Board policies and Board exhibits. Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks. Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.
Superintendent or Superintendent's Secretary	Updates the District's *Roster* as follows: 1. Go to www.iasb.com and click on the **Member Login** button. 2. Log in using your email address and password. If you do not know your password, use the "forgot your password?" link. 3. At the bottom of your Profile page, click on **Districts You Manage** and then the District name. 4. Review and verify or change the District's existing records. Ensure that all current board members, administrators, and anyone else on staff who accesses **PRESS** are listed with their current email addresses.
Designated support staff	Logs in to **PRESS** Online as follows: 1. Go to www.iasb.com and click on the **Member Login** button. 2. Log in using your email address and password. If you do not know your password, use the "forgot your password?" link. 3. Under "**My Account Links**," click "**PRESS Login**." To each member of the Policy Committee, full Board, or other interested school official, emails or otherwise distributes the following: 1. **PRESS Update Memo**; 2. **PRESS** video tutorial link at: www.iasb.com/policy; 3. Committee worksheets; and 4. Current District policy in relevant areas. As appropriate, includes new and revised policies in the Board

PENDING ADOPTION

Actor	Action
	meeting packets. After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates. Archives previous version of revised policy. Follows district process for updating paper and online manuals. Considers distributing **PRESS Update Memo** to Building Principals.
Policy Committee (or Full Board)	Considers each **PRESS** update. Reviews all footnote changes. Decides which changes require Board of Education discussion and which are appropriate as consent agenda items. The following are appropriate for the consent agenda: changes to the Legal References and Cross References, and minor policy edits that do not require Board discussion. Requests review of recommended revisions by the Board Attorney, as appropriate. Presents recommendations regarding **PRESS** updates to the Board at a regularly scheduled meeting.
Full Board	Conducts a first reading of the policies that are recommended for adoption or revision. During the next regular meeting, conducts a second reading. A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings. After the second reading, consider and take action to approve the policies at a duly convened open meeting.
Assistant Superintendents, Directors, Building Principals, and supervisory employees	Reads **PRESS Update Memo** (if applicable) and adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).
Anyone	For further clarification, view the online tutorial for **PRESS**, available at www.iasb.com/policy.

DATED:

PENDING ADOPTION

Board of Education

Exhibit - Developing Local Policy

Actor	Action
Anyone (Superintendent, Board of Education member, staff, parent, student, community member, or Board Attorney)	Brings a concern that may necessitate a new policy or a current policy's revision to the attention of the Board of Education.
Superintendent	Confers with the Board Attorney as appropriate. Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and Board of Education include discussion and list action to consider, adopt, or revise Board policies and Board exhibits. Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks. Communicates all policy and administrative procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.
Policy Committee (or Full Board)	**First**, answers these questions to decide whether new policy language is needed: 1. Does the IASB Policy Reference Manual provide guidance? 2. Is the request something that should be covered in policy (i.e., Board work), or is it something that should be handled by the staff (i.e., staff work)? 3. Is it already covered in policy? Checks for policies that cover similar or connected topics using tools such as search engines, Tables of Contents, cross references, and indexes. **Second**, uses a 3-step process to draft new policy language: 1. Frames the question and discusses the topic. 2. Requests the Superintendent to provide research, including appropriate data, and input from others, such as, those who may be affected by the policy and those who will implement the policy. 3. Drafts or requests the Superintendent or Board Attorney to draft language addressing the concern that aligns with the Board's mission, vision, goals, and objectives. **Third**, decides whether the new language should be included in an existing policy or added as a new policy. Assigns any new policy an appropriate location and number. The **PRESS** coding system reserves policy numbers ending in a '0' and '5' for **PRESS** material. Locally developed District policies

PENDING ADOPTION

Actor	Action
	should use policy numbers ending in 2, 4, 6, or 8.
Full Board	Conducts a first reading of the policy that is recommended for adoption or revision. During the next regular meeting, conducts a second reading. A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings. After the second reading, consider and take action to approve the policies at a duly convened open meeting.
Designated support staff	After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates. Archives previous version of revised policy. Follows district process for updating paper and online manuals.
Assistant Superintendents, Directors, Building Principals, and supervisory employees	Reads **PRESS Update Memo** (if applicable) and adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).

DATED:

PENDING ADOPTION

Board of Education

Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated.

Definition

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

Requesting Records

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

Responding to Requests

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

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

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

PENDING ADOPTION

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

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

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

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

Preserving Public Records

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

PENDING ADOPTION

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

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Board of Education

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

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

PENDING ADOPTION

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

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

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

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

The Superintendent will keep the Board informed of all complaints.

PENDING ADOPTION

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator:

Christy Sefcik
Name
25700 Old Grand Ave., Ingleside, IL 60041
Address
csefcik@grantbulldogs.org
Email
847-587-2561
Telephone

PENDING ADOPTION

Complaint Managers:

Jeremy Schmidt	Beth Reich
Name	Name
285 E. Grand Ave., Fox Lake, IL 60020	25700 Old Grand Ave., Ingleside, IL 60041
Address	Address
jschmidt@grantbulldogs.org	breich@grantbulldogs.org
Email	Email
847-587-2561	847-587-2561
Telephone	Telephone

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

PENDING ADOPTION

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

ADOPTED:

PENDING ADOPTION

Board of Education

Title IX Sexual Harassment Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

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

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

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

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

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

PENDING ADOPTION

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content,* incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

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

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

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

Title IX Coordinator:

Christy Sefcik
Name
25700 Old Grand Ave., Ingleside, IL 60041
Address
csefcik@grantbulldogs.org
Email
847-587-2561
Telephone

Processing and Reviewing a Report or Complaint

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

PENDING ADOPTION

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

PENDING ADOPTION

9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

ADOPTED:

PENDING ADOPTION

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PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

General School Administration

Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board of Education policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

ADOPTED:

PENDING ADOPTION

General School Administration

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

ADOPTED:

PENDING ADOPTION

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District school in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

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

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

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

Compensation and Benefits

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

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
5 ILCS 120/7.3, Open Meetings Act.
23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

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

ADOPTED:

PENDING ADOPTION

General School Administration

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

The Board of Education hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent,** at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at the link above.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process* (*Checklist*) provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important**: This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

☐ **Board Attorney.** Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

PENDING ADOPTION

☐ **Power and Duties of the Superintendent**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	Does the Board enumerate the duties of the Superintendent in the employment contract? 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.
Full-time, Attention and Energy Clause	How will the Board address outside activities of the Superintendent? 1. How will the Board define *outside activities*? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities?

☐ **Employment and Compensation**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure. No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8. If the duration is one year or less, then the contract need not reference goals or suspension of tenure.
Salary	Special Considerations for the Board may include: 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g), amended by P.A. 101-10) prior to retirement? 2. What is the *cost shift* implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of $177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	the pension benefits earned on the portion of a TRS member's salary that exceeds $177,412)? 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? Items the Board may see the successful superintendent candidate request of it: 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895: 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for *misconduct* by the Board. See the *Severance Pay* row under the **Changes to the Superintendent's Employment Contract** subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	How does the Board want to address: 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

☐ **Conditions of Employment**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643. See also **PRESS** sample policy 5:30, *Hiring Process and Criteria*, and the subhead entitled **Fingerprint-based Criminal History Records**

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	Information Check in administrative procedure 5:30-AP2, *Investigations*.
Other Background Check Laws	Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643, and discussed above? If yes, consult the Board Attorney and consider the following laws: 15 U.S.C. § 1681 et seq., Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party *consumer reporting agencies*, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer. 820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (a/k/a *ban the box* law). 820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from: 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (**Note:** RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, and its f/ns).

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a *bona fide occupational requirement*, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than $100; and (3) involve having access to confidential and financial information. **Note:** Any one of these grounds alone is sufficient.
Medical Examination	105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases. The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r). See also **PRESS** sample policy 5:30, *Hiring Process and Criteria*, specifically f/ns 23 and 24.
Tenure	Suspension of Tenure With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost. Continued Tenure Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure. See 105 ILCS 5/10-23.8 and the *Duration of Contract* row in the **Employment and Compensation** checkbox, above.

☐ **Evaluations and Goals**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Goals and Indicators of Student Performance and Academic	105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Achievement for the Superintendent	and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine. Regarding its goals and indicators, has the Board: 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states "and other information as the Board may determine")? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: a. Measurable and achievable, i.e., are they within the Superintendent's control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see: www.iasb.com/conference-training-and-events/training/workshops/ Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for Board of Educations to hold their superintendents accountable for district performance, including academic achievement: *Setting District Goals and Direction* (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators) *The Superintendent Evaluation Process* (describes an effective method of holding the superintendent accountable) *The Board and its Superintendent* (workshop assisting a board in developing an effective relationship with its superintendent).

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Superintendent Evaluation	Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to: 1. "Direct, through policy, its superintendent in his or her charge of the administration of the school district;" and 2. Evaluate the superintendent in his or her "administration of Board of Education policies and his or her stewardship of the assets of the district." How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators? Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? **Note:** Some districts do not consider the superintendent evaluation to be a *one-time event* and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime. Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process? What evaluation instrument will be used? How will the evaluation be documented? Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate? Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine? For more information about best practices when planning for and evaluating the Superintendent, see: *The Superintendent Evaluation Process* at: www.iasb.com/training/superintendent-evaluation-process.pdf; IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent,** at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/; stating "the board employs and

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy."

☐ **Expenses and Benefits**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses and Allowances	How will the Board address expenses and allowances in its employment contract negotiations with the successful superintendent candidate? <u>Business</u> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses? <u>Transportation</u> Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include: 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate? Some items successful superintendent candidates request include: 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	Will the Board address vacation days in its employment contract negotiations with the successful

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	superintendent candidate? If yes, then: 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days? 5. Will vacation days need to be used for days off during winter or spring breaks?
Sick Leave/Days	Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then: 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract or will a different amount be provided? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations | Memberships in Community Organizations	Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then: 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then: 1. Has the Board thoroughly examined and addressed: a. Any consequences or other penalties to it? b. The impact of any prior salary increases?

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. **Note:** Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	Will the Board address any type of annuities and other deferred compensation issues? If yes, then: 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

☐ **Changes to the Superintendent's Employment Contract**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it? 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then: 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent?

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	Will the Board agree to allow for an extension of its employment contract during its term? If yes, then: 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? See 105 ILCS 5/10-23.8.
Terminations	If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term? 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days after exhaustion of available

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	leave, whichever is greater? See **PRESS** sample policy 5:180, *Temporary Illness or Temporary Incapacity*. 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. *50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See **Severance Pay** row directly below. 6. Will the Board agree to provisions for hearing and due process for the Superintendent? 7. How will the Board address death of its Superintendent during the duration of the employment contract?
Severance Pay	Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895: 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for *misconduct* by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040, limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, *Uniform Grievance Procedure*.
Liquidated Damages	Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract? 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

☐ **What technical clauses need to be in the Superintendent's employment contract?**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them? 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? 5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel

☐ **Miscellaneous Issues**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District? Specifically, are Board members aware of the Board's specific obligations regarding:

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party's Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

DATED:

PENDING ADOPTION

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

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

Qualifications

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

Evaluation

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

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

Administrative Work Year

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

Compensation and Benefits

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

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

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

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs a Building Principal as the chief administrator and instructional leader of the school, and may employ an Assistant Principal. The primary responsibility of a Building Principal is the improvement of instruction. The Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. The Building Principal and Assistant Principals shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principals.

Evaluation Plan

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

Qualifications and Other Terms and Conditions of Employment

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

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

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

ADOPTED:

PENDING ADOPTION

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and submitted to the Board of Education.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED:

PENDING ADOPTION

GRANT COMMUNITY HIGH SCHOOL DISTRICT 124 BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Operational Services

Fiscal and Business Management

The Chief School Business Official is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it before December 1 as required by State law.

The Chief School Business Official shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.

Budget Planning

The District's fiscal year is from July 1 until June 30. The Chief School Business Official shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Chief School Business Official shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Chief School Business Official's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

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

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.

The Chief School Business Official or designee shall perform each of the following:

PENDING ADOPTION

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Chief School Business Official or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
35 ILCS 200/18-55 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks)

ADOPTED:

PENDING ADOPTION

Operational Services

Identity Protection

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

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

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

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

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information)*, when

PENDING ADOPTION

administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

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

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

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

ADOPTED:

PENDING ADOPTION

Operational Services

Fund Balances

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 15-20 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED:

PENDING ADOPTION

Operational Services

Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest District funds in any investment as authorized in 30 ILCS 235/2, and Acts amended thereto.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

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

PENDING ADOPTION

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

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

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

PENDING ADOPTION

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Chief School Business Official's (CSBO) recommendation, which fund is in most need of interest income and the CSBO shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

Revenue for Rental of Facilities

With authorization from the Board of Education, the Superintendent or his/her designee may approve the rental of District facilities to community organizations. Decisions to approve or disapprove such requests shall be based upon the availability of the facilities, interference or potential interference with the instructional program or other school operations and verification that the group maintains adequate coverage against personal injury and/or property loss. In cases of doubt, the Superintendent or his/her designee shall bring the matter to the Board of Education for its final determination.

The fee for the use of facilities shall be established by the Board of Education. Income from such rentals shall be credited to the Operations & Maintenance Fund and all expenses resulting from such rentals shall be charged against this fund.

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.
30 ILCS 238/, Ill. Sustainable Investing Act.
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED:

PENDING ADOPTION

Operational Services

Incurring Debt

The Chief School Business Official (CSBO) shall provide early notice to the Board of Education of the District's need to borrow money. The CSBO or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

LEGAL REF.: Securities Act of 1933, 15 U.S.C. §77a et seq.
Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.
17 C.F.R. §240.15c2-12.
Bond Authorization Act, 30 ILCS 305/2.
Bond Issue Notification Act, 30 ILCS 352/1.
Local Government Debt Reform Act, 30 ILCS 350/.
Tax Anticipation Note Act, 50 ILCS 420/.
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

ADOPTED:

PENDING ADOPTION

Operational Services

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

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

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Superintendent or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. If reimbursable meals or snacks provided under the Hunger-Free Students' Bill of Rights Act are the basis of the District's delinquent debt claim of no less than $500, the notice must be sent to a student's parent(s)/guardian(s) only after: (a) the student owes the District more than five meals and/or snacks; (b) the Superintendent or designee made: (i) repeated contacts to collect the amounts owed, and (ii) reasonable efforts to collect the amount due for at least one year; and (c) the District requested the student's parent(s)/guardian(s) to apply for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, and they either: (i) did not qualify, or (ii) refused to apply.
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
    a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.

PENDING ADOPTION

b. If application for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services,* is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, *Free and Reduced-Price Food Services*. If no request for meal benefits is received, review of the claim's payment shall be handled according to this policy before certification to the IOC for offset.

3. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
4. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

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

ADOPTED:

PENDING ADOPTION

Operational Services

Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

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

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

ADOPTED:

PENDING ADOPTION

Operational Services

Use of Credit and Procurement Cards

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

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

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

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

PENDING ADOPTION

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

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

ADOPTED:

PENDING ADOPTION

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
    a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in

PENDING ADOPTION

5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.

9. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

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

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

ADOPTED:

PENDING ADOPTION

Operational Services

Resource Conservation

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

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

LEGAL REF.: 105 ILCS 5/10-20.19c and 5/19b.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

ADOPTED:

PENDING ADOPTION

Operational Services

Accounting and Audits

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

Annual Audit

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

Annual Financial Report

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

Inventories

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

Capitalization Threshold

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

Disposition of District Property

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

PENDING ADOPTION

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of $500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Internal Controls

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

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

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Adm.Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

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

ADOPTED:

PENDING ADOPTION

Operational Services

Student Activity and Fiduciary Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in ISBE rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

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

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

ADOPTED:

PENDING ADOPTION

Operational Services

Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; Board of Education members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Ill. High School Association that results in medical expenses in excess of $50,000.
3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §10001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.
215 ILCS 5/, Ill. Insurance Code.
750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.
820 ILCS 305/, Workers' Compensation Act.

ADOPTED:

PENDING ADOPTION

Operational Services

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Ill. State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) *a course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

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

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

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

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

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

Pre-Trip and Post-Trip Vehicle Inspection

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

PENDING ADOPTION

and a private sector school bus company must require the company to have a pre- and post-trip inspection policy to ensure that no passenger is left behind or remains on the vehicle at the end of a route. The policy must contain, at a minimum, the requirements listed in this policy.

LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code Part 440.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADOPTED:

PENDING ADOPTION

Operational Services

Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board of Education policy 6:50, *School Wellness*.

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

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

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

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

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

ADOPTED:

PENDING ADOPTION

Operational Services

Free and Reduced-Price Food Services

Notice

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

Eligibility Criteria and Selection of Children

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

Notification

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

Nondiscrimination Assurance

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

Appeal

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

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

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

PENDING ADOPTION

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

ADOPTED:

PENDING ADOPTION

Operational Services

Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: Parents/Guardians, Students, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/, added by P.A. 100-1092). The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [*or insert lower amount*]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

PENDING ADOPTION

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).
7 C.F.R. §245.5.
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.
23 Ill.Admin.Code Part 305, School Food Service.

DATED:

PENDING ADOPTION

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter, but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall

PENDING ADOPTION

include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.
23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services)

ADOPTED:

PENDING ADOPTION

Operational Services

Facility Management and Building Programs

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

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed $12,500, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

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

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

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

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be

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submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.
105 ILCS 140/, Green Cleaning Schools Act.
105 ILCS 230/, School Construction Law.
410 ILCS 25/, Environmental Barriers Act.
410 ILCS 35/25, Equitable Restrooms Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

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

ADOPTED:

PENDING ADOPTION

Operational Services

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds.

Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

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

LEGAL REF.: 105 ILCS 5/10-20.17a; 5/10-20.48.
29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 135/, Toxic Art Supplies in Schools Act.
105 ILCS 140/, Green Cleaning School Act.
225 ILCS 235/, Structural Pest Control Act.
415 ILCS 60/14, Illinois Pesticide Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)
23 Ill.Admin.Code §1.330.

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

ADOPTED:

PENDING ADOPTION

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:

   a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;

   b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.

2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:

   a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;

   b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;; and

   c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.

3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:

   a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon

PENDING ADOPTION

policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and

c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

ADOPTED:

PENDING ADOPTION

Operational Services

Safety

Safety and Security

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

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

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

School Safety Drill Plan

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

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

PENDING ADOPTION

Annual Review

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

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

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

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

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the district in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Emergency Closing

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

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

Operational Services

Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

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

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

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

Notification to Parents/Guardians

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

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

Operational Services

Pandemic Preparedness; Management; and Recovery

The Board of Education recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education.

During an emergency school closing, the Board President and the Superintendent may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *Board of Education Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote*

PENDING ADOPTION

Learning Days or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;
2. Implements the requirements of 105 ILCS 5/10-30 by adapting into a Plan the District's e-learning program implemented pursuant to 105 ILCS 5/10-20.56; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.
20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).
20 ILCS 3305/, Ill. Emergency Management Agency Act.
115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:220 (Board of Education Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal),5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

PENDING ADOPTION

GRANT COMMUNITY HIGH SCHOOL DISTRICT 124 BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

Nondiscrimination Coordinator:

Christy Sefcik
Name
25700 Old Grand Ave., Ingleside, IL 60041
Address
csefcik@grantbulldogs.org
Email
847-587-2561
Telephone

PENDING ADOPTION

Complaint Managers:

Jeremy Schmidt	Beth Reich
Name	Name
285 E. Grand Ave., Fox Lake, IL 60020	25700 Old Grand Ave., Ingleside, IL 60041
Address	Address
jschmidt@grantbulldogs.org	breich@grantbulldogs.org
Email	Email
847-587-2561	847-587-2561
Telephone	Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

PENDING ADOPTION

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

ADOPTED:

PENDING ADOPTION

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure;* 2:265, *Title IX Sexual Harassment Grievance Procedure;* 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

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

PENDING ADOPTION

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure.* If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Christy Sefcik
Name
25700 Old Grand Ave., Ingleside, IL 60041
Address
csefcik@grantbulldogs.org
Email
847-587-2561
Telephone

Complaint Managers:

Jeremy Schmidt
Name
285 E. Grand Ave., Fox Lake, IL 60020
Address
jschmidt@grantbulldogs.org
Email
847-587-2561
Telephone

Beth Reich
Name
25700 Old Grand Ave., Ingleside, IL 60041
Address
breich@grantbulldogs.org
Email
847-587-2561
Telephone

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

PENDING ADOPTION

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

PENDING ADOPTION

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
Crawford v. Metro. Gov't of Nashville & Davidson Cty., 555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).
Vance v. Ball State Univ., 133 S. Ct. 2434 (2013).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

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

ADOPTED:

PENDING ADOPTION

General Personnel

Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants Board of Educations other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of Grant Community High School District 124, Lake County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban,* and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20___.

Attested by: _____, Board President

Attested by: _____, Board Secretary

PENDING ADOPTION

General Personnel

Hiring Process and Criteria

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

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

Job Descriptions

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

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

Investigations

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

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

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

PENDING ADOPTION

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

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

Physical Examinations

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

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

Orientation Program

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

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

PENDING ADOPTION

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED:

PENDING ADOPTION

General Personnel

Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in the strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325; 29 C.F.R. §1630.1 et seq.
29 U.S.C. §791, Rehabilitation Act of 1973; 34 C.F.R. §104.1 et seq.
105 ILCS 5/24-5.
20 ILCS 2305/6, Department of Public Health Act.
820 ILCS 40/, Personnel Record Review Act.
77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED:

PENDING ADOPTION

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

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

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

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

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

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes, whether owned or leased; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

PENDING ADOPTION

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

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

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
    a. The dangers of drug abuse in the workplace,
    b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
    c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

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

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

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

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

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

PENDING ADOPTION

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

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

Disclaimer

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

LEGAL REF.: 42 U.S.C. §12114, Americans With Disabilities Act.
21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act.
41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.
20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.

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

ADOPTED:

PENDING ADOPTION

General Personnel

Expenses

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

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

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

Advancements

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

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

Reimbursements and Purchase Orders

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

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the

PENDING ADOPTION

District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

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

Exceeding the Maximum Allowable Expense Amount(s)

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

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

Registration

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

Travel

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

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

Meals

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

Lodging

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

PENDING ADOPTION

Miscellaneous Expenses

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

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official travel status for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

PENDING ADOPTION

LEGAL REF.: 2 C.F.R. §200.474.
30 ILCS 708/130, Grant Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

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

ADOPTED:

PENDING ADOPTION

General Personnel

Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. ***Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.*** *Please print and attach receipts for all expenditures.*

Name: _____ Title/Office: _____

Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

☐ **Receipts attached** Request Date: _____

☐ **Estimated expenses attached** (*Completed 5:60-E2, Employee Estimated Expense Approval Form*)(*pre-approval is required for federal and state grants*).

☐ **Approved expense advancement (voucher) attached, if applicable*** (*Completed 5:60-E2, Employee Estimated Expense Approval Form.)*

Actual Expense Report

*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, employees will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 5:60, *Expenses*.

Auto Travel Allowance: _____ per mile

Date	Auto Mileage Miles	Auto Mileage Cost	Transp. Expenses	Lodging	Meals or Per Diem Bkfst	Meals or Per Diem Lunch	Meals or Per Diem Dinner	Other Item	Other Cost	Daily Total
Subtotal										
Advances									–	
TOTAL (*A negative amount indicates refund due from employee.*)									**$**	

PENDING ADOPTION

Superintendent or Designee:
(*below maximum allowable amount*)

☐ **Approved** ☐ **Denied**
☐ **Approved in Part**
☐ **Grant Funding Source** (if applicable):_____

_____ _____
Superintendent or Designee Signature Date

Comments: _____
_____
_____
_____

Board of Education Action (*exceeds maximum allowable amount*)**:** ☐ **Approved** ☐ **Denied**

☐ **Approved in Part**
☐ **Grant Funding Source** (if applicable):_____

_____ _____
Employee Signature Date

DATED:

PENDING ADOPTION

General Personnel

Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. ***Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act.*** *Please print.*

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

☐ **Estimated Expenses Approval Requested** (50 ILCS 150/20 or grant expenditure)

☐ **Travel is grant-related*** (specify grant): _____

☐ **Purchase Order Requested** Purchase Order #: _____

☐ **Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report

Departure date: _____ **Return date:** _____

Auto Travel Allowance: _____ per mile

***Grant-related travel only:** Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.*

Date	Auto Mileage Miles	Auto Mileage Cost	Transp. Expenses	Lodging	Meals or Per Diem Bkfst	Meals or Per Diem Lunch	Meals or Per Diem Dinner	Other Item	Other Cost	Daily Total
Total										**$**

PENDING ADOPTION

Superintendent or Designee (*below maximum allowable amount*)**:**

☐ **Approved** ☐ **Denied**
☐ **Approved in Part**
☐ **Grant Funding Source** (if applicable):_____

_____ _____
Superintendent or Designee Signature Date

Comments: _____
_____
_____
_____

Board of Education Action (*exceeds maximum allowable amount*)**:** ☐ **Approved** ☐ **Denied**

☐ **Approved in Part**
☐ **Grant Funding Source** (if applicable):_____

_____ _____
Employee Signature Date

DATED:

PENDING ADOPTION

General Personnel

Religious Holidays

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days' prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

LEGAL REF.: 775 ILCS 5/2-101 and 5/2-102, Ill. Human Rights Act.
775 ILCS 35/155, Religious Freedom Restoration Act.

ADOPTED:

PENDING ADOPTION

General Personnel

Court Duty

The District will deduct any fees that an employee receives for court duty, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least five days' prior notice of pending court duty to the District.

Witness Duty

The District will pay full salary during the time a licensed employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court.

Jury Duty

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The District will pay full salary during the time a licensed employee is absent due to jury duty.

LEGAL REF.: 105 ILCS 5/10-20.7.
705 ILCS 305/4.1, Jury Act.

ADOPTED:

PENDING ADOPTION

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at report.cybertip.org/ or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

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

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

All District employees shall:

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

PENDING ADOPTION

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special Board of Education Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

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

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

General Personnel

Staff Development Program

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

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

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

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

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

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
105 ILCS 150/25, Seizure Smart School Act.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
775 ILCS 5/2-109, Ill. Human Rights Act.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day),6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED:

PENDING ADOPTION

General Personnel

Recognition for Service

The Board of Education will periodically recognize those District employees who contribute significantly to the educational programs and welfare of the students.

ADOPTED:

PENDING ADOPTION

General Personnel

Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct. Sexual misconduct* is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
    a. A sexual or romantic invitation
    b. Dating or soliciting a date
    c. Engaging in sexualized or romantic dialog
    d. Making sexually suggestive comments that are directed toward or with a student
    e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
    f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
    a. Transporting a student
    b. Taking or possessing a photo or video of a student

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c. Meeting with a student or contacting a student outside the employee's professional role

4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*; and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts including collective bargaining agreement(s), in the amount of $1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board of Education policy 2:105, *Ethics and Gift Ban,* applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

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

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
    a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
    b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
    c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than $100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity.

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Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, and 5/22-90 (final citation pending).
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

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

ADOPTED:

PENDING ADOPTION

General Personnel

Personal Technology and Social Media; Usage and Conduct

Grant Community High School District 124 recognizes the increasingly-important role that technology plays in the educational process as well as in the personal lives of the students, their families, and District employees. This Policy is intended to foster a thoughtful, responsible use of social media and related technological communication tools in a way that does not disrupt, create unnecessary distractions to, or adversely impact the educational process or the interpersonal relationships among the students and District employees.

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

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

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

Usage and Conduct

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

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest,* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.

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6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

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

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

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

ADOPTED:

PENDING ADOPTION

General Personnel

Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.: Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.
Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R. §164.502.
Ill. Freedom of Information Act, 5 ILCS 140/.
Local Records Act, 50 ILCS 205/.
105 ILCS 10/.
Personnel Record Review Act, 820 ILCS 40/.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

General Personnel

Solicitations By or From Staff

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

CROSS REF.: 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

PENDING ADOPTION

General Personnel

Personnel Records

Maintenance and Access to Records

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and

2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §7926.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personal Record Review Act.
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

General Personnel

Copyright

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board of Education policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

ADOPTED:

PENDING ADOPTION

General Personnel

Temporary Illness or Temporary Incapacity

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act.
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).
School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

PENDING ADOPTION

General Personnel

Family and Medical Leave

Leave Description

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

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

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

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

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

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

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

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

PENDING ADOPTION

Eligibility

To be eligible for FMLA leave, both of the following provisions must describe the employee:

1. The employee is employed at a worksite where at least 50 employees are employed within 75 miles; and
2. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., or when a written agreement exists concerning the District's intention to rehire the employee.

Requesting Leave

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

Certification

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

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

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

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the

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continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

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

Continuation of Health Benefits

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

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

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

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

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

Implementation

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

LEGAL REF.: 29 U.S.C. §2601 et seq., Family and Medical Leave Act; 29 C.F.R. Part 825.
105 ILCS 5/24-6.4.

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

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Professional Personnel

Teacher Qualifications

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

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

The Superintendent or designee shall:

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

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

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

ADOPTED:

PENDING ADOPTION

Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year and Day, Salary, Assignments and Transfers, Evaluation

Please refer to the applicable collective bargaining agreement(s).

Duty-Free Lunch

Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/, Nursing Mothers in the Workplace Act.
23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED:

PENDING ADOPTION

Professional Personnel

Resignations

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

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

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Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Please also refer to the applicable collective bargaining agreement(s).

Short-Term Substitute Teachers

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

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

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

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

ADOPTED:

PENDING ADOPTION

Professional Personnel

Maintaining Student Discipline

Please also refer to the applicable collective bargaining agreement(s).

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

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

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

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

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

ADOPTED:

PENDING ADOPTION

Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Leaves for Service in the Military, Leaves to Serve as an Officer or Trustee of a Specific Organization

Please also refer to the applicable collective bargaining agreement(s).

Each full-time professional staff member is granted 13 days sick leave each school year at full pay. Unused days are allowed to accumulate to 390 days. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making

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arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act and does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993, 20 U.S.C. 2601, *et. seq*.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Child-Rearing Leave

The Board may grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed the equivalent of three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or at the semester break.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation

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leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

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

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

LEGAL REF.: 10 ILCS 5/13-2.5.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

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

ADOPTED:

PENDING ADOPTION

Professional Personnel

Student Teachers

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

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

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

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

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

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

Assignment

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

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

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

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.*

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LEGAL REF.: 34 C.F.R. §200.58.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing.

LEGAL REF.: 625 ILCS 5/6-106.1 and 5/6-106.1c.
49 U.S.C. §31306, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the

PENDING ADOPTION

District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
    a. A suspension with pay; or
    b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10-22.34c and 5/10-23.5.
325 ILCS 5/7.4(c-10).
820 ILCS 105/4a.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board of Education policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
740 ILCS 137/, Right to Breastfeed Act.
820 ILCS 105/, Minimum Wage Law.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §201 et seq.; 29 C.F.R. Part 553.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive sick leave days according to the Classified Handbook schedule. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the Classified Handbook schedule.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

PENDING ADOPTION

Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	2022 Election Day
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day	Christmas Day
Independence Day	

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have two paid personal leave day per year. The use of a personal day is subject to the approval of the Superintendent or designee and the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal two days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last three days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Child Bereavement Leave
6. Leave to serve as an election judge.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

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

ADOPTED:

PENDING ADOPTION

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PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

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PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Instruction

Educational Philosophy and Objectives

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

ADOPTED:

PENDING ADOPTION

Instruction

School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

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

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 9 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

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

ADOPTED:

PENDING ADOPTION

Instruction

School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

School Day

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.
10 ILCS 5/11-4.1.
5 ILCS 490/, State Commemorative Dates Act.
23 Ill.Admin.Code §1.420(f).
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd by* 57 F.3d 618 (7th Cir. 1995).

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

ADOPTED:

PENDING ADOPTION

Instruction

Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

PENDING ADOPTION

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.: 20 U.S.C. §1681, Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 7:10 (Equal Educational Opportunities),7:15 (Student and Family Privacy Rights)

ADOPTED:

PENDING ADOPTION

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

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

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content.*

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

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

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

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and

PENDING ADOPTION

3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

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

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which the District is in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

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

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications*

PENDING ADOPTION

To and From the Board and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

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

LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
42 U.S.C. §1751 et seq., National School Lunch Act.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
50 ILCS 205/ Local Records Act.
105 ILCS 5/2-3.139.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

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

ADOPTED:

PENDING ADOPTION

Instruction

Curriculum Content

The School District's curriculum shall include instruction on subjects required by State statute or regulation. The Superintendent or Superintendent's designee is responsible for keeping the Board of Education reasonably informed of the School District's curriculum and requirements of the law.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520.
5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2.
105 ILCS 110/3, Comprehensive Health Education Program.
105 ILCS 435/, Vocational Education Act.
625 ILCS 5/6-408.5, Ill. Vehicle Code.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

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

ADOPTED:

PENDING ADOPTION

Instruction

Non-Repeat Courses

The Board of Education recognizes the additional financial burden that accrues in the district in those circumstances where students receiving failing grades in elective courses repeat the course in succeeding semesters. Students re-enrolling in elective courses during the school year often cause the employment of additional instructional and/or support staff or other expense and/or deny other students from enrolling in such courses. To preclude the above from arising, all of which may be detrimental to the financial and/or other interests of the district, the Superintendent is authorized to adopt regulations limiting or otherwise governing the repetitive enrollment in noted elective courses which students have failed, provided such regulations shall include reasonable opportunity for appeal by students or parents.

ADOPTED:

PENDING ADOPTION

Instruction

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress

PENDING ADOPTION

about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/.

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED:

PENDING ADOPTION

Instruction

Teaching About Religions

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief, or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

LEGAL REF.: School Dist. of Abington Twp v. Schempp, 374 U.S. 203 (1963).
Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573 (1989).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:255 (Assemblies and Ceremonies)

ADOPTED:

PENDING ADOPTION

Instruction

Teaching About Controversial Issues

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

LEGAL REF.:

Garcetti v. Ceballos, 547 U.S. 410 (2006).
Mayer v. Monroe Cnty. Cmty. Sch. Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

ADOPTED:

PENDING ADOPTION

Instruction

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED:

PENDING ADOPTION

Instruction

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

ADOPTED:

PENDING ADOPTION

Instruction

Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 14 (or has graduated from 8th grade) and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

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

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

LEGAL REF.: 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §12101 et seq., Americans With Disabilities Act.
34 C.F.R. Part 106.
34 C.F.R. Part 300.
105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.
23 Ill.Admin.Code Part 226.

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

ADOPTED:

PENDING ADOPTION

Instruction

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; and (b) other grade-level acceleration. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP;
3. Assessment processes that include multiple valid, reliable indicators; and
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:

    a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.

    b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.

    c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

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

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

ADOPTED:

PENDING ADOPTION

Instruction

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 45/, Education for Homeless Children Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED:

PENDING ADOPTION

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible:
    a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services,
    b. Professional development programs, including mentoring, for District staff,
    c. Family literacy programs,
    d. The integration of information technology into educational and related programs, and
    e. Programs to facilitate the transition of secondary school students to postsecondary education or employment.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: 20 U.S.C. §6318.
20 U.S.C. §6391 et seq., Education of Migratory Children.
34 C.F.R. §200.81 et seq.

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

ADOPTED:

PENDING ADOPTION

Instruction

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED:

PENDING ADOPTION

Instruction

English Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency. .
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (f) specific exit requirements of the program, (g) how the program will meet their child's individualized education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318.
20 U.S.C. §6801 et seq.
34 C.F.R. Part 200.
105 ILCS 5/14C-1 et seq.
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED:

PENDING ADOPTION

Instruction

Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

PENDING ADOPTION

Incorporated by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED:

PENDING ADOPTION

Instruction

Remote Educational Program

The Superintendent shall develop, maintain, and supervise a remote educational program consistent with 105 ILCS 5/10-29. The remote educational program shall provide an opportunity for qualifying students to participate in an educational program delivered by the District in a location outside of a school.

The remote educational program shall:

1. Align its curriculum with the Ill. Learning Standards and Board policies 6:10, *Educational Philosophy and Objectives* and 6:15, *School Accountability*.
2. Offer instruction and educational experiences consistent with those given to students at the same grade level in the District through compliance with Board policies 6:30, *Organization of Instruction* and 6:300, *Graduation Requirements*.
3. Provide instructors that meet the teacher qualifications in Board policy 5:190, *Teacher Qualifications.* Instructors are responsible for the following elements of the program:
    a. Planning instruction,
    b. Diagnosing learning needs,
    c. Prescribing content delivery through class activities,
    d. Assessing learning,
    e. Reporting outcomes to administrators and parents/guardians, and
    f. Evaluating the effects of instruction.
4. Provide a remote educational program anytime during the period of time from and including the opening date to the closing date of the District's regular school term. It may operate on any calendar day, notwithstanding whether it is a student attendance day or institute day on the District's calendar or any other provision of law restricting instruction on that day. The District's regular school term is established by Board policies 2:20, *Powers and Duties of the Board of Education; Indemnification,* and 6:20, *School Year Calendar and Day*. The remote educational program may be offered outside of the regular school term as part of any authorized summer school program.
5. Establish a system to determine student participation in instruction in alignment with Board policy 6:20, *School Year Calendar and Day*.
6. Limit participation to students who are juniors or seniors or demonstrate individual educational need(s). Approval of students in the program will be on a space-available basis.
7. Authorize the Superintendent or designee to approve students for participation in the program when the student shows evidence of:
    a. Enrollment in the District pursuant to Board policies 7:60, *Residence* and 7:30, *Student Assignment*.
    b. Prior approval from their individualized educational program (IEP) team, if applicable.
    c. How the remote educational program best serves the student's individual learning needs.
    d. A consistent, appropriate attendance record, no disciplinary record, and a 2.5 minimum grade point average.

PENDING ADOPTION

8. Include a process for developing and approving a written remote educational plan for each student participating in the program.
9. Require students to complete their participation in the program within 12 months, unless the student's participation is extended by the District.
10. Require students to participate in all assessments administered by the District pursuant to State and federal law and Board policy 6:340, *Student Testing and Assessment Program*.
11. Align with the requirements of Board policy 7:340, *Student Records*.
12. Comply with other State and federal laws and align with all applicable Board policies. This includes the Superintendent submitting a copy of this policy to the Ill. State Board of Education along with any amendments to it and any data on student participation.
13. Be monitored by the Board pursuant to Board policy 2:240, *Board Policy Development*, and included as a topic for discussion in the annual report required by Board policy 6:10, *Educational Philosophy and Objectives*. It shall include a discussion of the process for renewal of the program when applicable.

LEGAL REF.: 105 ILCS 5/10-29.
23 Ill.Admin.Code §226.360.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:240 (Board Policy Development), 5:190 (Teacher Qualifications), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:30 (Organization of Instruction), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:30 (Student Assignment), 7:60 (Residence), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Instruction

Extracurricular and Co-Curricular Activities

An extracurricular activity is defined as any activity associated with athletics and falls under the direct supervision and management of the athletic director. A co-curricular activity is any non-extracurricular activity that has a sponsor or director who supervises and manages students within that area of interest.

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by Board of Education policy, 7:330, *Student Use of Buildings - Equal Access*.

Academic Criteria for Participation

The selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. In order to be eligible to participate in a school sponsored extra-curricular or co-curricular activity, a student must comply with the guidelines established by the Illinois High School Association of passing five (5) full-time courses or 25 hours per week and have successfully passed five (5) full-time courses the previous semester. Any student-participant failing to meet these academic criteria shall not be able to participate in the activity until the specified academic criteria are met.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

ADOPTED:

PENDING ADOPTION

Instruction

Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the Board of Education. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings.

Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED:

PENDING ADOPTION

Instruction

Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

ADOPTED:

PENDING ADOPTION

Instruction

Access to Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

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

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks,* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual

PENDING ADOPTION

depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks,* or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: 20 U.S.C. §7131, Elementary and Secondary Education Act.
47 U.S.C. §254(h) and (l), Children's Internet Protection Act.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.
720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED:

PENDING ADOPTION

Instruction

Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board of Education. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

ADOPTED:

PENDING ADOPTION

Instruction

Community Resource Persons and Volunteers

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications,* to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
720 ILCS 5/12C-50.1, Failure to Report Hazing.
730 ILCS 150/1 et seq., Sex Offender Registration Act.
730 ILCS 152/101 et seq., Sex Offender Community Notification Law.
730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.
730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED:

PENDING ADOPTION

Instruction

Assemblies and Ceremonies

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.: Lee v. Weisman, 505 U.S. 577 (1992).
Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000).
Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

ADOPTED:

PENDING ADOPTION

Instruction

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to Board of Education policy 7:15, *Student and Family Privacy Rights*.

Persons who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. Persons with all other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection* form. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection* form.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED:

PENDING ADOPTION

Instruction

Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.
23 Ill.Admin.Code §1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED:

PENDING ADOPTION

Instruction

Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

PENDING ADOPTION

Instruction

Homework

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Missed Homework

Students absent for a valid cause may make up missed homework in a reasonable timeframe per policy 7:70, *Attendance and Truancy*.

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

ADOPTED:

PENDING ADOPTION

Instruction

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

   A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

No student/candidate shall participate in the graduation commencement ceremony until they have completed all of the requirements for graduation.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they meet all graduation requirements.

PENDING ADOPTION

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/22-87, 5/27-3, 5/27-22, and 5/27-22.10.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

PENDING ADOPTION

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District.

Registered Apprenticeship Program. The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs. The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s).

PENDING ADOPTION

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website;
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Ongoing participation in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and*

PENDING ADOPTION

Student Transfers To and From Non-District Schools. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill.Admin.Code §§1.425(e), 1.440(f), 1.470(c), and Part 255.

CROSS REF.: 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED:

PENDING ADOPTION

Instruction

High School Credit for Students in Grade 7 or 8

The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma when the course is offered by the high school that the elementary student would attend when the student participates in the course at the high school and the elementary student's enrollment in the course would not prevent a high school student from being able to enroll.

A student who successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive academic credit for the course. That academic credit shall satisfy the requirements of Section 27-22 of the School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average.

LEGAL REF.: 105 ILCS 5/10-22.43 and 5/27-22.10.
23 Ill.Admin.Code §1.460.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

ADOPTED:

PENDING ADOPTION

Instruction

High School Credit for Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

Foreign language - A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing - The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.: 105 ILCS 5/10-22.43, 5/10-22.43a, 5/27-22, and 5/27-24.3.
23 Ill.Admin.Code Part 680.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8)

ADOPTED:

PENDING ADOPTION

Instruction

Student Testing and Assessment Program

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

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

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
105 ILCS 10/, Illinois School Student Records Act.
105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1.
23 Ill. Admin. Code §1.30(b) and § 375.10.

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

ADOPTED:

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GRANT COMMUNITY HIGH SCHOOL DISTRICT 124
BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

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

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

Administrative Implementation

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

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill.Admin.Code §1.240 and Part 200.

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

ADOPTED:

PENDING ADOPTION

Students

Exhibit - Equal Educational Opportunities Within the School Community

The School District welcomes diversity in its schools. Policy 7:10, *Equal Educational Opportunities* cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. 2:260, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
3. 7:10, *Equal Educational Opportunities*, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
4. 7:20, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
5. 7:130, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
6. 7:160, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.
7. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
8. 7:250, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
9. 7:330, *Student Use of Buildings - Equal Access*, grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.
10. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

DATED:

PENDING ADOPTION

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

PENDING ADOPTION

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

PENDING ADOPTION

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

Transfer of Rights

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act.
105 ILCS 5/10-20.38.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities)

ADOPTED:

PENDING ADOPTION

Students

Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

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

PENDING ADOPTION

Nondiscrimination Coordinator:

Christy Sefcik
Name
25700 Old Grand Ave., Ingleside, IL 60041
Address
csefcik@grantbulldogs.org
Email
847-587-2561
Telephone

Complaint Managers:

Jeremy Schmidt	Beth Reich
Name	Name
285 E. Grand Ave., Fox Lake, IL 60020	25700 Old Grand Ave., Ingleside, IL 60041
Address	Address
jschmidt@grantbulldogs.org	breich@grantbulldogs.org
Email	Email
847-587-2561	847-587-2561
Telephone	Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

PENDING ADOPTION

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

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

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

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

ADOPTED:

PENDING ADOPTION

Students

Student Assignment

The Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children.*

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

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

ADOPTED:

PENDING ADOPTION

Students

Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

Nonpublic students, regardless of whether they attend a District school part-time, will not be allowed to participate in extracurricular activities.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment), 7:300 (Extracurricular Athletics)

ADOPTED:

PENDING ADOPTION

Students

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

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

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

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

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

Foster Care Students

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

PENDING ADOPTION

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students. Requests for exchange students must be submitted to the Building Principal of the school. All requests for attendance in the following year must be submitted before May 1.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

PENDING ADOPTION

LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232, Family Educational Rights and Privacy Act.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1.
105 ILCS 10/8.1, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
410 ILCS 315/2e, Communicable Disease Prevention Act.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
23 Ill.Admin.Code Part 226, Special Education.
23 Ill.Admin.Code Part 375, Student Records.

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

ADOPTED:

PENDING ADOPTION

Students

Residence

Resident Students

Only students who are residents of the District may attend the District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

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

Proof of Residency within the District 124 boundaries must be verified prior to enrollment by presenting items from the following approved list. If verification is not provided within 3 school days of application, enrollment will be denied.

Each document must show the parent's or guardian's name and the address that is within the District 124 boundaries.

Homeowners must provide at least three (3) of the following documents to establish residency:

- Executed Closing Documents
- Mortgage Statement
- Most Recent Property Tax Bill
- Current Utility Bill (natural gas, electric, water, sewer, cable)
- Valid Driver's License
- Homeowners Insurance Policy
- Vehicle Insurance Policy
- Bank Statement or Credit Card Bill
- Voter Registration Card
- Public Aid Card

Renters must provide at least three (3) of the following, accompanied by the Signed Landlord Affidavit:

- Copy of Current Lease
- Current Utility Bill (natural gas, electric, water, sewer, cable)
- Valid Driver's License

PENDING ADOPTION

- Renters Insurance Policy
- Vehicle Insurance
- Bank Statement or Credit Card Bill
- Voter Registration Card
- Public Aid Card

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Nonresident Student Admission

Nonresident students may attend the District school upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend the District school tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

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

PENDING ADOPTION

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, and 5/10-22.5a.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).
Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).
Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED:

PENDING ADOPTION

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades 9 through 12 in the public school regardless of age.

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

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

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 9 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff

PENDING ADOPTION

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

6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

7. A process for the collection and review of chronic absence data and to:

    a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and

    b. Encourage the habit of daily attendance and promote success.

8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.

9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.

11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.

12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

13. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

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

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From

PENDING ADOPTION

Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Students

Release Time for Religious Instruction/Observance

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

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

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

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

ADOPTED:

PENDING ADOPTION

Students

Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Voting

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

ADOPTED:

PENDING ADOPTION

Students

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

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grade 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

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

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Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

Dental Examination

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

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

Exemptions

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

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

Homeless Child

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

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

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

ADOPTED:

PENDING ADOPTION

Students

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.
105 ILCS 20/5.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED:

PENDING ADOPTION

Students

Search and Seizure

In order to maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

PENDING ADOPTION

2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/.
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).
People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 116 S.Ct. 1692 (1996).
People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).
T.L.O. v. New Jersey, 469 U.S. 325 (1985).
Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).
Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED:

PENDING ADOPTION

Students

Agency and Police Interviews

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

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

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-88.
55 ILCS 80/, Children's Advocacy Center Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

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

ADOPTED:

PENDING ADOPTION

Students

Student Appearance

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

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

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

ADOPTED:

PENDING ADOPTION

Students

Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.: 740 ILCS 115/.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED:

PENDING ADOPTION

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

PENDING ADOPTION

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

PENDING ADOPTION

Nondiscrimination Coordinator:

Christy Sefcik
Name
25700 Old Grand Ave., Ingleside, IL 60041
Address
csefcik@grantbulldogs.org
Email
847-587-2561
Telephone

Complaint Managers:

Jeremy Schmidt	Beth Reich
Name	Name
285 E. Grand Ave., Fox Lake, IL 60020	25700 Old Grand Ave., Ingleside, IL 60041
Address	Address
jschmidt@grantbulldogs.org	breich@grantbulldogs.org
Email	Email
847-587-2561	847-587-2561
Telephone	Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

   The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District

PENDING ADOPTION

provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

    a. The frequency of victimization;

    b. Student, staff, and family observations of safety at a school;

    c. Identification of areas of a school where bullying occurs;

    d. The types of bullying utilized; and

    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

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

PENDING ADOPTION

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

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

    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

    b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.

    c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

    d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.

    e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

    f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

    g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

    h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

    i. 7:315, *Restrictions on Publications; High Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill.Admin.Code §1.240 and §1.280.

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

ADOPTED:

PENDING ADOPTION

Students

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
    a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
    b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
    c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
    d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
    b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 9 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

PENDING ADOPTION

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED:

PENDING ADOPTION

Students

Student Behavior

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

When and *Where* Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

PENDING ADOPTION

d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used, with headphones, during passing periods, during the student's lunch period, or during the student's study hall, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

PENDING ADOPTION

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

PENDING ADOPTION

21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.

PENDING ADOPTION

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

PENDING ADOPTION

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

PENDING ADOPTION

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

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill.Admin.Code §§1.280, 1.285.

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

ADOPTED:

PENDING ADOPTION

Students

Academic Dishonesty

Academic dishonesty refers to cheating, copying, plagiarizing, or representing the work of others as one's own through verbal, written, graphic, electronic or other means. Forms of academic dishonesty and plagiarism include, but are not limited to, the following:

- Looking at another student's answers, using a "cheat sheet" during a test, or, providing other students the means to copy answers.
- Downloading material verbatim from an online source and representing it as one's own without citing sources or crediting the author.
- Copying in any form another person's computer program, program translation or software file and representing it as one's own.
- Submitting work received through the purchase or transfer as one's own.
- Copying text in any form from a source, without proper citation, and submitting as one's own.
- Altering by any means, or attempting to alter, course grades, test grades, rank in class, grade point averages, credits earned, or other confidential information about oneself or others.
- Acquiring and/or distributing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, or other means for the purpose of giving unfair advantage to oneself or others.

Students determined to have violated the policy are subject to academic action by the individual teacher. All cases of academic dishonesty and plagiarism shall be reported to the principal. Depending on the severity and number of offenses, the impact on other students and teachers, or the curriculum, students may lose credit for a project, test or quiz, lose class or course credit, be suspended pending a disciplinary hearing with the principal.

ADOPTED:

PENDING ADOPTION

Students

Suspension Procedures

In-School Suspension

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

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

Out-of-School Suspension

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

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

PENDING ADOPTION

a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and

c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substantially disrupt, impede, or interfere with the operation of the school.

iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

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

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

ADOPTED:

PENDING ADOPTION

Students

Expulsion Procedures

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

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

PENDING ADOPTION

c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

When the Superintendent or designee identifies a student as having committed gross disobedience or misconduct and recommends expulsion of the student as an appropriate disciplinary measure, the Superintendent is authorized to, but not required to, enter into an agreement with the student's parent(s)/guardian(s) or with any student having reached the age of majority allowing for the student's voluntary enrollment in an alternative school authorized by Article 13A of the School Code in lieu of proceeding with an expulsion hearing before the School Board. Such agreement shall be conditioned on the student's successful completion of the alternative program as determined and monitored by the Superintendent.

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

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

ADOPTED:

PENDING ADOPTION

Students

Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy, 7:190 *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

PENDING ADOPTION

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10/.
720 ILCS 5/14-3(m).
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Students

Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.
Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
34 C.F.R. §§300.101, 300.530 - 300.536.
105 ILCS 5/10-22.6 and 5/14-8.05.
23 Ill.Admin.Code §226.400.
Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

ADOPTED:

PENDING ADOPTION

Students

Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 9 through 12 participating in these programs.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

LEGAL REF.: Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).
Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).
Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).
Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).
Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999).
Todd v. Rush County Schs., 133 F.3d 984 (7th Cir. 1998).
105 ILCS 5/24-24, 5/27-23.3, and 25/2.

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

ADOPTED:

PENDING ADOPTION

Students

Student Support Services

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

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

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

Erin's Law Counseling Options, Assistance, and Intervention

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

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

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

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

ADOPTED:

PENDING ADOPTION

Students

Exemption from Physical Education

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

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

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

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

1. He or she (a) is in grades 9-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

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

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

Students

Administering Medicines to Students

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

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

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized

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as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

    a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

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b. Copies of the registry identification cards are provided to the District;

c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and

d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

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

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

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

PENDING ADOPTION

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

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:
105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADOPTED:

PENDING ADOPTION

Students

Communicable and Chronic Infectious Disease

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

LEGAL REF.: 105 ILCS 5/10-21.11.
23 Ill.Admin.Code §§ 1.610 and 226.300.
77 Ill.Admin.Code Part 690.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.
29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

ADOPTED:

PENDING ADOPTION

Students

Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.

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LEGAL REF.:

105 ILCS 5/2-3.182, 5/10-22.39(e), and 5/22-30.
23 Ill.Admin.Code §1.540.
Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

PENDING ADOPTION

Students

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.

   a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).

   b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).

2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:

   a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and

   b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.

3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

PENDING ADOPTION

a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;

d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;

e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;

f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;

g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

PENDING ADOPTION

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

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

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

ADOPTED:

PENDING ADOPTION

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Students

Student Athlete Concussions and Head Injuries

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

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

PENDING ADOPTION

g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion,* which includes its *Return to Play (RTP) Policy*. These specifically require that:

   a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.

   b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

   c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

4. Require all student athletes to view the IHSA video about concussions.

5. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

PENDING ADOPTION

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

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

ADOPTED:

PENDING ADOPTION

Students

Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;

PENDING ADOPTION

3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
    a. Commit an unlawful act;
    b. Violate any of the District's policies; or
    c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

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

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board of Education policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any school rules or Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

PENDING ADOPTION

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Bullying and Cyberbullying

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

LEGAL REF.: 105 ILCS 5/27-20.08 and 5/27-23.7.
105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED:

PENDING ADOPTION

Students

Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount, and door-to-door solicitations are discouraged.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:
    a. Develop viewpoint neutral guidelines for the creation of messages;
    b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
    c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

PENDING ADOPTION

Students

Student Use of Buildings - Equal Access

Student groups or clubs that are not school sponsored are granted free use of school premises for a meeting or series of meetings under the following conditions:

1. The meeting is held during those non-instructional times identified by the Superintendent or designee for noncurricular student groups, clubs, or organizations to meet. *Non-instructional time* means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. *Non-curricular student groups* are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. All non-curriculum related student groups that are not District sponsored receive substantially the same treatment.
3. The meeting is student-initiated, meaning that the request is made by a student.
4. Attendance at the meeting is voluntary.
5. The school will not sponsor the meeting.
6. School employees are present at religious meetings only in a non-participatory capacity.
7. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons do not direct, conduct, control, or regularly attend the meetings.
9. The school retains its authority to maintain order and discipline.
10. A school staff member or other responsible adult is present in a supervisory capacity.
11. The Superintendent or designee approves the meeting or series of meetings.

The Superintendent or designee shall develop administrative procedures to implement this policy.

LEGAL REF.: 20 U.S.C. §4071 et seq., Equal Access Act.
Bd. of Ed. of Westside Community Sch. Dist. v. Mergens, 496 U.S. 226 (1990).
Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied,* 535 U.S. 1017.

CROSS REF.: 7:10 (Equal Education Opportunities), 8:20 (Community Use of School Facilities)

ADOPTED:

PENDING ADOPTION

Students

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
50 ILCS 205/7, Local Records Act.
105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill.Admin.Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

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

ADOPTED:

PENDING ADOPTION

Students

Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts,* and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
23 Ill. Admin. Code Part 380.

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

ADOPTED:

PENDING ADOPTION

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PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the Board of Education. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their school.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website using social media platforms, e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED:

PENDING ADOPTION

Community Relations

Community Use of School Facilities

School facilities may be made available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures and the terms and conditions of any use agreement required by the Superintendent.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups and school-related organizations and local governments may be granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs, unless waived by the Superintendent.

The Superintendent shall develop procedures to manage community use of school facilities and fee schedules. Use of School Facilities form requires Superintendent (designee) approval.

LEGAL REF.: Boy Scouts of America Equal Access Act, 20 U.S.C. §7905.
10 ILCS 5/19-2.2.
105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

PENDING ADOPTION

Community Relations

Exhibit – Facility Rental

You have requested the use of a Grant Community High School District 124 facility. The following information outlines the requirement for using school facilities. Please read this information carefully. The following must be submitted to the District along with the Facility Usage Application & Acceptance of Terms form:

- Certificate of Insurance, and/or copies of policies upon request
- Proof of Tax-Exempt Status, if applicable
- Certificate of Good Standing, upon request

The School District reserves the right to approve/disapprove a facility usage request.

Philosophy

The Board of Education of Grant Community High School District 124 wishes to make school facilities available to the community. School facilities may be used at times which will not interfere with District 124 programs or high school sponsored activities. All community groups requesting to use district facilities must obtain and forward to the district a certificate of liability insurance for a minimum amount of one million dollars ($1,000,000) per occurrence and three million dollars ($3,000,000) aggregate. The certificate must name Grant Community High School District 124 as an additional insured on a primary basis.

The use of school facilities involves certain costs which the Board of Education feels should not be paid for out of regular school funds. In keeping with sound financial practices and with fairness to the entire school district, facility usage fees and labor charges are assessed to the various organizations using school facilities. Facility usage charges will be assessed according to the classification and facility being rented.

District 124 will determine the minimum custodial services and technical support necessary for the scheduled activity and the facilities to be used. If special requests are made for altering the normal set-up of a specific area or for the use of special equipment, additional custodial charges may be necessary to cover these expenses. School equipment is to be used only by school personnel or by those under their immediate supervision.

The use of the synthetic turf field requires special approval and completion of a separate facility usage agreement. The cost and details of the facility usage will be determined on a case-by-case basis working with the Principal/Assistant Principal, Athletic Director, Director of Buildings and Grounds, and Business Manager.

Use Procedures

Requests for unreserved facilities are approved on a first-come, first-served basis. All reservations are subject to cancellation if District 124 organizations require the use of the facility.

PENDING ADOPTION

No public facility usages will be scheduled for any school year until the school calendar and activity calendar have been completed. All dates will be subject to change by the Superintendent/Designee and the Board of Education.

The Facility Usage Application & Acceptance of Terms form must be signed by an adult (over the age of 21) who assumes personal responsibility for the group. A one hundred dollar ($100.00) deposit is required for all facility use requests at the time the request is being made. This amount will be applied towards the bill for the facility use, and all users shall receive a bill after their event. Users must remit assessed charges within forty-five (45) days of billing.

Cancellation of the facility usage must be made seventy-two (72) hours prior to the event start time. Cancellation made less than seventy-two (72) hours prior, may be subject to forfeit of the facility usage deposit.

Violation of any District rules, policies, or procedures could result in loss of the privilege of future use of facilities.

Applying Party's Responsibilities

It will be the responsibility of the applying party to make arrangements with the school for all facility usage and to follow the conditions that are listed herein. Failure of these responsibilities could result in the cancellation of future contractual agreements. Please remember to leave all areas used in the same manner in which they were found.

1. Insurance/Liability Requirements

    a. Liability insurance is required of the sponsoring organization listing coverage in the amount of $1,000,000 per occurrence, $3,000,000 general aggregate. The certificate of insurance submitted must name *Grant Community High School District 124 Board of Education, its Board Members and Employees* as additional insured on a primary basis.

    b. All groups using the building facilities shall be responsible for any and all damages created during their use of the facility as documented by a District official.

    c. No school official, employee, or agent of its Board of Education or any member, employee, or agent thereof shall be held responsible for damages to property or other loss of material brought into the school buildings nor shall any of them be held responsible for injuries to anyone which may occur on school property as a result of, or any way connected with, the subject activity.

    d. The school district shall not be responsible for properties left on the premises during or after the scheduled activity. It shall be the responsibility of the renting party to remove all such materials from the building when the facility usage occurs, unless prior permission has been granted by the school or its official.

    e. The Board of Education will not be liable for any cancellation of scheduled programs arising through failure of heating plant, electrical service, other building equipment, or acts of God.

    f. Regular school activities shall have priority for space utilization if dates conflict with outside groups.

PENDING ADOPTION

g. The sponsoring organization releases Grant Community High School District 124 from any and all liability connected with the use of the facilities.

2. Alcohol and Narcotics: State and Federal statutes prohibit the possession or consumption of alcoholic beverages and/or any other illegal substance at all times on school grounds.

3. Smoking: Federal law prohibits smoking anywhere on school grounds and inside school buildings at any time. Sponsors of events will be expected to uphold this law.

4. Other Illegal Activities: Any activity that is prohibited by State and Federal statutes, including possession or use of weapons or gambling is prohibited on school grounds.

5. Safety/Medical Emergencies: All renters must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is utilized. It is recommended that renter's provide an AED and trained person to operate it for all outdoor athletic facility usages. Also, it is critical that the district have an emergency cell phone contact of someone who will be at the event during the facility usage. The district will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

6. Security

    a. Due to the nature of some functions, it may be necessary to require a statement from the local police stating that no ordinances are being violated. In some cases, local police officers may also be required to be in attendance.

    b. Sponsoring organizations will provide sufficient adult supervision at all times. Adequate amount of supervision will be agreed upon at the time of the facility usage contract being issued. This agreement will be determined by the school and the renting organization.

    c. Applicants shall supply any special supervision that is required and needed in regard to police protection, parking supervision, etc., if determined by the school and/or its official at the time of the facility usage contract.

7. Parking: Event staff and patrons must park in designated parking spaces only.

8. Concessions

    a. Grant Community High School Booster Club must be contacted first for concession availability. If they cannot accommodate the dates of facility usage, only then may the group renting the facilities sell their own refreshments.

    b. If refreshments are to be served or sold, they must be contained to the Commons.

    c. Utilization of cafeteria equipment requires the operation of equipment by a District 124 employee whose wages shall be reimbursed to the District.

9. Decorations/Displays

    a. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls. Use of material on the floors and other parts of the building is prohibited without specific approval of the school and its designated official.

PENDING ADOPTION

b. Decorations or special effects shall be taken down and removed from the building by the organization using the building facilities. Normal clean-up and maintenance shall be done by the school employees.

c. Decorations shall be of fire proof nature and shall be erected in a manner that will not disturb or destroy school property. All fire and safety regulations shall be followed at all times. Special decorations must meet the approval of the school or its official.

10. Other conditions

a. In all advertising for such events, the school's name should only be used as the designated facility where the event is being held. In no way shall the school be listed as sponsoring the event.

b. No street shoes are to be used on the gym floor if athletic events are taking place.

c. Permission to use additional electrical appliances or special equipment must have prior approval by the school or its official.

d. Any damages must be reported to the custodial staff on duty immediately.

11. District Rights

a. The Grant Community High School District 124 Board of Education reserves the right to require references, make exceptions, grant or deny any application for the use of school property and the right to revoke for reasonable cause and without prior notice, any permission previously granted to any renting party.

b. The Grant Community High School District 124 Board of Education or its representatives must have free access to all areas in the building at all times.

c. School officials have the authority to expel any individual or group that fails to comply with District 124 regulations, including any person or persons engaging in disruptive, belligerent, or threatening conduct. District 124 will not be held liable for any damages by the applicant through exercising this right.

d. The Grant Community High School District 124 Board of Education reserves the right to require additional conditions due to the particular nature of the request for facilities.

e. The Superintendent reserves the right to cancel any approved facility request in order to provide such facility for District 124 use.

<u>Facility Use Fee Schedule</u>

All organizations will pay usage fees according to their classification. The usage fees will be determined by the classification of the organization. In addition, personnel charges and equipment charges will be as follows:

- Class 1.5, 2 and 3 will only be charged personnel rates during times that personnel would not normally be working.
- Class 4 is charged personnel costs as well as facility usage costs at all times.
- Equipment/set up charges apply to all classes.

PENDING ADOPTION

Personnel Requirements

A Grant Community High School District 124 custodial staff member must be in the building during any activity.

- If the food service kitchen is being requested for facility usage, a food service staff member is required.
- If a computer lab is being requested for facility usage, a computer lab technician is required.
- If auditorium sound and lights are requested, a sound/lighting technician is required.

Facility Usage Categories for Users

Class 1 - All approved student, parent, and employee organizations of Grant Community High School District 124, alumni organizations, feeder athletic programs where 95% of the participants live within the school district boundaries and all taxing bodies within District 124 (including Village of Fox Lake, Grant Township, Fox Lake Fire Department, public schools, etc.).

Class 1.5 - All Internal Revenue Code approved 501(c)(3-6) organizations where 95% of the participants live within the school district boundaries and whose purposes in some degree parallel those of the schools.

Class 2 – Non-profit private schools within District 124 and their affiliated organizations, community groups within the District, such as Boy Scouts, Girl Scouts, youth athletic programs, etc., which are supported by voluntary contributions of the people whose purposes in some degree parallel those of the schools, and who do not charge admission. Other non-profit, charitable, religious, philanthropic, and civic organizations within District 124 where at least 51% of the participants live within the district boundaries.

Class 3 - Non-profit, religious, charitable, philanthropic, civic, or other non-commercial, non-personal use groups outside the District.

Class 4 - Groups within or outside the District for profit. Individual citizens for personal profit.

Note: Class 1, 1.5, 2, and 3 organizations must have a tax-free status as defined by regulations of the federal and state governments. A copy of their tax-exempt status must be provided along with their certificate of insurance. A certificate of Good Standing from the State of Illinois Department of Business Services may also be required for non-profit groups as additional proof of tax-exempt status.

PENDING ADOPTION

Facility Usage Fees – Effective 11/01/2017

All fees are per hour

		Class 1	Class 1.5	Class 2	Class 3	Class 4
PERFORMANCE/MEETING AREAS						
Auditorium						
	Performances	NONE	NONE	$ 50.00	$ 100.00	$ 150.00
	Sound System	NONE	NONE	$ 25.00	$ 50.00	$ 100.00
	Lighting System	NONE	NONE	$ 25.00	$ 50.00	$ 100.00
	Dressing Rooms	NONE	NONE	$ 25.00	$ 50.00	$ 100.00
Auditorium						
	Rehearsals	NONE	NONE	$ 50.00	$ 100.00	$ 150.00
Commons						
	Dining Area Only	NONE	NONE	$ 25.00	$ 30.00	$ 40.00
	With Kitchen	NONE	NONE	$ 35.00	$ 40.00	$ 50.00
Senior Commons						
	Dining Area Only	NONE	NONE	$ 25.00	$ 30.00	$ 40.00
Instructional Areas	Lecture Hall and Classrooms	NONE	NONE	$ 20.00	$ 25.00	$ 35.00
	Computer Labs	NONE	NONE	$ 40.00	$ 50.00	$ 70.00
	Per space, per hour					
ATHLETIC AREAS						
Athletic Fields						
	Varsity Baseball	NONE	NONE	$ 50.00	$ 60.00	$ 75.00
	Varsity Softball	NONE	NONE	$ 50.00	$ 60.00	$ 75.00
	Practice Football/Softball	NONE	NONE	$ 30.00	$ 40.00	$ 60.00
	Baseball Game Field - Molidor Road	NONE	NONE	$ 50.00	$ 60.00	$ 75.00
	Baseball Practice Field - Molidor Road	NONE	NONE	$ 20.00	$ 30.00	$ 50.00
	Softball Game Field - Molidor Road	NONE	NONE	$ 50.00	$ 60.00	$ 75.00
	Softball Practice Field - Molidor Road	NONE	NONE	$ 20.00	$ 30.00	$ 50.00
	Soccer Field 1 - Molidor Road	NONE	NONE	$ 30.00	$ 40.00	$ 60.00
	Soccer Field 2 - Molidor Road	NONE	NONE	$ 30.00	$ 40.00	$ 60.00
Field House						
	One Basketball Court	NONE	NONE	$ 20.00	$ 25.00	$ 50.00
	Two Basketball Courts	NONE	NONE	$ 40.00	$ 50.00	$ 100.00
	Three Basketball Courts	NONE	NONE	$ 60.00	$ 75.00	$ 150.00
	Main Court (spanning all three courts)	NONE	NONE	$ 60.00	$ 75.00	$ 150.00
	Dance Studio	NONE	NONE	$ 20.00	$ 25.00	$ 50.00
	Locker Rooms	NONE	NONE	$ 10.00	$ 15.00	$ 30.00
Large Gym (East)						
	One Basketball Court	NONE	NONE	$ 15.00	$ 20.00	$ 40.00
	Two Basketball Courts	NONE	NONE	$ 30.00	$ 40.00	$ 80.00
	Main Court/Whole Gym	NONE	NONE	$ 30.00	$ 40.00	$ 80.00
	Locker Rooms (additional fee)	NONE	NONE	$ 10.00	$ 15.00	$ 30.00
Small Gym (West)						
	Main Court/Whole Gym	NONE	NONE	$ 20.00	$ 25.00	$ 50.00
	Including Locker Rooms	NONE	NONE	$ 30.00	$ 35.00	$ 70.00
Weight Room		NONE	NONE	$ 30.00	$ 40.00	$ 50.00
Wrestling Room		NONE	NONE	$ 20.00	$ 30.00	$ 40.00

PENDING ADOPTION

Personnel Fees

All fees are per hour

Sound/Lighting Technician	$ 29.00
Stage Crew (per person/per hour)	$ 11.00
Commons/Cafeteria	$ 19.00
Computer Lab Technician	$ 29.00
Security	$ 32.00
Custodial	$ 32.00

The following fees for equipment shall be in addition to the facilities and personnel charges and shall be paid by the renter. The fees include usage of the equipment as well as set up.

Equipment/Preparation Fees

All fees are flat, per rental fees, except field striping, which is a per field fee.

Tables & Chairs	$ 40.00
Audio-Visual	$ 20.00
Lectern	$ 10.00
Piano	$ 50.00

Scoreboard	$ 25.00
Athletic Field Setup/Striping	$ 40.00

PENDING ADOPTION

GRANT COMMUNITY HIGH SCHOOL DISTRICT 124

APPLICATION FOR FACILITY USAGE & ACCEPTANCE OF TERMS

Application Date: _____

Group/Organization: _____

_____
PERSON RESPONSIBLE FOR USE OF FACILITIES

_____
STREET ADDRESS

_____
CITY STATE ZIP

(_____) _____- _____
PHONE

_____
E-MAIL ADDRESS

Type of Organization: _____

Type of Activity: _____

Is admission to be charged? _____

If yes, how much per person?_____

Estimated attendance at event?_____

Date Facility Requested:
(if multiple dates, please write MULTIPLE and fill out page 10): _____

Times:
To enter building_____ AM/PM (circle which applies) Event starts_____ AM/PM (circle which applies)
To leave building_____ AM/PM (circle which applies) Event ends_____AM/PM (circle which applies)

PENDING ADOPTION

Please place an "X" in the box next to the areas you wish to rent.

PERFORMANCE/MEETING AREAS

- Auditorium ☐
  - Performance ☐
  - Rehearsal ☐
  - Dressing Rooms ☐
  - Lighting System ☐
  - Sound System ☐
- Commons ☐
- Commons w/kitchen ☐
- Senior Commons ☐
- Lecture Hall ☐
- Classroom(s)
  - #_____ ☐
- Computer Lab ☐

ATHLETIC AREAS

- Athletic Fields
  - Varsity Baseball ☐
  - Varsity Softball ☐
  - Practice Soccer/Football ☐
- Molidor Road Fields
  - Baseball Practice ☐
  - Baseball Game ☐
  - Softball Practice ☐
  - Softball Game ☐
- Field House
  - One basketball court ☐
  - Two basketball courts ☐
  - Three basketball courts ☐
  - Main court (spanning all three courts) ☐
  - Locker Rooms ☐
  - Dance Studio ☐
- Large Gym (east)
  - One basketball court ☐
  - Two basketball courts ☐
  - Main court/whole gym ☐
  - Locker Rooms ☐
- Small Gym (west)
  - Main court/whole gym ☐
  - Locker Rooms ☐
- Weight Room ☐
- Wrestling Room ☐

Equipment Requested

Please place an "X" in the box next to the items you are requesting.

Tables

How many?

6 foot _____ ☐

Chairs

How many?

_____ ☐

Audio Visual

How many?

- Projector ☐
- Screen ☐
- Microphones _____ ☐
- Lectern ☐
- Piano ☐

Athletic Fields

How many?

- Setup/Striping ☐
- Portable Scoreboards _____ ☐
- Main Scoreboards _____ ☐

For the purposes of this application, school organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered school-related. School organizations proceed to *Signature of Person Responsible for Use.*

PENDING ADOPTION

ACCEPTANCE OF TERMS

By signing below, non-school related groups agree they will supply adequate supervision to ensure proper care and use of school facilities. All non-school related groups agree to indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property, pay the District for damage to school facilities, furniture or equipment arising out of its use of school property whether such damage was accidental or deliberate, and agree that the cost of damages will be based on repair or replacement cost, choice of which is at the Board's discretion. Such cost of damages will be assessed and billed separately from the facility usage fees. Non-school related groups agree to pay the fees as assessed by the school district and understand that use of the school facilities for school-related purposes take precedence over all other users. By signing below, non-school related groups agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used; and recognize that the District will not supervise the activity nor will it supply individuals to act as emergency responders.

The undersigned agrees to comply with all rules and responsibilities as outlined in the Applying Parties' Responsibilities.

_____

SIGNATURE OF PERSON RESPONSIBLE FOR USE **TITLE** **DATE**

_____

NAME OF CONTACT PERSON ON DAY OF EVENT **CELL PHONE NUMBER TO BE USED IN EVENT OF EMERGENCY**

PENDING ADOPTION

Name of Organization: _____ Date of Application: _____

Date Request Form

Please list each date needed. Any dates not available will be crossed out. Times should be listed as time to enter building and time to exit building (not the event start time and end time).

Day of the Week	Date	Time to Enter	Time to Exit	Total Hours

PENDING ADOPTION

FOR DISTRICT USE ONLY

Application received on: _____ Application received by: _____

_____ Application completed fully.

_____ Deposit check ($100) received and made out to Grant Community High School –

Check #_____

_____ Proof of tax-exempt status received and attached.

_____ Certificate of liability insurance with Grant Community High School listed as additional insured received and attached.

Application Given to: _____ Date given: _____

If meeting is required with renter, date scheduled: _____

APPROVALS

School Principal/Assistant Principal: _____ Date: _____

District Athletic Director: _____ Date: _____

Director of Buildings and Grounds: _____ Date: _____

Business Manager: _____ Date: _____

_____ Invoice mailed – Date mailed: _____ Total owed $_____ (less $100.00 deposit)

_____ Final usage payment received. Check # _____ Amount $_____ Date: _____

_____ Damages incurred during facility usage. Invoice for damages sent on: _____

_____ Payment received for damages. Check # _____ Amount $_____ Date: _____

PENDING ADOPTION

DATED:

PENDING ADOPTION

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates, political parties, or political action committees or similar entities will not be accepted for posting or distribution, except when used as part of the curriculum.

PENDING ADOPTION

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).
Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).
Hedges v. Wauconda Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).
DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.: 7:325 (Student Fundraising Activities), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED:

PENDING ADOPTION

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.

PENDING ADOPTION

10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

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

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s).

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

PENDING ADOPTION

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).
20 U.S.C. §7181 et seq., Pro-Children Act of 1994.
105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
430 ILCS 66/, Firearm Concealed Carry Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED:

PENDING ADOPTION

Community Relations

Spectator Conduct at School Events

Any individual, including an adult, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including School Board meetings, may be ejected from the event or meeting. The individual is also subject to being denied admission to school events or meetings for up to one calendar year, provided the procedures contained in this policy are followed. Examples of unsportsmanlike or disruptive conduct include, but are not limited to:

- Using vulgar or obscene language.
- Possessing or being under the influence of any alcoholic beverage or illegal substance.
- Possessing a weapon, or any object that can reasonably be considered, or looks like, a weapon.
- Fighting or otherwise striking or threatening another person.
- Failing to obey the instructions of a security officer or School District employee.
- Engaging in any activity that is illegal or disruptive.

Procedures to Deny Future Admission to School Events or Meetings

Before any individual may be denied admission to school events or meetings as provided in this policy, the individual has a right to a hearing before the Board. The Superintendent or designee must provide the individual with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time and place of the Board hearing,
2. A description of the unsportsmanlike or disruptive conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF: 105 ILCS 5/24-24
Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill. App. 4, 2000)

ADOPTED:

PENDING ADOPTION

Community Relations

Accommodating Individuals with Disabilities

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

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

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

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

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

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

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

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.51.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

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

ADOPTED:

PENDING ADOPTION

Community Relations

Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than $500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programing, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED:

PENDING ADOPTION

Community Relations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's school. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, the District school's name, or the District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED:

PENDING ADOPTION

Community Relations

Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board of Education on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

PENDING ADOPTION

Community Relations

Relations with Other Organizations and Agencies

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

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

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

ADOPTED:

PENDING ADOPTION

Community Relations

Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.: 115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED:

PENDING ADOPTION

Grant Community High School
District 124

Learning Mode Plans

Emergency Day E-Learning

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Grant Community High School
Emergency Day

The State of Illinois now provides schools with the flexibility to utilize e-learning days in lieu of emergency days (Public Act 101-0012). Up to a maximum of five (5) e-learning days may be used annually in place of emergency days. Schools are responsible for providing students with meaningful learning experiences on an e-learning day and are accountable for the amount of time both students and staff are engaged. An e-learning day must provide for a minimum of five hours combined of synchronous learning and learning activities. Below is information on the District's Emergency Day E-Learning Plan:

Emergency Day Overview

- An e-learning day may be utilized on a severe weather day or in the event of an emergency, when it is possible for the decision to be made regarding closure no later than 9:00 p.m. the evening prior.
    - If it is necessary to close the school without ample warning, an e-learning day will not be used. Instead, the District will utilize an emergency day which will be made up at the end of the year.
- Emergency Day E-learning days will be limited in use.
- It is advised that families and staff plan their annual calendar taking into account the potential use of all emergency days rather than plan for e-learning days to be utilized in all instances.
- Every effort will be made to make decisions on after-school activities no later than 10:00 a.m. on an e-learning day due to inclement weather. Priority will be given to varsity practices and competitions, if necessary.

Academic Expectations

Students are expected to be engaged daily in both synchronous and asynchronous learning experiences in each of their classes. Students are expected to attend each class synchronously (live) during their assigned class period. Students are expected to have cameras on with students in the frame. If a student cannot meet this request, they must communicate with the teacher.

Teachers will post instructions, along with the Teaching with Purpose component, on individual Schoology pages to help guide students. Lessons for e-learning shall be of value to the curriculum, substantially align with what the classes are currently doing, and should move the curriculum forward. Coursework for Emergency Day e-learning will aim to recreate learning activities that would normally be done in a traditional academic class period. Learning activities may include, but are not limited to, the teacher delivering synchronous (live) instruction, a recorded lesson, small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins.

Synchronous learning on an Emergency Day E-learning day will typically last up to 30 minutes with individual/group work or assignments to follow. However, teachers may teach synchronously for the entire 40 minute class period. If applicable, students shall complete learning activity assignments for an Emergency Day E-learning day no later than three (3) days

after they return from the e-learning day. For example, if an e-learning day should occur on a Tuesday, students would need to turn in e-learning assignments by Friday. The learning activity should be relevant to the curriculum and able to be completed in a regular class period, with the exception of a learning activity in an AP course.

Links for synchronous learning will be posted on Schoology pages and hosted using Zoom, Google Meets, or School Conferences.

Attendance

Daily attendance will be taken by teachers and documented in Skyward. Students are expected to be present on camera and engaged for all scheduled classes. If students will not be attending an Emergency Day E-learning class, parents/guardians must call the attendance office prior to 10:00 a.m. to excuse the absence.

Bell Schedule

Students will be remotely following a virtual bell schedule. The expectation is that students meet synchronously (live) with each class following this bell schedule. If students cannot attend the synchronous portion of class, students should email individual classroom teachers in addition to following attendance requirements above.

Emergency Day E-Learning Schedule			
Class Period	**Period Begins**	**Period Ends**	**Length in Minutes**
1	9:00 a.m.	9:40 a.m.	40
TEAM	9:45 a.m.	10:05 a.m.	20
3	10:10 a.m.	10:50 a.m.	40
4	10:55 a.m.	11:35 a.m.	40
5	11:40 a.m.	12:00 p.m.	20
6	12:05 p.m.	12:25 p.m.	20
7	12:30 p.m.	12:50 p.m.	20
8	12:55 p.m.	1:15 p.m.	20
9	1:20 p.m.	1:40 p.m.	20
10	1:45 p.m.	2:25 p.m.	40
11	2:30 p.m.	3:10 p.m.	40

Lunch

Students are not required to check in synchronously to lunch periods. Students are encouraged to use this time to eat, exercise, and get fresh air.

Schoology

Schoology is Grant's building-wide learning management system. To provide clarity to and support synchronous (live) instruction, teachers will post instructional expectations on individual class Schoology pages no later than 9:00 a.m. along with a link to access synchronous instruction.

Student Services

During remote e-learning, the student services department will continue to provide students with ongoing academic counseling, post-high school planning, and personal counseling on an as-needed basis.

Student Technology/Chromebook Issues

If a student is having trouble with their Chromebook or some other technology issue, the student should contact the Technology Department for assistance by emailing TECH@grantbulldogs.org

Study Halls

Students are not required to check in synchronously for study halls; however, students are required to be available to meet with staff if requested during their study hall period. Students are encouraged to use this time to complete academic work.

Teacher Expectations

Teachers shall take home District-provided laptops daily so they are prepared in the event an e-learning day is needed. Teachers may teach synchronously either from GCHS or from home, if the District has communicated teachers may report to the building. If necessary, teachers may bring their children to school with them on an Emergency Day E-learning day. If a teacher needs to take a sick day or personal day on an e-learning day, an e-learning day folder will still be posted in Schoology by the teacher. However, they will not be available during the e-learning day to respond to email.

Use your "Mouse" or "Tab" key to move through the fields and check boxes. After completing last field, save document to hard drive to make future updates or click print button.

Illinois State Board of Education

e-Learning Program Verification Form

According to Section 10-20.56 of the School Code [105 ILCS 5/10-20.56], school districts may, by adopted resolution, utilize "e-learning days" in lieu of emergency days. The number of e-learning days may not exceed the number of emergency days in the approved school calendar. The district's e-learning program must be verified by the regional office of education or intermediate service center for the school district prior implementation. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

- District Name: Grant CHSD 124
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
  Date of Publication: 10/03/2022
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
  Date of Notification: 10/01/2022
- Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit
  Date of Notification: 9/30/2022
- The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years
  Date of Public Hearing: 10/20/2022 Date of Board Meeting/Resolution: 10/20/2022

Specifically, the regional office of education or intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program
- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day
- Review and revise the program as implemented to address difficulties confronted
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

Christine A Sefcik		
Verified by: School Dist. Superintendent (printed)	Signature*	Date
Verified by: Regional Superintendent (printed)	Signature	Date

**Supporting documentation for any/all items listed may be required by the regional office of education or intermediate service center.*

Print Reset Form

Legal Notice

Notice is hereby given by the Board of Education of Grant Community High School District 124, Lake County, State of Illinois, that it has scheduled a public hearing on the renewal of an e-learning program in lieu of utilizing scheduled emergency days. A public hearing will be held at 6:45pm on the 20th day of October, 2022 in the Grant Community High School District 124 Office, located at 25700 Old Grand Avenue, Ingleside, Illinois.

WINTER COACHING STAFF RECOMMENDATIONS 2022 - 2023

Head Varsity	**Wayne Bosworth**	**Boys Basketball**
Assistant	John Eiduke	
Assistant	Matt Mueller	
Assistant	Daniel Brito	
Assistant	Logan Webber	
Head Varsity	**Andrea Weaver**	**Girls Basketball**
Assistant	Cory Dooley	
Assistant	Chris Callahan	
Assistant	Roger Lass	
Assistant	Lemar Wilson	
Head Varsity	**Tim Viscioni**	**Boys Bowling**
Assistant	Steve Brugioni	
Head Varsity	**Beth Miller**	**Girls Bowling**
Assistant	Sheryl Dempsey	
Head Varsity	**Marissa Kelley**	**Cheerleading**
Assistant	Katie Boyd	
Assistant	Mira Giannetti	
Head Varsity	**Victoria Shifley**	**Dance**
Assistant	Julia Beard	
Head Varsity	**Mark Jolcover**	**Wrestling**
Assistant	John Deneen	
Assistant	Anthony Johnson	
Assistant	Michael Gaughan	
Assistant	Jim Cramer	
Winter Event Coordinator	**OPEN**	

September 29, 2022

Dear Superintendents,

Please accept this as my formal notice of resignation from my position as Bilingual Parent Liaison, effective in two weeks. This is not an easy decision but the best option for my family and me at this moment. I am currently having personal problems and have felt like my effort has not been enough and is not satisfying the district's and our community's needs.

Working for Gavin District 37, Fox Lake District 114, and Grant Community High School has been an absolute pleasure. I am genuinely grateful for the opportunities you have afforded me. My last working day will be Wednesday, October 12, 2022.

I intend to continue working at the highest quality level until my final day of employment. If there is anything you would like me to do to facilitate a smooth transition during this time, please let me know. Likewise, please let me know if you believe my assistance is not needed until that date.

Sincerely,

Elizabeth Panchi

Elizabeth Panchi

From: Trevor Zell <trevorzell5@gmail.com>
Sent: Friday, September 30, 2022 11:18 AM
To: Hanik, Kevin <KHanik@grantbulldogs.org>
Subject: Trevor Zell Resignation

Good evening Kevin,

I am emailing you to inform you that I will no longer be able to work at Grant Community High School. I appreciate the opportunity that was given to me. It was a pleasure to work for you, Mr. Geist, Vern, and with everyone else on staff. My building keys are in my locker, number 17. I wish you and all of the students at Grant a positive and fulfilling future. Thank you for your time and the opportunity.

Sincerely,
Trevor Zell

10/14/2022

To whom it may concern,

I regret to inform you that I am resigning from my position of teacher's assistant as of October 19, 2022. I have been offered a position with SEDOL, who will also assist with furthering my career as a special education teacher.

I would like to thank you for the opportunities you have given me. I plan on using what I have learned at Grant to help me achieve my professional goals.

Sincerely,

Sophie Shaw

FAMILY AND MEDICAL LEAVE REQUEST FORM

Name: **Leonard Grodoski**

Title: **English Teacher**

Seniority Date: **August 12, 2013**

Date of Request: **September 20, 2022**

PURPOSE OF LEAVE (check one):

- [✓] Birth of Child
- [ ] Expected placement of child for adoption
- [ ] Expected placement of child for foster care
- [ ] Serious illness of family member
  - Name of family member: _____
  - Relationship to employee: _____
- [ ] Employee's serious illness

LEAVE DATES Beginning: December 14, 2022 Ending: March 24, 2023

TYPE OF LEAVE (check one):

- [✓] Continuous
- [ ] Intermittent basis
  Schedule requested: _____
- [ ] Reduced schedule
  Schedule requested: _____

This form is to be completed either by the employee requesting leave or the employer's designated representative to whom the request is made. Attach any written leave requests from the employee to this form.

Grant Community High School District 124

285 East Grand Avenue, Fox Lake, Illinois 60020

847-587-2561 · fax 847-587-2991

Christine A. Sefcik, Ed.D. *Superintendent*

Jeremy N. Schmidt *Principal*

Beth A. Reich *Business Manager*

FAMILY AND MEDICAL LEAVE REQUEST APPROVAL FORM

TO: Leonard Grodoski

The Board of Education is in receipt of your request for a leave pursuant to the federal Family and Medical Leave Act (the "Act") of 1993. This is to notify you that your leave request has been granted. Your leave is scheduled to **begin on December 14, 2022** and is scheduled to **end on March 24, 2023.** The stated purpose for your leave is **birth of a child** and it will be taken on the following basis:

☑ Continuous basis

☐ Intermittent basis
Schedule of leave: _____

☐ Reduced schedule
Schedule of leave: _____

This is also to notify you that the Board will require you to substitute n/a (days) (weeks) of your accrued paid n/a time for n/a (days) (weeks) of your unpaid FMLA leave.

_____ _____

President, Board of Education Date

FAMILY AND MEDICAL LEAVE REQUEST FORM

Name: **Stacy Collins**

Title: **Health & Wellness Teacher**

Seniority Date: **August 22, 1997**

Date of Request: **October 17, 2022**

PURPOSE OF LEAVE (check one):

- ☐ Birth of Child
- ☐ Expected placement of child for adoption
- ☐ Expected placement of child for foster care
- ☐ Serious illness of family member
  - Name of family member: _____
  - Relationship to employee: _____
- ☑ Employee's serious illness

LEAVE DATES Beginning: **October 24, 2022** Ending: **February 3, 2023**

TYPE OF LEAVE (check one):

- ☑ Continuous
- ☐ Intermittent basis
  Schedule requested: _____
- ☐ Reduced schedule
  Schedule requested: _____

This form is to be completed either by the employee requesting leave or the employer's designated representative to whom the request is made. Attach any written leave requests from the employee to this form.

Grant Community High School District 124

285 East Grand Avenue, Fox Lake, Illinois 60020

847-587-2561 · fax 847-587-2991

Christine A. Sefcik, Ed.D. *Superintendent*
Jeremy N. Schmidt *Principal*
Beth A. Reich *Business Manager*

FAMILY AND MEDICAL LEAVE REQUEST APPROVAL FORM

TO: Stacy Collins

The Board of Education is in receipt of your request for a leave pursuant to the federal Family and Medical Leave Act (the "Act") of 1993. This is to notify you that your leave request has been granted. Your leave is scheduled to **begin on October 24, 2022** and is scheduled to **end on February 3, 2023.** The stated purpose for your leave is **employee's serious illness** and it will be taken on the following basis:

- [✓] Continuous basis
- [ ] Intermittent basis
  Schedule of leave: _____
- [ ] Reduced schedule
  Schedule of leave: _____

This is also to notify you that the Board will require you to substitute N/A (days) (weeks) of your accrued paid N/A time for N/A (days) (weeks) of your unpaid FMLA leave.

_____ _____

President, Board of Education Date

FAMILY AND MEDICAL LEAVE REQUEST FORM

Name: **Jill Schroeder**

Title: **School Counselor**

Seniority Date: **August 18, 2011**

Date of Request: **October 7, 2022**

PURPOSE OF LEAVE (check one):

- ☐ Birth of Child
- ☐ Expected placement of child for adoption
- ☐ Expected placement of child for foster care
- ☐ Serious illness of family member
  - Name of family member: _____
  - Relationship to employee: _____
- ☑ Employee's serious illness

LEAVE DATES Beginning: **November 18, 2022** Ending: **March 3, 2023**

TYPE OF LEAVE (check one):

- ☑ Continuous
- ☐ Intermittent basis
  Schedule requested: _____
- ☐ Reduced schedule
  Schedule requested: _____

This form is to be completed either by the employee requesting leave or the employer's designated representative to whom the request is made. Attach any written leave requests from the employee to this form.

Grant Community High School District 124

285 East Grand Avenue, Fox Lake, Illinois 60020

847-587-2561 · fax 847-587-2991

Christine A. Sefcik, Ed.D. *Superintendent*
Jeremy N. Schmidt *Principal*
Beth A. Reich *Business Manager*

FAMILY AND MEDICAL LEAVE REQUEST APPROVAL FORM

TO: Jill Schroeder

The Board of Education is in receipt of your request for a leave pursuant to the federal Family and Medical Leave Act (the "Act") of 1993. This is to notify you that your leave request has been granted. Your leave is scheduled to **begin on November 18, 2022** and is scheduled to **end on March 3, 2023.** The stated purpose for your leave is **employee's serious illness** and it will be taken on the following basis:

- [✓] Continuous basis
- [ ] Intermittent basis
  Schedule of leave: _____
- [ ] Reduced schedule
  Schedule of leave: _____

This is also to notify you that the Board will require you to substitute N/A (days) (weeks) of your accrued paid N/A time for N/A (days) (weeks) of your unpaid FMLA leave.

_____ _____

President, Board of Education Date

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RALPH S. JACOBS, C.P.A., 1935-1976
JAMES E. EVOY, C.P.A., 1970-2008

October 14, 2022

Board of Education
Grant Community High School District No. 124
Fox Lake, Illinois 60020

Dear Board Members:

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Grant Community High School District No. 124 for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and Uniform Guidance, as well as certain information related to the planned scope and timing or our audit. We have communicated such information in our engagement letter to you dated July 11, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for selection and use of appropriate accounting policies. The significant accounting policies used by Grant Community High School District No. 124 are described in Note 1 to the financial statements. The new accounting guidance in GASB Statement No. 87, *Leases* was adopted during the current year, though the application of other existing policies was not required to be changed during the year ended June 30, 2022. We noted no transactions entered into by Grant Community High School District No. 124 during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period

The financial statement disclosures are neutral consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of the audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements as a whole.

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ILLINOIS CPA SOCIETY

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 14, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Grant Community High School District No. 124's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing our audit.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Other Matters

The District over expended its budget in the Operations & Maintenance Fund, the Transportation Fund and the Illinois Municipal Retirement Fund Portions of the Special Revenue Fund due to an underestimate of the disbursements for the year ended June 30, 2022. If this were to happen in the future, the fund's budget should be amended to reflect the appropriate budgetary control.

If you have any comments or questions regarding these, or other matters, or if you need assistance in implementing these suggestions, please contact us.

This information is intended solely for the use of the Board of Education and management of Grant Community High School District No. 124 and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Evoy, Kamschulte, Jacobs & Co. LLP

EVOY, KAMSCHULTE, JACOBS & CO. LLP

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124

FOX LAKE, ILLINOIS

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2022

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INDEPENDENT AUDITOR'S REPORT

Board of Education
Grant Community High School District No. 124
Fox Lake, Illinois

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying modified cash basis financial statements of the governmental activities, and each major fund of Grant Community High School District No. 124, as of and for the year ending June 30, 2022, and the related notes to the financial statements, which collectively comprise the School District's basic financial statements, as listed in the table of contents. We have also audited the individual fund financial statements presented as audited individual fund financial statements as of and for the year ended June 30, 2022, as listed in the table of contents.

In our opinion, the basic and individual fund, financial statements referred to above present fairly, in all material respects, the respective financial position—modified cash basis of the governmental activities, each major fund, and aggregate remaining fund information of the Grant Community High School District No. 124, as of June 30, 2022, and the respective changes in financial position—modified cash basis, for the year then ended in accordance with basis of accounting as described in Note 1.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Grant Community High School District No. 124 and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Responsibility of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omission, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards,* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Grant Community High School District No. 124's basic financial statements. The supplemental information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 U.S *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

Other Matters (Continued)

The supplemental information on pages 9-13 and 57-64, and the schedule of expenditures of federal awards on pages 52-54 are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The 2021 comparative information shown in the Schedule of Expenditures of Federal Awards was subjected to auditing procedures applied by us and our report dated November 8, 2021, expressed an unqualified opinion that such information was fairly stated in all material respects in relation to the 2021 financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards,* we have also issued our report dated October 14, 2022, on our consideration of Grant Community High School District No. 124's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to solely describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Grant Community High School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Grant Community High School District No. 124's internal control over financial reporting and compliance.

Evoy, Kamschulte, Jacobs & Co. LLP

EVOY, KAMSCHULTE, JACOBS & CO. LLP

October 14, 2022
Waukegan, Illinois

Evoy, Kamschulte, Jacobs & Co. LLP
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Education
Grant Community High School District No. 124
Fox Lake, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Grant Community High School District No. 124 as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Grant Community High School District No. 124's basic financial statements, and have issued our report thereon dated October 14, 2022, which was qualified because the financial statements were prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Grant Community High School District No. 124's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Grant Community High School District No. 124's internal control. Accordingly, we do not express an opinion on the effectiveness of Grant Community High School District No. 124's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Grant Community High School District No. 124's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Grant Community High School District No. 124's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Evoy, Kamschulte, Jacobs & Co. LLP

EVOY, KAMSCHULTE, JACOBS & CO. LLP

October 14, 2022
Waukegan, Illinois

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Education
Grant Community High School District No. 124
Fox Lake, Illinois

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Grant Community High School District No. 124's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Grant Community High School District No. 124's major federal programs for the year ended June 30, 2022. Grant Community High School District No. 124's major federal programs are identified in the Summary of Auditor's Results section of the accompanying schedule of findings and questioned costs.

In our opinion Grant Community High School District No. 124, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United State of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Grant Community High School District No. 124 and meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Grant Community High School District No. 124's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulation, rules, and provisions of contracts or grant agreements applicable to Grant Community High School District No. 124's federal programs.

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Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Grant Community High School District No. 124's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgement made by a reasonable user of the report on compliance about Grant Community High School District No. 124's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Grant Community High School District No. 124's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of Grant Community High School District No. 124's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Grant Community High School District No. 124's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency* in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance; such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Evoy, Kamschulte, Jacobs & Co. LLP

EVOY, KAMSCHULTE, JACOBS & CO. LLP

October 14, 2022
Waukegan, Illinois

Our discussion and analysis of the Grant Community High School District No. 124's (the District) financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2022. Please read it in conjunction with the District's financial statements, which begin on page 14.

FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at June 30, 2022 by $102,444,404 (net position). Of this amount, $27,769,365 (unrestricted net position) may be used to finance the District's day-to-day operations without constraints established by debt covenants, enabling legislation or other legal requirements.

- The District's total net position decreased by $1,179,559, due to a net increase in disbursements over the preceding year.

- At June 30, 2022, the District's governmental funds reported combined fund balances of $36,491,995, a decrease of $867,554 over the prior year due again to the net increase in disbursements over last year. Approximately 72.5% of this amount, $27,769,365, may be used to finance day-to-day operations (unassigned fund balance), which was approximately 85.1% of General (Education) Fund expenditures.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 14 and 15) provide information about the activities of the District as a whole and present a longer-term view of the District's finances. Fund financial statements start on page 16. For the governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds. The remaining statements provide financial information about activities for which the District acts solely as agent for the benefit of those outside the government.

Reporting the District as a Whole

Our analysis of the District as a whole begins on page 11. One of the most important questions asked about the District's finances is, "Is the District as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the District as a whole and about its activities in a way that helps answer this question. These statements include all of the District's assets and liabilities resulting from the use of the modified cash basis of accounting.

These two statements report the District's net position and changes in it. You can think of the District's net position—the difference between assets and liabilities—as one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position is one indicator of whether its financial health is improving or deteriorating. You will need to consider other financial and non-financial factor, however, such as increased state and federal grants funding and more prudent spending of funds, in order to assess the overall health of the District.

In the Statement of Net Position and the Statement of Activities, we report the District's governmental activities. All of the District's services are reported here, including instructional services, support services, community services, and non-programmed charges. Property taxes, earnings on investments, fees, and state and federal grants finance most of these activities.

USING THIS ANNUAL REPORT (continued)

Reporting the District's Most Significant Funds

Our analysis of the District's major funds begins on page 12. The fund financial statements begin on page 16 and provide detailed information about the most significant funds—not the District as a whole. Some funds are required to be established by State law and by bond covenants.

- Governmental funds--All of the Districts services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. The funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be used to fund operations. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basics services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation schedule in the financial statements.

  The General Fund's fund balance increased by $687,607 to $27,769,365. The Operations & Maintenance Fund's fund balance decreased by $300,328 to $1,688,222 and the Transportation Fund's fund balance decreased by $984,622 to $1,386,771.

The District as Trustee

The District is the trustee, or fiduciary, for its student's activity funds. All of the District's fiduciary activities are reported in the operations of the General (Education) Fund in accordance with government accounting standards. Although included within the District's financial statements the District cannot use these assets to finance its operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes and only by those to whom the assets belong.

Notes to the Financial Statements

The accompanying notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide financial statements. The notes to the financial statements are contained on pages 20 through 41.

THE DISTRICT AS A WHOLE

A condensed statement of net position and statement of activities is presented below.

Net Position	GOVERNMENTAL ACTIVITIES	
	2022	2021
Current and other assets	$ 36,491,995	$ 37,359,549
Capital Assets	65,952,409	66,264,414
Total Assets	$ 102,444,404	$ 103,623,963
Current Liabilities	$ -	$ -
Long-term debt outstanding	-	-
Total Liabilities	$ -	$ -
	$ 102,444,404	$ 103,623,963
Net Position:		
Invested in capital assets, net of related debt	$ 65,952,409	$ 66,264,414
Restricted	8,722,630	10,277,791
Unrestricted	27,769,365	27,081,758
Total Net Position	$ 102,444,404	$ 103,623,963

Changes in Net Position	GOVERNMENTAL ACTIVITIES	
Receipts	2022	2021
Program Receipts		
Charges for services	$ 864,175	$ 488,230
Operating grants	11,399,710	14,931,696
Capital grants	50,000	-
General Receipts		
Property taxes	22,015,472	22,686,849
Other taxes	851,887	390,820
Earnings on investments	72,250	185,428
General state aid	5,390,815	4,797,798
Other	28,675	753,270
Total Receipts	$ 40,672,984	$ 44,234,091
Disbursements		
Program Disbursements		
Instruction	$ 24,537,424	$ 28,298,901
Support services	14,841,719	12,125,702
Community services	53,032	38,356
Depreciation - unallocated	2,420,368	2,351,939
Total Disbursements	$ 41,852,543	$ 42,814,898
Increase (Decrease) in net position	$ (1,179,559)	$ 1,419,193
Net Position - Beginning	103,623,963	101,811,581
Prior Period Adjustment	-	393,189
Net Position - Ending	$ 102,444,404	$ 103,623,963

DISTRICT AS A WHOLE - Continued

The net position of the District's governmental activities' decreased by $1,179,559. Unrestricted net position – the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements — increased by $687,607 to $27,769,365.

This increase in unrestricted net position arose primarily because general fund had an overall increase while the restricted funds had and overall decrease.

THE DISTRICT'S FUNDS

At June 30, 2022, the Districts' governmental funds (as presented in the Statement of Assets, Liabilities, and Fund Balances Arising from Cash Transactions on page 16) reported a combined fund balance of $36,491,995, which is below last year's total of $37,359,549. The primary reasons for the governmental funds decrease was due to additional expenses in the Operations, Transportation, and Capital Projects Funds returning to in-person learning following the pandemic.

General Fund Budgetary Highlights

The July 1, 2021 to June 30, 2022 budget was approved by the Board of Education on July 15, 2021, and was amended on June 16, 2022 to better allocate expenditures based upon more current information. The budget is a general guide for the financial activity of the District.

The Operations Maintenance, Transportation and IMRF Funds over expended their budgets for the fiscal year ended June 30, 2022 due to increase costs of implementing in-person learning during the year.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2022, the District had $65,952,409 invested in capital assets, including land, land improvements, buildings and furniture and equipment, as shown below.

Capital Assets at Year End, net of depreciation	Governmental Activities	
	2022	2021
Land and Improvements	$ 7,399,332	$ 7,705,014
Buildings	55,373,081	55,214,949
Furniture and Equipment	3,179,996	3,344,451
Totals	$ 65,952,409	$ 66,264,414

The significant capital assets additions during the current fiscal year were for updates to the following: building and land improvements, technology infrastructure, furnishings and equipment.

The District's fiscal year 2023 budget calls for it to spend $1,652,554 for capital projects, primarily for the final payments for renovation and repairs to the existing south parking lot, sidewalks, and new student parking lot, as well as additional substantial technology infrastructure updates related to wireless access points, cameras, and door access.

See notes 1 and 3 to the financial statements for additional information about changes in capital assets and depreciation.

ECOMOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Board of Education and administration consider many factors when setting the fiscal year budget and determining tax rates. We are cautious, but optimistic, with the implementation of more equitable school funding reform. Property values continue to rise however commercial growth is limited. The COVID-19 pandemic impacted the District financially in spending on protective measures. The labor shortage began impacting the District as many support staff positions have continued to go unstaffed. The District maintains long term planning for enrollment, curriculum and instruction, facilities, and finances. The Board of Education and administration will continue to monitor long term planning needs with local economic data and State funding availability.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, investors and creditors with an overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional information, contact Beth Reich, Business Manager, 285 East Grand Avenue, Fox Lake, IL 60020, 847-587-2561.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF NET POSITION - MODIFIED CASH BASIS
JUNE 30, 2022

	Governmental Activities
ASSETS	
Cash and Investments	$ 36,491,995
Capital Assets	
Land	$ 4,190,703
Land Improvements	6,497,234
Buildings	82,118,327
Furniture and Equipment	12,092,461
Less Accumulated Depreciation	(38,946,316)
Total Capital Assets, Net	$ 65,952,409
Total Assets	$ 102,444,404
LIABILITIES	$ -
NET POSITION	
Net Investment in Capital Assets	$ 65,952,409
Restricted	
Operations and Maintenance	1,688,222
Transportation	1,386,771
Municipal Retirement/Social Security	1,082,780
Working Cash	4,564,857
Unrestricted	27,769,365
TOTAL NET POSITION	$ 102,444,404

The accompanying Notes are an integral part of these financial statements.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2022

FUNCTION/PROGRAMS	Disbursements	Program Receipts: Charges for Services	Program Receipts: Operating Grants and Contributions	Program Receipts: Capital Grants and Contributions	Net (Disbursements) Receipts and Change in Net Position: Governmental Activities Total
Governmental Activities					
Instruction					
Regular	$ 16,983,166	$ 808,173	$ 9,069,657	$ -	$ (7,105,336)
Special Education	4,832,767	-	329,059	-	(4,503,708)
Career & Tech Education	788,347	-	10,472	-	(777,875)
Interscholastic	1,547,299	-	-	-	(1,547,299)
Summer School	172,774	-	-	-	(172,774)
Driver's Education	213,071	-	-	-	(213,071)
Supporting Services					
Pupils	1,961,167	-	-	-	(1,961,167)
Instructional Staff	1,765,671	-	1,746	-	(1,763,925)
General Administration	1,665,496	-	-	-	(1,665,496)
School Administration	783,706	-	-	-	(783,706)
Business	7,949,103	56,002	1,988,776	50,000	(5,854,325)
Central	716,576	-	-	-	(716,576)
Community Services	53,032	-	-	-	(53,032)
Depreciation-Unallocated	2,420,368	-	-	-	(2,420,368)
Total Governmental Activities	$ 41,852,543	$ 864,175	$ 11,399,710	$ 50,000	$ (29,538,658)
GENERAL RECEIPTS					
Taxes					
Property Taxes, levied for general purposes					$ 19,820,333
Property Taxes, levied for other specific purposes					2,195,139
Personal Property Replacement					851,887
Unrestricted Earnings on Investments					72,250
General State Aid					5,390,815
Other					28,675
TOTAL GENERAL RECEIPTS					$ 28,359,099
CHANGE IN NET POSITION					$ (1,179,559)
NET POSITION - BEGINNING					103,623,963
NET POSITION - ENDING					$ 102,444,404

The accompanying Notes are an integral part of these financial statements.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCES ARISING FROM CASH TRANSACTIONS
GOVERNMENTAL FUNDS
JUNE 30, 2022

	General Fund	Special Revenue Funds				
	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Municipal Retirement/ Social Security Fund	Working Cash Fund	Total Governmental Funds
ASSETS						
Cash and Investments	$ 27,769,365	$ 1,688,222	$ 1,386,771	$ 1,082,780	$ 4,564,857	$ 36,491,995
TOTAL ASSETS	$ 27,769,365	$ 1,688,222	$ 1,386,771	$ 1,082,780	$ 4,564,857	$ 36,491,995
LIABILITIES AND FUND BALANCES						
LIABILITIES	$ -	$ -	$ -	$ -	$ -	$ -
FUND BALANCES						
Restricted						
Operations & Maintenance	$ -	$ 1,688,222	$ -	$ -	$ -	$ 1,688,222
Transportation Services	-	-	1,386,771	-	-	1,386,771
Employee Benefits Payments	-	-	-	1,082,780	-	1,082,780
Interfund Borrowing	-	-	-	-	4,564,857	4,564,857
Assigned	452,602	-	-	-	-	452,602
Unassigned	27,316,763	-	-	-	-	27,316,763
TOTAL FUND BALANCES	$ 27,769,365	$ 1,688,222	$ 1,386,771	$ 1,082,780	$ 4,564,857	$ 36,491,995
TOTAL LIABILITIES AND FUND BALANCES	$ 27,769,365	$ 1,688,222	$ 1,386,771	$ 1,082,780	$ 4,564,857	$ 36,491,995

The accompanying Notes are an integral part of these financial statements.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCES ARISING FROM CASH TRANSACTIONS TO THE STATEMENT OF NET POSITION
JUNE 30, 2022

Total Fund Balances - Governmental Funds	$	36,491,995
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds. The cost of the assets is $104,898,725, and the accumulated depreciation is $(38,946,316).		65,952,409
Total Net Position of Governmental Activities	$	102,444,404

The accompanying Notes are an integral part of these financial statements.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	General Fund	Special Revenue Funds				Capital Projects Fund	
	Educational Fund	Operations and Maintenance Fund	Transportation Fund	Municipal Retirement/ Social Security Fund	Working Cash Fund	Capital Projects Fund	Total Governmental Funds
RECEIPTS							
Taxes	$ 16,561,958	$ 4,067,388	$ 1,124,432	$ 837,641	$ 275,940	$ -	$ 22,867,359
Tuition	54,260	-	-	-	-	-	54,260
Earnings on Investments	64,849	901	2,185	1,533	2,782	-	72,250
Food Service Fees	56,002	-	-	-	-	-	56,002
Pupil Activity Fees	753,913	-	-	-	-	-	753,913
Impact Fees	-	20,646	-	-	-	-	20,646
Other	4,442	3,587	-	-	-	-	8,029
State Aid	13,286,939	50,000	966,709	-	-	-	14,303,648
Federal Aid	2,536,877	-	-	-	-	-	2,536,877
TOTAL RECEIPTS	$ 33,319,240	$ 4,142,522	$ 2,093,326	$ 839,174	$ 278,722	$ -	$ 40,672,984
DISBURSEMENTS							
Current							
Instruction							
Regular	$ 16,853,214	$ -	$ -	$ 129,952	$ -	$ -	$ 16,983,166
Special Education	2,646,216	-	-	72,086	-	-	2,718,302
Career & Tech Education	780,126	-	-	8,221	-	-	788,347
Interscholastic	1,498,148	-	-	49,151	-	-	1,547,299
Summer School	170,600	-	-	2,174	-	-	172,774
Driver's Education	210,532	-	-	2,539	-	-	213,071
Supporting Services							
Pupils	1,902,668	-	-	58,499	-	-	1,961,167
Instructional Staff	1,728,887	-	-	36,784	-	-	1,765,671
General Administration	1,647,267	-	-	18,229	-	-	1,665,496
School Administration	758,549	-	-	25,157	-		783,706
Business	1,366,032	3,135,810	3,078,148	369,113	-	-	7,949,103
Central	683,853	-	-	32,723	-	-	716,576
Community Service	53,032	-	-			-	53,032
Nonprogrammed Charges							
Special Education	1,944,457	116,894	-	53,114	-	-	2,114,465
Capital Outlay	388,052	1,190,146	-	-	-	530,165	2,108,363
TOTAL DISBURSEMENTS	$ 32,631,633	$ 4,442,850	$ 3,078,148	$ 857,742	$ -	$ 530,165	$ 41,540,538
NET CHANGE IN FUND BALANCE	$ 687,607	$ (300,328)	$ (984,822)	$ (18,568)	$ 278,722	$ (530,165)	$ (867,554)
FUND BALANCE - JULY 1, 2021	27,081,758	1,988,550	2,371,593	1,101,348	4,286,135	530,165	37,359,549
FUND BALANCE - JUNE 30, 2022	$ 27,769,365	$ 1,688,222	$ 1,386,771	$ 1,082,780	$ 4,564,857	$ -	$ 36,491,995

The accompanying Notes are an integral part of these financial statements.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

Excess of Receipts and Other Financing Sources Over (Under) Disbursements and Other Financing (Uses) - Governmental Funds	$	(867,554)
Amounts reported for governmental activities in the statement of activities are different because:		
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful life as depreciation expense. This is the amount by which depreciation expense $2,420,368 exceeds capital outlay $2,108,363.		(312,005)
Change in Net Position of Governmental Activities	$	(1,179,559)

The accompanying Notes are an integral part of these financial statements.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Grant Community High School District No. 124 (the "District") is governed by the District's Board of Education (the "Board"), which has responsibility and control over all activities related to public school education within the District. The District receives funding from local, state, and federal government sources and must comply with all of the requirements of these funding sources entities. However, the District is not included in any other governmental reporting entity as defined by generally accepted accounting principles. Board members are elected by the public and have decision-making authority, the power to designate management, the ability to significantly influence operations, and the primary accountability for fiscal matters. In addition, the District's reporting entity does not contain any component units as defined in Governmental Accounting Standards.

During fiscal year 2022 the District adopted or considered the following Governmental Accounting Standards Board (GASB) Statements:

- GASBS No. 87, *Leases*
- GASBS No. 93, *Replacement of Interbank Offered Rates*
- GASBS No. 98, *Annual Comprehensive Financial Report*

Basis of Presentation

District-wide Statements: The Statement of net position and the statement of activities display information about the financial activities of the overall district, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between the *governmental and business-type activities* of the District. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties. The District has no Business-Type Activities.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities.

- Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expenses—expenses of the District related to the administration and support of the District's Programs, such as personnel and accounting—are not allocated to programs.
- Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes and state formula aid, are presented as general revenues.

Governmental Fund Financial Statements: The fund financial statements provide information about the District's funds, including fiduciary funds. Separate statements for each fund category—*governmental, and fiduciary*—are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. The District reports all its funds as major governmental funds.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation (continued)

The District reports the following major governmental funds:

- *General Fund.* This fund consists of the Educational Fund, is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund. Special Education is included in these funds.

- *Special Revenue Fund.* This fund includes the Operations and Maintenance Fund, Transportation Fund, the Illinois Municipal Retirement/Social Security Fund, the Working Cash Fund, and the Tort Immunity Fund. The Operations and Maintenance Fund, Transportation Fund, Illinois Municipal Retirement Fund, and Tort Immunity Fund are used to account for the proceeds of specific revenue sources (other than those accounted for in the Debt Service Fund, Capital Projects Fund or Fiduciary Funds) that are legally restricted to cash disbursements for specific purposes. The District maintains a Working Cash Fund, which accounts for financial resources held by the District to be used for temporary interfund loans to any other governmental fund. Also, by Board resolution, financial resources of the Working Cash Fund can be permanently transferred to any other governmental fund through abatement or abolishment. Although not an expendable fund the District Classifies this fund as a special revenue fund due to the specific limitations on the uses of the resources within this fund.

- *Debt Service Fund.* The Bond and Interest Fund accounts for the accumulation of resources for, and the payment of general long-term debt principal, interest and related costs.

- *Capital Projects Fund.* This fund consists of the Capital Projects Fund, which accounts for financial resources to be used for the acquisition, construction or improvement of major capital facilities.

Fiduciary Funds are used to account for assets held by the District in a trustee capacity or as an agent for individuals, private organizations, other governments or other funds. These funds are custodial in nature and do not involve the measurement of the results of operations. The amounts due to the agency fund organizations are equal to the assets. The District does not maintain any fiduciary funds.

Basis of Accounting

The district-wide financial statements are reported using the modified cash basis of accounting. The cash basis of accounting is modified to account for: recording of depreciation on fixed assets, recognition of the net depreciated value of fixed assets, and, recognition of long-term liabilities. Non-exchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. Revenue from propery taxes, grants, entitlements and donations are recognized when received consistent with the cash basis of accounting.

The governmental fund financial statements, and all other financial statements, are reported using the cash basis of accounting. Accordingly, revenues are recognized and recorded in the accounts when cash is received. In the same manner, expenditures are recognized and recorded upon the disbursement of cash. Assets of a fund are only recorded when a right to receive cash exists which arises from a previous cash transaction. Liabilities of a fund, similarly, result from previous cash transactions. Liabilities of a fund, similarly, result from previous cash transactions. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds from general long-term debt and acquisitions under capital leases are reported as other financing sources.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting (continued)

Under terms of grant agreements, the District funds certain programs by a combination of specific cost-reimbursement grants, categorical grants, and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the District's policy to apply cost-reimbursement grant resources to such programs, followed by categorical grant, and then by general revenues.

Investments

Investments, if any, are stated at cost, which approximates market value in the district-wide and fund financial statements. Gains or losses, if any, on the sale of investments are recognized upon realization. The District has adopted a formal written investment and cash management policy. The institutions in which investments are made must be approved by the Board of Education. At the time of acquisition it is the District's intention to hold all investments to maturity.

Capital Assets

Capital assets are reported at actual or estimated historical cost. Contributed assets are reported at estimated fair value at the time received. The District generally capitalizes assets with a cost of $500 or more as purchases occur.

Depreciation methods, and estimated useful lives of capital assets reported in the district-wide statements is as follows:

	Depreciation Method	Estimated Useful Life
Land Improvements	Straight Line	20 Years
Buildings	Straight Line	50 Years
Equipment, other than food service	Straight Line	10 Years
Food Service equipment	Straight Line	10 Years
Transportation equipment	Straight Line	5 Years

Depreciation is used to allocate the actual or estimated historical cost of all capital assets over their estimated useful lives.

Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Restricted Resources

The District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

Budgets and Budgetary Accounting

The budget for all major Governmental Funds is prepared on the cash basis of accounting, which is the same basis that is used in financial reporting. This allows for comparability between budget and actual amounts. This is an acceptable method in accordance with Chapter 105, Section 5/17-1 of the Illinois Compiled Statutes. The July 1, 2021 to June 30, 2022 budget, was passed on July 15, 2021, and was amended on June 16, 2022.

For each fund, total fund disbursements may not legally exceed the budgeted amounts. The budget lapses at the end of each fiscal year.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Prior to July 1, the Superintendent submits to the Board of Education a proposed operating budget for the fiscal year commencing on that date. The operating budget includes proposed expenditures and the means of financing them.

2. A public hearing is conducted to obtain taxpayer comments.

3. Prior to October 1, the budget is legally adopted through passage of a resolution.

4. Formal budgetary integration is employed as a management control device during the year.

5. The Board of Education may make transfers between the various items in any fund not exceeding in the aggregate 10% of the total of such fund as set forth in the budget.

6. The Board of Education may amend the budget by the same procedures required of its original adoption.

Over expenditure of Budget

For the year ended June 30, 2022, total direct expenditures exceeded budgeted expenditures in the following funds:

	Actual	Budget	Excess
Special Revenue Fund			
Operations & Maintenance Fund	4,442,850	4,321,422	121,428
Transportation Fund	3,078,148	2,858,055	220,093
IMRF Fund	857,742	855,343	2,399

2. CASH AND INVESTMENTS

The District is allowed to invest in securities as authorized by the Illinois Compiled Statutes, Chapter 30, Sections 235/2 and 235/6, and Chapter 105, Section 5/8-7.

Deposits

Custodial credit risk for deposits is the risk that in the event of a bank failure, the District's deposits may not be returned or the District will not be able to recover collateral securities in the possession of an outside party. The District's policy requires deposits to be at least 102 percent secured by collateral valued at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance (FDIC). The District's Board of Education approves and designates a list of authorized depository institutions based on evaluation of solicited responses and certificates provided by financial institutions

At June 30, 2022, the carrying amount of the District's deposits was $4,527,640, which excludes a $400 petty cash fund. At year end, the District account bank balance was $5,189,187. As of June 30, 2022, $1,484,404 of the combined entity's bank balance of $5,189,187 was exposed to custodial credit risk as follows:

	Bank Balance
Collateralized with secuities held by the pledging financial institution	$ 1,484,404

Investments

As of June 30, 2022, the District had the following investments:

	Maturity Date	Historical Cost	Fair Value	% of Total
Investments				
U.S. Treasury Bill	7/28/2022	2,999,535	3,000,826	9%
U.S. Treasury Bill	10/20/2022	2,398,302	2,397,293	8%
U.S. Treasury Bill	11/10/2022	1,699,145	1,698,351	5%
U.S. Treasury Bill	1/31/2023	1,298,625	1,297,288	4%
U.S. Treasury Bill	2/23/2023	599,474	598,578	2%
U.S. Treasury Bill	5/18/2023	1,999,460	1,991,570	6%
U.S. Treasury Bill	5/31/2023	1,499,777	1,464,743	5%
U.S. Treasury Bill	10/31/2023	1,499,776	1,449,521	5%
U.S. Treasury Bill	10/31/2024	1,998,531	1,869,120	6%
Federal Home Loan Disc Note	9/13/2022	598,165	597,659	2%
Cash Management Bill	9/13/2022	1,798,959	1,799,256	6%
Cash Management Bill	9/27/2022	498,915	499,019	2%
Federal Home Loan Disc Note	3/27/2023	686,749	685,841	2%
Federal Home Loan Disc Note	4/21/2023	2,099,265	2,087,148	7%
Federal Home Loan Disc Note	5/12/2023	699,919	695,647	2%
		22,374,597	22,131,860	
External Investment Pools:				
Illinois School District Liquid Asset Fund - M	N/A	$ 3,221,894	$ 3,221,894	10%
Illinois School District Liquid Asset Fund	N/A	1,367,464	1,367,464	4%
ISDLAF+ Term Series	N/A	5,000,000	5,000,000	16%
Total Investments		$ 31,963,955	$ 31,721,218	100%

2. CASH AND INVESTMENTS (Continued)

Interest Rate Risk. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk. Standards & Poor's rates the money market funds invested with the Illinois School District Liquid Asset Fund AAA.

Concentration of Credit Risk. The District places no limit on the amount the District may invest in any one issuer. Many of the District's investments are exposed to a concentration of credit risk greater than 5 percent as represented in the table above.

3. CAPITAL ASSETS AND DEPRECIATION

	Balance July 1, 2021	Additions	Transfers/ Deletions	Balance June 30, 2022
Capital Assets not Being Depreciated				
Land	$ 4,190,703	$ -	$ -	$ 4,190,703
Total Capital Assets not Being Depreciated	$ 4,190,703	$ -	$ -	$ 4,190,703
Capital Assets Being Depreciated				
Land Improvements	$ 6,497,234	$ -	$ -	$ 6,497,234
Building and Improvements	80,414,713	1,703,614	-	82,118,327
Equipment	10,979,866	404,749	-	11,384,615
Transportation Equipment	707,846	-	-	707,846
Total Capital Assets Being Depreciated	$ 98,599,659	$ 2,108,363	$ -	$ 100,708,022
Less Accumulated Depreciation for:				
Land Improvements	$ (2,982,923)	$ (305,682)	$ -	$ (3,288,605)
Building and Improvements	(25,199,764)	(1,545,482)	-	(26,745,246)
Equipment	(7,769,138)	(563,535)	-	(8,332,673)
Transportation Equipment	(574,123)	(5,669)	-	(579,792)
Total Accumulated Depreciation	$ (36,525,948)	$ (2,420,368)	$ -	$ (38,946,316)
Total Capital Assets being Depreciated, net of Accumulated Depreciation	$ 62,073,711	$ (312,005)	$ -	$ 61,761,706
Capital Assets, net of Accumulated Depreciation	$ 66,264,414	$ (312,005)	$ -	$ 65,952,409

Depreciation was not charged to any specific function.

4. LONG-TERM DEBT

As of June 30, 2022, all bonded debt has been paid in full.

Debt Limit

The Illinois School Code limits the amount of indebtedness to 6.9 percent of $988,614,180, the most recent available assessed valuation of the District. The District's remaining debt margin at June 30, 2022, is $68,214,378, which is 100.0 percent of its total legal debt limit.

5. FUND BALANCE REPORTING

According to Government Accounting Standards, fund balances are to be classified into five major classifications; Nonspendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance. Below are definitions of the differences in fund balance presentations.

Nonspendable Fund Balance

The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example inventories or prepaid amounts. Because the District reports on the cash basis of accounting all such items are expensed at the time of purchase, and therefore there are no amounts that fall into this classification.

Restricted Fund Balance

The restricted fund balance classification refers to amounts that are subject to outside restrictions, not controlled by the District. Things such as restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. Special Revenue Funds are by definition restricted for those specific purposes. The District reports several special revenue funds; the source of funding is through specific real estate tax levies. Namely the Operations and Maintenance Fund Levy, Transportation Fund Levy, Municipal Retirement/Social Security Fund Levy, Working Cash Fund Levy and the Tort Immunity Fund Levy.

Committed Fund Balance

The committed fund balance classification refers to amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority (the District's Board of Education). Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

The School Board commits funds balance by making motions or passing resolutions to adopt policy or to approve contracts. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. No funds are currently committed.

5. FUND BALANCE REPORTING (Continued)

Assigned Fund Balance

The assigned fund balance classification refers to amounts that are constrained by the government's intent to be used for a specific purpose, but are neither restricted nor committed. Intent may be expressed by (a) the School Board itself or (b) the finance committee or by the superintendent when the School board has delegated the authority to assign amounts to be used for a specific purpose. $452,602 of the General Fund is currently assigned for Student Activity Funds.

Unassigned Fund Balance

The unassigned fund balance classification is the residual classification for amounts in the General Fund for amounts that have not been restricted, committed, or assigned to specific purposes within the General Fund. Unassigned Fund Balance amounts are shown in the financial statements in the Educational Fund/ General Fund.

Net Position Restrictions

The district-wide statements of net position reports $8,722,630 of restricted net assets, all of which is restricted by enabling legislation for specific purposes.

6. RETIREMENT FUND COMMITMENTS

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

Plan Description

The School District participates in the Teachers' Retirement System of the State of Illinois (TRS). TRS is a cost-sharing multiple-employer defined benefit pension plan that was created by the Illinois legislature for the benefit of Illinois public school teachers employed outside the city of Chicago. TRS members include all active non-annuitants who are employed by a TRS-covered employer to provide services for which teacher licensure is required.

The Illinois Pension Code outlines the benefit provisions of TRS, and amendments to the plan can be made only by legislative action with the Governor's approval. The TRS Board of Trustees is responsible for the system's administration.

Plan Description

TRS issues a publicly available financial report that can be obtained at http://trsil.org/financial/cafrs/fy2021; by writing to TRS at 2815 W. Washington, PO Box 19253, Springfield, IL 62794-9253; or by calling (888) 678-3675, option 2.

6. RETIREMENT FUND COMMITMENTS (Continued)

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

Benefits Provided

TRS provides retirement, disability, and death benefits. Tier I members have TRS or reciprocal system service prior to January 1, 2011. Tier I members qualify for retirement benefits at 62 with five years of service, at age 60 with 10 years, or age 55 with 20 years. The benefit is determined by the average of the four highest years of creditable earnings within the last 10 years of creditable service and the percentage of average salary to which the member is entitled. Most members retire under a formula that provides 2.2 percent of final average salary up to a maximum of 75 percent with 34 years of service.

Tier 2 members qualify for retirement benefits at age 67 with 10 years of service, or a discounted annuity can be paid at age 62 with 10 years of service. Creditable earnings for retirement purposes are capped and the final average salary is based on the highest consecutive eight years of creditable service rather than the last four. Disability provisions for Tier II are identical to those of Tier I. Death benefits are payable under a formula that is different from Tier 1.

Essentially all Tier 1 retirees receive an annual 3 percent increase in the current retirement benefit beginning January 1 following the attainment of age 61 or on January 1 following the member's first anniversary in retirement, whichever is later. Tier II annual increases will be the lesser of three percent of the original benefit or one-half percent of the rate of inflation beginning January 1 following attainment of age 67 or on January 1 following the member's first anniversary in retirement, whichever is later.

Public Act 100-0023, enacted in 2017, creates an optional Tier 3 hybrid retirement plan, but it has not yet gone into effect. Public Act 100-0587, enacted in 2018, requires TRS to offer two temporary benefit buyout programs that expire on June 30, 2024. One program allows retiring Tier 1 members to receive a partial lump-sum payment in exchange for accepting a lower, delayed annual increase. The other allows inactive vested Tier 1 and 2 members to receive a partial lump-sum payment in lieu of a retirement annuity. Both programs began in 2019 and are funded by bonds issued by the state of Illinois.

Contributions

The state of Illinois maintains the primary responsibility for funding TRS. The Illinois Pension Code, as amended by Public Act 88-0593 and subsequent acts, provides that for years 2010 through 2045, the minimum contribution to the system for each fiscal year shall be an amount determined to be sufficient to bring the total assets of the system up to 90 percent of the total actuarial liabilities of the system by the end of fiscal year 2045.

Contributions from active members and TRS contributing employers are also required by the Illinois Pension Code. The contribution rates are specified in the pension code. The active member contribution rate for the year ended June 30, 2021 was 9.0 percent of creditable earnings. The member contribution, which may be paid on behalf of employees by the employer, is submitted to TRS by the employer.

6. RETIREMENT FUND COMMITMENTS (continued)

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS (continued)

On-Behalf Contributions to TRS: The state of Illinois makes employer pension contributions on behalf of the District. For the year ended June 30, 2022, state of Illinois contributions recognized by the employer were based on the state's proportionate share of the collective net pension liability associated with the employer, and the employer recognized revenue and expenditures of $7,369,772 in pension contributions from the state of Illinois.

2.2 formula contributions: The District contributes 0.58 percent of total creditable earnings for the 2.2 formula change. The contribution rate is specified by statute. Contributions for the year ended June 30, 2022, were $87,249.

Federal and Special Trust Fund Contributions: When TRS members are paid from federal and special trust funds administered by the District, there is a statutory requirement for the District to pay an employer pension contribution from those funds. Under Public Act 100-0340, the federal and special trust fund contribution rate is the total employer normal cost beginning with the year ended June 30, 2018. Previously, employer contributions for employees paid from federal and special trust funds were at the same rate as the state contribution rate to TRS and were much higher.

For the year ended June 30, 2022, the employer pension contribution was 10.31 percent of salaries paid from federal trust funds. For the years ended June 30, 2022, salaries totaling $313,864 were paid from federal and special trust funds that required employer contributions of $32,359.

Employer retirement cost contributions. Under GASB Statements No. 68, contributions that an employer is required to pay because of a TRS member retiring are categorized as specific liability payments. The employer is required to make a one-time contribution to TRS for members granted salary increases over 6 percent if those salaries are used to calculate a retiree's final average salary

A one-time contribution is also required for members granted sick leave days in excess of the normal annual allotment if those days are used as TRS service credit. For the year ended June 30, 2022, the district paid $-0- to TRS for employer contributions due on salary increases in excess of 6 percent and $-0- for sick lease day s granted in excess of normal annual allotment.

Net Pension Liability and Pension Expense

At June 30, 2021, the most recent actuarial valuation date, the District's proportionate share of the net pension liability (first amount shown below) reflects a reduction for state pension support provided to the District. The state's support and total are for disclosure purposes only. The District's proportionate share of the net pension liability, the related state support, and the total portion of the net pension liability that was associated with the District were as follows below:

Net Pension Liability and Pension Expense (Continued)

District's proportionate share of the net pension liability	$	1,225,966
State's proportionate share of the net pension liability associated with the District		102,748,985
	$	103,974,951

6. RETIREMENT FUND COMMITMENTS (continued)

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS (continued)

The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021. The District's proportion of the net pension liability was based on the District's share of contributions to TRS for the measurement year ended June 30, 2021, relative to the projected contributions of all participating TRS employers and the state during that period. At June 30, 2021, the District's proportionate share was 0.0015715238 percent, which was an increase (decrease) of (0.0000218904) from its proportion measured as of June 30, 2020.

For the year ended June 30, 2022, the District recognized pension expense of $7,369,772 and revenue of $7,369,772 for support provided by the state.

Actuarial Assumptions
The total pension liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement: the Inflation Rate was assumed to be 2.25%; Salary Increases were expected to be varied by amount of service credit; the Investment Rate of Return, net of pension plan investment expense, and including inflation, was assumed to be 7.00%.

In the June 30, 2021 actuarial valuation, mortality rates were based on the PubT-2010 table with adjustments as appropriate for TRS experience. The rates are used on a fully-generational basis using projection table MP-2020. In the June 30, 2020 actuarial valuation, mortality rates were also based on the RP-2014 White Collar Table with appropriate adjustments for TRS experience. The rates were used on a fully-generational basis using projection table MP-2017.

The long-term (20-year) expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class that were used by the actuary are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
U.S. EquitieLarge Cap	16.7%	6.20%
U.S. Equities Small/Mid Cap	2.2%	7.38%
International Equities Developed	10.6%	6.93%
Emerging Market Equities	4.5%	9.17%
U.S. Bond Core	3.0%	1.58%
Cash Equivalents	2.0%	0.12%
TIPS	1.0%	0.78%
International Debt Developed	1.0%	0.37%
Emerging International Debt	4.0%	4.38%
Real Estate	16.0%	5.75%
Private Debt	10.0%	6.47%
Hedge Funds	10.0%	3.94%
Private Equity	15.0%	40.38%
Infrastructure	4.0%	6.29%
	100.0%	

6. RETIREMENT FUND COMMITMENTS (continued)

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS (continued)

Discount Rate

At June 30, 2021, the discount rate used to measure the total pension liability was 7.0 percent, which was the same as the June 30, 2020 rate. The projection of cash flows used to determine the discount rate assumed that employee contributions, employer contributions, and state contributions will be made at the current statutorily-required rates.

Based on those assumptions, TRS's fiduciary net position at June 30, 2021 was projected to be available to make all projected future benefit payments of current active and inactive members and all benefit recipients. Tier 1's liability is partially funded by Tier 2 members, as the Tier 2 member contribution is higher than the cost of Tier 2 benefits. Due to this subsidy, contributions from future members in excess of the service cost are also included in the determination of the discount rate. Despite the subsidy, all projected future payments were not covered, so a slightly lower long-term expected rate of return on TRS investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.0 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.0 percent) or 1-percentage-point higher (8.0 percent) than the current rate.

	1% Decrease (6.0%)	Current Discount Rate (7.0%)	1% Increase (8.0%)
District's Proportionate Share of the Net Pension Liability	$ 1,518,334	$ 1,225,966	$ 983,116

TRS Fiduciary Net Position

Detailed information about TRS's fiduciary net position as of June 30, 2021 is available in the separately issued TRS *Comprehensive Annual Financial Report.*

ILLINOIS MUNICIPAL RETIREMENT FUND

Plan Description

The District's defined benefit pension plan for regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The District's plan is managed by the Illinois Municipal Retirement Fund (IMRF), the administrator of a multi-employer public pension fund. A summary of IMRF's pension benefits is provided in the "Benefits Provided" section of this note. Details of all benefits are available from IMRF. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available Comprehensive Annual Financial Report that includes financial statements; detailed information about the pension plan's fiduciary's net position, and required supplementary information. That report for download at www.imrf.org.

6. RETIREMENT FUND COMMITMENTS (continued)

ILLINOIS MUNICIPAL RETIREMENT FUND (continued)

Benefits Provided

The District's IMRF members participate in IMRF's "Regular plan." IMRF's regular plan has two tiers. Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months with the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67 by the *lesser* of: 3% of the original pension amount, or ½ of the increase in the Consumer Price Index of the original pension amount.

Employees Covered by Benefit Terms

As of December 31, 2021, the following employees were covered by the benefit terms:

	IMRF
Retirees and Beneficiaries Currenty receiving benefits	78
Inactive Plan Members entitled to but not yet receiving benefits	82
Active Plan Members	97
Total	257

Contributions

As set by statute, the District's Regular Plan Members are required to Contribute 4.5% of their annual covered salary. The statute requires employers to contribute that amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The District's annual contribution rate for calendar 2021 was 10.55%. The District's actual contribution for calendar year 2021 was $356,705 to the plan. The District also contributes for disability benefits, death benefits, and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by IMRF's Board of Trustees, while the supplemental retirement benefits rate is set by statute. For the fiscal year ended June 30, 2022 the District recognized pension expense of $344,287 for payments made to IMRF.

6. RETIREMENT FUND COMMITMENTS (continued)

ILLINOIS MUNICIPAL RETIREMENT FUND (continued)

Net Pension Liability

The District's net pension liability was measured as of December 31, 2021. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial Assumptions

The following are the methods and assumptions used to determine total pension liability at December 31, 2021: 1) The Actuarial Cost Method used was Entry Age Normal. 2) The Asset Valuation Method used was Market Value of Assets. 3) The Inflation Rate was assumed to be 2.25%. 4) Salary Increases were expected to be 2.85% to 13.75%, including inflation. 5) The Investment Rate of Return was assumed to be 7.25%. 6) Projected Retirement Age was from the Experience-based Table of Rates, specific to the type of eligibility condition, last updated for the 2020 valuation according to an experience study from years 2017 to 2019. 7) For Mortality Rates for non-disabled retirees the Pub-2010 Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using sale MP-2020. 8) For Disabled Retirees, the Pub-2010 amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. 9) For Active Members, the Pub-2010 Amount-Weighted, below-median income, General, Employee, Male and Female (Bothe unadjusted) table, and future mortality improvements projected using scale MP-2020. There were no benefit changes during the year. 10) The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rate of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class.

These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table as of December 31, 2021:

	Portfolio		Projected Returns/Risk	
	Target	Return	One Year	Ten Year
Asset Class	Percentage	12/31/21	Arithmetic	Geometric
Domestic Equity	39%	25%	3.25%	1.90%
International Equity	15%	10%	4.89%	3.15%
Fixed Income	25%	0%	-0.50%	-0.60%
Real Estate	10%	22%	4.20%	3.30%
Alternative Investments	10%	46%		
- Privale Equity		N/A	8.85%	6%
- Hedge Funds		N/A	N/A	N/A
- Commodities		N/A	2.90%	2%
Cash Equivalents	1%	2%	-0.90%	-0.90%
Total	100%			

6. RETIREMENT FUND COMMITMENTS (continued)

ILLINOIS MUNICIPAL RETIREMENT FUND (continued)

Single Discount Rate

A Single Discount Rate of 7.25% was used to measure the total pension liability. The projection of cash flow used to determine this Single Discount Rate assumed that the plan members' contributions will be made at the current contribution rate, and the employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. The Single Discount Rates reflects: 1) The long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits), and 2) The tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating (which is published by the Federal Reserve) as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met). For the purposes of the most recent valuation, expected rate of return on plan investments is 7.25%, the municipal bond rate is 2.00%, and the resulting single discount rate is 7.25%.

Changes in Net Pension Liability

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability(Asset) (A)-(B)
Balance at December 31, 2020	$ 11,974,644	$ 11,831,182	$ 143,462
Changes for the year			
Service Costs	301,988	-	301,988
Interest on the Total Pension Liability	859,010	-	859,010
Difference between Expected & Actual Exper.	815,922	-	815,922
Assumption Changes	-	-	-
Contributions Employee & Employer	-	508,613	(508,613)
Net Investment Income	-	1,966,349	(1,966,349)
Benefit Payments & Refunds	(554,442)	(554,442)	-
Other (Net Transfer)	-	324,947	(324,947)
Net Changes	1,422,478	2,245,467	(822,989)
Balance at December 31, 2021	$ 13,397,122	$ 14,076,649	$ (679,527)

Sensitivity of the Net Pension Liability to Change in the Discount Rate

The following presents the plan's net pension liability, calculated using a Single Discount Rate of 7.25%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is 1% lower or 1% higher:

	1% Decrease 6.25%	Current Single Discount Rate Assumption 7.25%	1% Increase 8.25%
Total Pension Liability	$ 14,996,304	$ 13,397,122	$ 12,116,367
Plan Fiduciary Net Position	14,076,649	14,076,649	14,076,649
Net Pension Liability	$ 919,655	$ (679,527)	$ (1,960,282)

6. RETIREMENT FUND COMMITMENTS (continued)

ILLINOIS MUNICIPAL RETIREMENT FUND (continued)

AGGREGATE PENSION-RELATED INFORMATION

Aggregate pension related information of the District at June 30, 2022 is as follows:

	Net Pension Liability/(Asset)	Amount Recognized as Expense
Teachers' Retirement System (TRS)	$ 1,225,966	$ 7,369,772
Illinois Municipal Retirement Fund (IMRF)	(679,527)	344,287
	$ 546,439	$ 7,714,059

SOCIAL SECURITY

Employees not qualifying for coverage under the Illinois Downstate Teachers' Retirement System or the Illinois Municipal Retirement Fund are considered "non-participating employees." These employees and those qualifying for coverage under the Illinois Municipal Retirement Fund are covered under Social Security. The District paid $227,013, the total required contribution for the current fiscal year.

7. OTHER POST-EMPLOYMENT BENEFIT PROGRAMS (OPEB)

DISTRICT OPEB PLAN

The District provides a health insurance stipend to thirty-nine retired and soon to be retired employees. The stipend is payable at $100 a month for a maximum of $1,200 per year for a 15 year period or until the death of the employee. During the year ended June 30, 2022, the district paid $30,000 in health insurance stipends. Future payments under this program, as of June 30, 2022, are as follows:

Year Ending June 30,	Amount
2023	$ 26,400
2024	22,800
2025	22,800
2026	20,400
2027	20,400
2028-2032	72,000
2033-2037	24,000
	$ 208,800

7. POST-EMPLOYMENT BENEFITS PROGRAMS (Continued)

TEACHER'S HEALTH INSURANCE SECURITY FUND OPEB

Plan Description

The District participates in the Teacher Health Insurance Security (THIS) Fund, a cost-sharing, multiple-employer defined benefit post-employment healthcare plan that was established by the Illinois legislature for the benefit of retired Illinois public school teachers employed outside the city of Chicago.

The publicly available financial report of the THIS Fund may be found on the website of the Illinois Auditor General; http://www.auditor.illinois.gov/Audit-Reports/ABC-List.asp. The current reports are listed under "Central Management Services." Prior reports are available under "Healthcare and Family Services."

Benefits Provided

The THIS Fund provides medical, prescription, and behavioral health benefits, but it does not provide vision, dental or life insurance benefits to annuitants of the Teachers' Retirement System (TRS). Annuitants not enrolled in Medicare may participate in the state-administered participating provider option plan or choose from several managed care options. Annuitants who were enrolled in Medicare Parts A and B may be eligible to enroll in Medicare Advantage plan.

The State Employees Group Insurance Act of 1971 (5 ILCS 375) outlines the benefit provisions of THIS Fund and amendments to the plan can be made only by legislative action with the Governor's approval. The plan is administered by the Illinois Department of Central Management Services (CMS) with the cooperation of TRS.

Contributions

Section 6.6 of the State Employees Group Insurance Act of 1971 requires all active members of TRS, including substitute and part-time non-contractual teachers, who are not employees of a state agency covered by the state employees' health plan, to make a contribution to the THIS Fund. The member contribution rate for the ended June 30, 2022 was 1.24 percent of earnings. The percentage of employer required contributions in the future will not exceed 105 percent of the percentage of salary actually required to be paid in the previous year.

On behalf contributions to THIS Fund: The state of Illinois makes employer retiree health insurance contributions on behalf of the District. State contributions are intended to match contributions to THIS Fund from active members, which were 0.9 percent of pay during the year ended June 30, 2022. State of Illinois contributions were $135,387, and the district recognized revenue and expenditures of this amount during the year.

Employer contributions to THIS Fund: The District also makes contributions to THIS Fund. The employer THIS Fund contribution was 0.67 percent during the year ended June 30, 2022. For the year ended June 30, 2022, the District paid $100,788 to the THIS Fund, which was 100 percent of the required contribution.

7. POST-EMPLOYMENT BENEFITS PROGRAMS (Continued)

TEACHER'S HEALTH INSURANCE SECURITY FUND (continued)

Net OPEB Liability

The net OPEB liability was measured as of June 30, 2021. The total net OPEB liability is the System's total OPEB liability less the fiduciary net position. The net OPEB liability was determined by an actuarial valuation as of June 30, 2020. At June 30, 2020, the most recent actuarial valuation date, the District's proportionate share of the net OPEB liability was $11,958,410. The District's proportion of the net pension liability was based on the District's share of contributions to THIS for the measurement year ended June 30, 2021, relative to the contributions of all participating THIS employers and the state during that period. At June 30, 2021, the District's proportionate share was 0.054220 percent, which was an increase (decrease) of 0.001097 from its proportion measured as of June 30, 2020.

Actuarial Assumptions and Discount Rate

The total OPEB liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement: the Inflation Rate was assumed to be 2.50%; Salary Increases were expected to be varied by amount of service credit and ranges from 9.50 at 1 year of service to 4.00% at 20 or more years of service, including a 3.25% wage inflation assumption; the Investment Rate of Return, net of pension plan investment expense, and including inflation, was assumed to be 2.75.%; the Healthcare Cost Trend Rates were actual trend used for fiscal year 2022, and for fiscal years on and after 2023, trend starts at 8.00% for non-Medicare costs and post-Medicare costs, respectively, and gradually decreases to an ultimate trend of 4.25%.

Mortality rates for retirement and beneficiary annuitants were based on the RP-2014 White Collar Annuitant Mortality Table with adjustments as appropriate for TRS experience. For disabled annuitants mortality rates were based on the RP-2014 Disabled Annuitant Table. Mortality rates for pre-retirement were based on the RP-2014 White Collar Table. All tables reflect future mortality improvements using Projection Scale MP-2017. The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period July 1, 2014 through June 30, 2017.

Projected benefit payments were discounted to their actual present value using a Single Discount Rate that reflects (1) a long-term expected rate of return on OPEB plan investments (to the extent that the plan's fiduciary net position is projected to be sufficient to pay benefits), and (2) tax-exempt municipal bond rate based on an index of 20-year general obligation bond with an average AA credit rating as of the measurement date (to the extent that the contributions for use with long-term expected rate of return are not met). Since THIS is financed on a pay-as-you-go basis, a discount rate consistent with fixed-income municipal bonds with 20-years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity's Index's "20-year Municipal GO AA Index" has been selected. The discount rates are 1.92% as of June 30, 2021, and 2.45% as of June 30, 2020. The decrease in the single discount rate from 2.45% to 1.92% caused the total OPEB liability to increase by approximately $1,965 million from 2020 to 2021.

The actuarial valuation was based on the Entry Age Normal cost method. Under this method, the normal cost and actuarial accrued liability are directly proportional to the employee's salary. The normal cost rate equals the present value of future benefits at entry age divided by the present value of future salary at entry age. The normal cost at the member's attained age equals the normal cost rate at entry age multiplied by the salary at attained age. The actuarial accrued liability equals the present value of benefits at attained age less present value of future salaries at attained age multiplied by normal cost rate at entry age.

7. POST-EMPLOYMENT BENEFITS PROGRAMS (Continued)

TEACHER'S HEALTH INSURANCE SECURITY FUND (continued)

Actuarial Assumptions and Discount Rate (Continued)

During plan year ending June 30, 2021, the trust earned $51,000 in interest, and the market value of assets at June 30, 2021 was $313.2 million. The long-term expected rate of return assumption was set to 2.75 percent.

	OPEB Liability (A)	Fiduciary Net Position (B)	OPEB Liability(Asset) (A)-(B)
Balance at June 30, 2020	$ 14,303,227	$ 100,308	$ 14,202,919
Changes for the year			
Service Costs	601,716	-	601,716
Interest on the Total OPEB Liability	266,536	-	266,536
Changes of Benefit Terms	-	-	-
Difference between Expected & Actual Exper.	(266,080)	-	(266,080)
Changes of Assumptions & Other Inputs	(2,940,175)	-	(2,940,175)
Contributions Employer & Employee	-	203,976	(203,976)
Net Investment Income	-	28	(28)
Benefit Payments & Refunds	(132,321)	(132,321)	-
Other Changes	-	(297,498)	297,498
Net Changes	(2,470,324)	(225,815)	(2,244,509)
Balance at June 30, 2021	$ 11,832,903	$ (125,507)	$ 11,958,410

Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net OPEB liability calculated using the discount rate of 1.92%, as well as what the District's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (0.92%) or 1-percentage-point higher (2.92%) than the current rate.

	1% Decrease (0.92%)	Current Discount Rate (1.92%)	1% Increase (2.92%)
District's Proportionate Share of the Net OPEB Liability	$ 14,365,638	$ 11,958,410	$ 10,049,848

Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rate

The following presents the District's proportionate share of the net OPEB liability calculated using the healthcare cost trend rates as well as what the District's proportionate share of the net OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1-percentage-point higher or lower, than the current healthcare cost trend rates. The key trend rates are 8.00% in 2023 decreasing to an ultimate trend rate of 4.25% in 2038.

7. POST-EMPLOYMENT BENEFITS PROGRAMS (Continued)

TEACHER'S HEALTH INSURANCE SECURITY FUND (continued)

Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rate (Continued)

	1% Decrease (a)	Healthcare Cost Trend Rate Assumption	1% Increase (b)
District's Proportionate Share of the Net OPEB Liability	$ 9,573,903	$ 11,958,410	$ 15,198,422

(a) One percentage point decrease in healthcare trend rates are 7.00% in 2023 decreasing to an ultimate tend rate of 3.25% in 2038.

(b) One percentage point increase in healthcare trend rates are 9.00% in 2023 decreasing to an ultimate tend rate of 5.25% in 2038.

Further Information on the THIS Fund

Detailed information about THIS's fiduciary net position as of June 30, 2021 is available in the separately issued THIS *Financial Audit.*

The publicly available financial reports of the THIS Fund may be found on the website of the Illinois Auditor General; http://www.auditor.illinois.gov/Audit-Reports/ABC-List.asp. The current reports are listed under "Central Management Services." Prior reports are available under "Healthcare and Family Services."

8. PROPERTY TAXES

The District's property tax is levied each year on all taxable real property located in the District on or before the last Tuesday in December. The 2021 Levy was passed by the Board on November 18, 2021. Property taxes attach as an enforceable lien on property as of January 1, of the Levy year, and are payable in two installments on approximately June 1 and September 1 of the year subsequent to the Levy year. The District receives significant distributions of tax receipts approximately one month after these due dates. Taxes recorded on these financial statements are from the 2021 and 2020 tax levy years. The following are the tax rate limits permitted by the School Code and by local referendum and the actual rates levied per $100.00 of assessed valuation.

		Actual	
	Legal Limit	2021 Levy	2020 Levy
Educational	*	$ 1.663	$ 1.965
Operations and Maintenance	0.550	0.425	0.432
PTAB/CE Recapture	*	0.010	-
Transportation	*	0.118	0.121
Municipal Retirement	*	0.037	0.035
Social Security	*	0.044	0.043
Working Cash	0.050	0.029	0.030
SEDOL IMRF	*	0.006	0.006
		$ 2.332	$ 2.632

* As Needed

9. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions and natural disasters for which the District carries commercial insurance. There have been no significant reductions in coverage from the prior year, and settlements have not exceeded coverage in the past three years.

10. TORT IMMUNITY INSURANCE

The District does not levy the Tort Immunity (liability insurance) special tax levy. Tort Immunity related disbursements have been included in the operations of the general (educational) fund. As required by the Illinois State Board of Education, the District reports the following disbursements for tort immunity purposes for the year ended June 30, 2022:

Property and Liability Insurance	$	109,100
Worker's Compensation Insurance		94,886
	$	203,986

11. INVESTMENT IN JOINT AGREEMENTS

The District participates with other Illinois school districts in certain cooperative educational organizations, known as joint agreements. These joint agreements are owned by the participants and are operated for the specific purposes stated in the joint agreement document, e.g., Special Education, Vocational Education, etc. This District has, in accordance with the generally accepted practice of other Illinois school districts, charged the cost of its investment to current expenditures in the year paid. The investment is not capitalized and it is unclear whether the District would receive any return of its investment should it choose to withdraw from the joint agreement.

Lake County High School Technology Campus

The District is a member of the Lake County High School Technology Campus, along with other area school districts. The Lake County High School Technology Campus provides vocational education programs and services which benefit District students, and also provides jointly administered grants and programming which benefits the District. The District is financially responsible for annual and special assessments as established by the Lake County High School Technology Campus governing board, and fees for programs and services based on usage. The Lake County Technology Campus is separately audited and its financial information is not included in these financial statements. Financial information may be obtained directly from the Lake County Technology Campus by contacting its administration at 19525 West Washington Street, Grayslake, Illinois 60030.

Special Education District of Lake County

The District is a member of the Special Education District of Lake County (SEDOL), along with other area school districts. SEDOL provides special education programs and services which benefit District students, and also provides jointly administered grants and programming which benefits the District. The District is financially responsible for annual and special assessments as established by the SEDOL board of trustees, and fees for programs and services based on usage. SEDOL is separately audited and its financial information is not included in these financial statements. Financial information may be obtained directly from SEDOL at 18160 Gages Lake Road, Gages Lake, Illinois 60030.

11. INVESTMENT IN JOINT AGREEMENTS (Continued)

Lake Region Schools Benefit Cooperative

The District is a member of the Lake Region Schools Benefit Cooperative (LRSBC), along with other area school districts. LRSBC's purpose is to manage and fund medical claims of District employees. The District is financially responsible for monthly premiums based on types and levels of coverage provided to employees. LRSBC is separately audited and its financial information is not included in these financial statements. Financial information may be obtained directly from LRSBC by contacting its administration.

Collective Liability Insurance Cooperative

The District is a member of the Collective Liability Insurance Cooperative (CLIC), along with other area school districts. The District obtains property, liability and workers compensation insurance, and claims and loss administration services, through CLIC. The District is financially responsible for annual premiums based on types and levels of coverage. CLIC is separately audited and its financial information is not included in these financial statements. Financial information may be obtained directly from CLIC, by contacting its administration, in care of, High School District 113 at 1040 Park Avenue West, Highland Park, Illinois 60035.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
EDUCATIONAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

RECEIPTS	Original Budget	Final Budget	Actual
Receipts from Local Sources			
Taxes	$ 16,557,886	$ 16,778,761	$ 16,561,958
Tuition	50,000	50,000	54,260
Earnings on Investments	100,000	50,000	64,849
Food Service Fees	10,000	40,000	56,002
Pupil Activity Fees	388,500	430,000	753,913
Other	500	500	4,442
Total Receipts from Local Sources	$ 17,106,886	$ 17,349,261	$ 17,495,424
Receipts from State Sources			
Evidence Based Funding	$ 5,000,000	$ 5,323,561	$ 5,390,815
Special Education	340,000	335,070	329,059
Career and Technical Education	22,495	22,495	10,472
Free Lunch & Breakfast	-	8,500	11,901
Driver Education	30,000	30,000	37,787
Other Grants-In-Aid	-	-	1,746
TRS Employer Contribution - "On Behalf" Receipts	13,072,800	13,072,800	7,505,159
Total Receipts from State Sources	$ 18,465,295	$ 18,792,426	$ 13,286,939
Federal Aid			
National School Lunch Program	$ 250,000	$ 870,000	$ 1,010,166
Title I - Low Income	190,002	173,401	166,800
Title IV - Student Support Grants	10,000	11,528	11,528
Federal Special Education	577,061	527,021	552,730
Career and Technical Education	21,596	21,596	21,596
Title II - Teacher Quality	33,009	34,773	9,675
Medicaid Matching Funds	150,000	150,000	83,480
Other Grants-In-Aid	1,734,168	1,587,628	680,902
Total Receipts from Federal Sources	$ 2,965,836	$ 3,375,947	$ 2,536,877
TOTAL RECEIPTS	$ 38,538,017	$ 39,517,634	$ 33,319,240
DISBURSEMENTS	39,298,837	39,517,634	32,631,633
NET CHANGE IN FUND BALANCE	$ (760,820)	$ -	$ 687,607
FUND BALANCE - JULY 1, 2021			27,081,758
FUND BALANCE - JUNE 30, 2022			$ 27,769,365

See accompanying Independent Auditor's Report.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SCHEDULE OF DISBURSEMENTS
BUDGET AND ACTUAL
EDUCATIONAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

INSTRUCTION	Original Budget	Final Budget	Actual
Regular Programs			
Salaries	$ 7,616,546	$ 7,751,272	$ 7,622,297
Employee Benefits	999,589	960,721	962,267
TRS Employer Contribution -		-	
"On Behalf" Payments	13,072,800	13,072,800	7,505,159
Purchased Services	42,520	110,425	120,708
Supplies & Materials	379,405	298,554	225,060
Capital Outlay	71,700	179,340	151,815
Other	8,555	3,655	2,387
Student Activities	15,000	15,000	415,336
Total Regular Programs	$ 22,206,115	$ 22,391,767	$ 17,005,029
Special Programs			
Salaries	$ 1,400,241	$ 1,400,241	$ 1,413,549
Employee Benefits	236,705	236,705	211,305
Purchased Services	1,427,500	1,427,500	1,003,767
Supplies & Materials	19,000	19,000	17,595
Other	600	600	-
Total Special Programs	$ 3,084,046	$ 3,084,046	$ 2,646,216
CTE Programs			
Salaries	$ 633,371	$ 633,371	$ 634,136
Employee Benefits	79,222	79,222	76,859
Purchased Services	4,500	3,000	2,616
Supplies & Materials	90,531	77,903	63,315
Capital Outlay	75,099	87,727	47,404
Other	3,300	3,200	3,200
Total CTE Programs	$ 886,023	$ 884,423	$ 827,530
Interscholastic Programs			
Salaries	$ 1,227,274	$ 1,207,274	$ 1,129,872
Employee Benefits	166,234	163,607	112,435
Purchased Services	148,400	148,400	127,869
Supplies & Materials	106,500	106,500	85,634
Capital Outlay	54,500	52,500	43,791
Other	49,000	49,000	42,338
Total Interscholastic Programs	$ 1,751,908	$ 1,727,281	$ 1,541,939
Summer School			
Salaries	$ 100,000	$ 145,682	$ 154,071
Employee Benefits	-	38,905	16,529
Total Summer School	$ 100,000	$ 184,587	$ 170,600
Driver's Education Programs			
Salaries	$ 192,336	$ 192,336	$ 185,277
Employee Benefits	24,292	24,292	20,909
Purchased Services	8,400	8,400	295
Supplies & Materials	5,600	5,600	4,051
Total Driver's Education Programs	$ 230,628	$ 230,628	$ 210,532
TOTAL INSTRUCTION	$ 28,258,720	$ 28,502,732	$ 22,401,846

See accompanying Independent Auditor's Report.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SCHEDULE OF DISBURSEMENTS
BUDGET AND ACTUAL
EDUCATIONAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

SUPPORT SERVICES (Continued)	Original Budget	Final Budget	Actual
Pupils			
Salaries	$ 1,628,581	$ 1,667,891	$ 1,645,138
Employee Benefits	186,250	165,700	177,107
Purchased Services	47,650	46,000	41,407
Supplies & Materials	59,307	56,307	27,464
Other	14,300	14,000	11,552
Total Pupils	$ 1,936,088	$ 1,949,898	$ 1,902,668
Instructional Staff			
Salaries	$ 1,054,894	$ 909,743	$ 969,594
Employee Benefits	259,547	256,920	254,490
Purchased Services	131,852	273,959	110,127
Supplies & Materials	460,075	611,745	393,037
Capital Outlay	20,000	223,995	15,661
Other	2,700	2,700	1,639
Total Instructional Staff	$ 1,929,068	$ 2,279,062	$ 1,744,548
General Administration			
Salaries	$ 328,869	$ 335,071	$ 338,122
Employee Benefits	39,474	1,152,535	39,821
Purchased Services	1,360,827	350,475	1,231,637
Supplies & Materials	16,000	16,000	14,751
Other	22,500	21,000	22,936
Total General Administration	$ 1,767,670	$ 1,875,081	$ 1,647,267
School Administration			
Salaries	$ 560,010	$ 560,610	$ 561,995
Employee Benefits	172,771	172,771	164,224
Purchased Services	4,000	4,000	173
Supplies & Materials	29,500	29,500	21,133
Capital Outlay	17,500	5,000	4,915
Other	5,000	17,500	11,024
Total School Administration	$ 788,781	$ 789,381	$ 763,464
Business			
Salaries	$ 656,472	$ 639,817	$ 633,038
Employee Benefits	151,481	157,081	158,506
Purchased Services	51,000	50,100	71,879
Supplies & Materials	409,200	409,200	498,715
Other	4,000	4,000	3,894
Total Business	$ 1,272,153	$ 1,260,198	$ 1,366,032
Central			
Salaries	$ 295,000	$ 295,000	$ 302,876
Employee Benefits	64,500	64,500	63,499
Purchased Services	144,000	144,000	134,399
Supplies & Materials	320,000	185,000	183,079
Capital Outlay	202,396	105,000	124,466
Total Central	$ 1,025,896	$ 793,500	$ 808,319
TOTAL SUPPORT SERVICES	$ 8,719,656	$ 8,947,120	$ 8,232,298

See accompanying Independent Auditor's Report.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SCHEDULE OF DISBURSEMENTS
BUDGET AND ACTUAL
EDUCATIONAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Final Budget	Actual
COMMUNITY SERVICES (Continued)			
Salaries	$ -	$ 4,608	$ 18,924
Purchased Services	90,000	70,000	34,108
TOTAL COMMUNITY SERVICES	90,000	74,608	53,032
NONPROGRAMMED CHARGES			
Purchased Services	$ 50,876	$ 50,876	$ 50,876
Other	2,179,585	1,942,298	1,893,581
TOTAL NONPROGRAMMED CHARGES	$ 2,230,461	$ 1,993,174	$ 1,944,457
TOTAL DISBURSEMENTS	$ 39,298,837	$ 39,517,634	$ 32,631,633

See accompanying Independent Auditor's Report.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
OPERATIONS AND MAINTENANCE FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Final Budget	Actual
RECEIPTS			
Receipts from Local Sources			
Taxes	$ 4,143,025	$ 4,168,136	$ 4,067,388
Earnings on Investments	10,000	1,000	901
Impact Fees	75,000	20,000	20,646
Other	1,000	1,000	3,587
Total Receipts from Local Sources	$ 4,229,025	$ 4,190,136	$ 4,092,522
Receipts from State Sources			
Infrastructure - Maintenance Grant	$ -	$ 50,000	$ 50,000
Receipts from Federal Sources			
Restricted Federal Grants	$ 81,286	$ 81,286	$ -
TOTAL RECEIPTS	$ 4,310,311	$ 4,321,422	$ 4,142,522
DISBURSEMENTS			
Support Services			
Operations and Maintenance			
Salaries	$ 1,187,628	$ 1,102,113	$ 1,094,916
Employee Benefits	209,000	191,300	189,730
Purchased Services	1,027,050	945,755	953,224
Supplies & Materials	947,000	770,835	897,326
Capital Outlay	820,613	1,192,399	1,190,146
Other	1,600	1,600	614
Total Support Services	$ 4,192,891	$ 4,204,002	$ 4,325,956
Nonprogrammed Charges			
Payments to Other Governmental Units			
Other Objects	117,420	117,420	116,894
TOTAL DISBURSEMENTS	$ 4,310,311	$ 4,321,422	$ 4,442,850
NET CHANGE IN FUND BALANCE	$ -	$ -	$ (300,328)
FUND BALANCE - JULY 1, 2021			1,988,550
FUND BALANCE - JUNE 30, 2022			$ 1,688,222

See accompanying Independent Auditor's Report.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
TRANSPORTATION FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Final Budget	Actual
RECEIPTS			
Receipts from Local Sources			
Taxes	$ 1,163,264	$ 1,165,152	$ 1,124,432
Earnings on Investments	30,000	1,000	2,185
Total Receipts from Local Sources	$ 1,193,264	$ 1,166,152	$ 1,126,617
Receipts from State Sources			
State Transportation Aid	810,000	967,425	966,709
TOTAL RECEIPTS	$ 2,003,264	$ 2,133,577	$ 2,093,326
DISBURSEMENTS			
Support Services			
Pupil Transportation			
Salaries	$ 613,000	$ 645,483	$ 660,731
Employee Benefits	163,548	170,236	171,223
Purchased Services	1,685,778	1,918,416	2,093,976
Supplies & Materials	114,200	123,820	152,158
Other	100	100	60
TOTAL DISBURSEMENTS	$ 2,576,626	$ 2,858,055	$ 3,078,148
NET CHANGE IN FUND BALANCE	$ (573,362)	$ (724,478)	$ (984,822)
FUND BALANCE - JULY 1, 2021			2,371,593
FUND BALANCE - JUNE 30, 2022			$ 1,386,771

See accompanying Independent Auditor's Report.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
MUNICIPAL RETIREMENT/SOCIAL SECURITY FUND
FOR THE YEAR ENDED JUNE 30, 2022

RECEIPTS	Original Budget	Final Budget	Actual
Receipts from Local Sources			
Taxes	$ 825,557	$ 854,343	$ 837,641
Earnings on Investments	7,150	1,000	1,533
TOTAL RECEIPTS	$ 832,707	$ 855,343	$ 839,174
DISBURSEMENTS			
Employee Benefits			
Instruction			
Regular Programs	$ 139,355	$ 130,442	$ 129,952
Special Education Programs	54,983	63,470	72,086
Career and Technical Programs	8,634	8,634	8,221
Interscholastic Programs	46,954	46,954	49,151
Summer School Programs	2,501	2,501	2,174
Driver's Education	2,340	2,340	2,539
Total Instruction	$ 254,767	$ 254,341	$ 264,123
Support Services			
Attendance and Social Work Services	$ 11,227	$ 17,568	$ 14,445
Guidance Services	20,021	20,021	19,863
Health Services	18,284	14,906	20,272
Psychological Services	3,766	3,766	2,582
Speech Pathology	1,333	1,333	1,337
Improvement of Instruction Services	23,996	23,047	28,316
Educational Media Services	9,380	9,380	8,468
Board of Education Services	139	139	132
Executive Administration Services	18,182	18,182	18,097
Office of the Principal Services	26,365	26,365	25,157
Direction of Business Support Services	25,475	22,426	21,504
Operations and Maintenance Services	193,085	186,488	184,305
Pupil Transportation Services	85,073	115,292	108,824
Food Services	53,131	53,131	54,480
Information Services	34,401	34,401	32,723
Total Support Services	$ 523,858	$ 546,445	$ 540,505
Community Services	$ -	$ 475	$ -
Nonprogrammed Charges	$ 54,082	$ 54,082	$ 53,114
TOTAL DISBURSEMENTS	$ 832,707	$ 855,343	$ 857,742
NET CHANGE IN FUND BALANCE	$ -	$ -	$ (18,568)
FUND BALANCE - JULY 1, 2021			1,101,348
FUND BALANCE - JUNE 30, 2022			$ 1,082,780

See accompanying Independent Auditor's Report.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
WORKING CASH FUND
FOR THE YEAR ENDED JUNE 30, 2022

RECEIPTS	Original Budget	Final Budget	Actual
Receipts from Local Sources			
Taxes	$ 287,450	$ 285,858	$ 275,940
Earnings on Investments	5,000	1,500	2,782
TOTAL RECEIPTS	$ 292,450	$ 287,358	$ 278,722
DISBURSEMENTS	-	-	-
NET CHANGE IN FUND BALANCE	$ 292,450	$ 287,358	$ 278,722
FUND BALANCE - JULY 1, 2021			4,286,135
FUND BALANCE - JUNE 30, 2022			$ 4,564,857

See accompanying Independent Auditor's Report.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
CAPITAL PROJECTS FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Final Budget	Actual
RECEIPTS			
Receipts from Local Sources			
Other Receipts	$ -	$ -	$ -
RECEIPTS	-	-	-
DISBURSEMENTS			
Facilities Acquisition and Construction			
Capital Outlay	$ 530,165	$ 530,165	$ 530,165
TOTAL DISBURSEMENTS	$ 530,165	$ 530,165	$ 530,165
NET CHANGE IN FUND BALANCE	$ (530,165)	$ (530,165)	$ (530,165)
FUND BALANCE - JULY 1, 2021			530,165
FUND BALANCE - JUNE 30, 2022			$ -

See accompanying Independent Auditor's Report.

ANNUAL FEDERAL FINANCIAL COMPLIANCE REPORT (COVER SHEET)
DISTRICT/JOINT AGREEMENT
Year Ending June 30, 2022

DISTRICT/JOINT AGREEMENT NAME	RCDT NUMBER	CPA FIRM 9-DIGIT STATE REGISTRATION NUMBER
Grant Com High School District No. 124	**34-049-1240-16**	**066-003289**
ADMINISTRATIVE AGENT IF JOINT AGREEMENT (as applicable)		NAME AND ADDRESS OF AUDIT FIRM **Evoy, Kamschulte, Jacobs & Co. LLP** **2122 Yeoman Street** **Waukegan, IL 60087**
ADDRESS OF AUDITED ENTITY *(Street and/or P.O. Box, City, State, Zip Code)* **285 East Grand Avenue** **Fox Lake, IL 60020**		E-MAIL ADDRESS: jaceto@ekjllp.com NAME OF AUDIT SUPERVISOR **John D. Aceto, Jr., CPA**
		CPA FIRM TELEPHONE NUMBER **847-662-8300** / FAX NUMBER **847-662-8305**

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE SINGLE AUDIT REPORT:

- ☐ A copy of the CPA firm's most recent peer review report and acceptance letter has been submitted to the GATA Portal (either with the audit or under separate cover).
- ☐ Financial Statements including footnotes (Title 2 CFR §200.510 (a))
- ☐ Schedule of Expenditures of Federal Awards including footnotes (Title 2 CFR §200.510 (b))
- ☐ Independent Auditor's Report on the Financial Statements (Title 2 CFR §200.515 (a))
- ☐ Independent Auditor's Report on Internal Control Over Financial Reporting and Compliance Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* (Title 2 CFR §200.515 (b))
- ☐ Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by Uniform Guidance (Title 2 CFR §200.515 (c))
- ☐ Schedule of Findings and Questioned Costs (Title 2 CFR §200.515 (d))
- ☐ Summary Schedule of Prior Audit Findings (Title 2 CFR §200.511 (b))
- ☐ Corrective Action Plan(s) (Title 2 CFR §200.511 (c))

THE FOLLOWING INFORMATION IS HIGHLY RECOMMENDED TO BE INCLUDED:

- ☐ A Copy of the Federal Data Collection Form (Title 2 CFR §200.512 (b))
- ☐ A Copy of each Management Letter
- ☐ A copy of the Consolidated Year-end Financial Report (CYEFR) and In-relation to opinion

Grant Community High School District No. 124

34-049-1240-16

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ending June 30, 2022

Federal Grantor/Pass-Through Grantor Program or Cluster Title and Major Program Designation	Assistance Listing Number[2] (A)	ISBE Project # (1st 8 digits) or Contract #[3] (B)	Receipts/Revenues Year 7/1/20-6/30/21 (C)	Receipts/Revenues Year 7/1/21-6/30/22 (D)	Expenditure/Disbursements[4] Year 7/1/20-6/30/21 (E)	Expenditure/Disbursements[4] Year 7/1/20-6/30/21 Pass through to Subrecipients	Expenditure/Disbursements[4] Year 7/1/21-6/30/22 (F)	Expenditure/Disbursements[4] Year 7/1/21-6/30/22 Pass through to Subrecipients	Obligations/ Encumb. (G)	Final Status (E)+(F)+(G) (H)	Budget (I)
US DEPARTMENT OF AGRICULTURE										0	
Passed Through IL State Board of Education										0	
Child Nutrition Cluster										0	
National School Lunch Program	10.555	4210-2022		909,620			909,620			909,620	N/A
School Breakfast Program	10.553	4220-2022		100,546			100,546			100,546	N/A
USDA Food Commodities - Non-Cash	10.555	4210-2022		17,229			17,229			17,229	N/A
DoD Fruits and Vegetables - Non-Cash	10.555	4210-2022		60,887			60,887			60,887	N/A
Total Child Nutrition Cluster				1,088,282			1,088,282			1,088,282	
TOTAL US DEPARTMENT OF AGRICULTURE				1,088,282			1,088,282			1,088,282	
										0	
US DEPARTMENT OF EDUCATION										0	
Passed Through IL State Board of Education										0	
(M) ESSER D2 Digital Equity	84.425D	4998-2022		89,838			96,175			96,175	109,021
(M) ESSER E2	84.425D	4998-2021	263,551	224,270	447,008		48,369			495,377	520,709
(M) ESSER E3	84.425D	4998-2022		366,794			763,301			763,301	1,558,295
Total ESSER Passed Through ISBE			263,551	680,902	447,008		907,845			1,354,853	
										0	

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• **(M)** Program was audited as a major program as defined by §200.518.

***Include the total amount provided to subrecipients from each Federal program. §200.510 (b)(4).**

The accompanying notes are an integral part of this schedule.

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[1] To meet state or other requirements, auditees may decide to include certain nonfederal awards (for example, state awards) in this schedule. If such nonfederal data are presented, they should be segregated and clearly designated as nonfederal. The title of the schedule should also be modified to indicate that nonfederal awards are included.

[2] When the CFDA number is not available, the auditee should indicate that the CFDA number is not available and include in the schedule the program's name and, if applicable, other identifying number.

[3] When awards are received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity must be included in the schedule. §200.510 (b)(2)

[4] The Uniform Guidance requires that the value of federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year end be included in the schedule and suggests to include the amounts in the SEFA notes.

Grant Community High School District No. 124
34-049-1240-16
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ending June 30, 2022

Federal Grantor/Pass-Through Grantor Program or Cluster Title and Major Program Designation	Assistance Listing Number[2] (A)	ISBE Project # (1st 8 digits) or Contract #[3] (B)	Receipts/Revenues Year 7/1/20-6/30/21 (C)	Receipts/Revenues Year 7/1/21-6/30/22 (D)	Expenditure/Disbursements[4] Year 7/1/20-6/30/21 (E)	Expenditure/Disbursements[4] Year 7/1/20-6/30/21 Pass through to Subrecipients	Expenditure/Disbursements[4] Year 7/1/21-6/30/22 (F)	Expenditure/Disbursements[4] Year 7/1/21-6/30/22 Pass through to Subrecipients	Obligations/ Encumb. (G)	Final Status (E)+(F)+(G) (H)	Budget (I)
US DEPARTMENT OF EDUCATION (Continued)										0	
Passed Through IL State Board of Education										0	
Title I - Low Income	84.010A	4300-2021	121,534	38,161	159,695					159,695	175,635
Title I - Low Income	84.010A	4300-2022		128,639			167,086			167,086	173,401
Title II - Teacher Quality	84.367A	4932-2021	38,557	1,675	40,232					40,232	40,232
Title II - Teacher Quality	84.367A	4932-2022		8,000			8,000			8,000	34,773
Title IVA - Student Support & Academic Enrich	84.424A	4400-2022		11,528			11,528			11,528	11,528
										0	
Special Education Cluster IDEA										0	
(M) IDEA Room & Board	84.027A	4625-2021	117,165	66,280	117,165		66,280			183,445	N/A
(M) IDEA Room & Board	84.027A	4625-2022		112,288			112,288			112,288	N/A
(M) IDEA, Part B - Flow Through	84.027A	4620-2021	301,733	50,039	351,772					351,772	380,207
(M) IDEA, Part B - Flow Through	84.027A	4620-2022		324,123			391,324			391,324	410,041
Total Special Education Cluster IDEA			418,898	552,730	468,937		569,892			1,038,829	
Total Non ESSER Passed Through ISBE			578,989	740,733	668,864		756,506			1,425,370	
TOTAL PASSED THROUGH ISBE			842,540	1,421,635	1,115,872		1,664,351			2,780,223	
										0	

- **(M)** Program was audited as a major program as defined by §200.518.

***Include the total amount provided to subrecipients from each Federal program. §200.510 (b)(4).**

The accompanying notes are an integral part of this schedule.

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[1] To meet state or other requirements, auditees may decide to include certain nonfederal awards (for example, state awards) in this schedule. If such nonfederal data are presented, they should be segregated and clearly designated as nonfederal. The title of the schedule should also be modified to indicate that nonfederal awards are included.

[2] When the CFDA number is not available, the auditee should indicate that the CFDA number is not available and include in the schedule the program's name and, if applicable, other identifying number.

[3] When awards are received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity must be included in the schedule. §200.510 (b)(2)

[4] The Uniform Guidance requires that the value of federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year end be included in the schedule and suggests to include the amounts in the SEFA notes.

Grant Community High School District No. 124
34-049-1240-16
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ending June 30, 2022

Federal Grantor/Pass-Through Grantor Program or Cluster Title and Major Program Designation	Assistance Listing Number[2] (A)	ISBE Project # (1st 8 digits) or Contract #[3] (B)	Receipts/Revenues Year 7/1/20-6/30/21 (C)	 Year 7/1/21-6/30/22 (D)	Expenditure/Disbursements[4] Year 7/1/20-6/30/21 (E)	 Year 7/1/20-6/30/21 Pass through to Subrecipients	 Year 7/1/21-6/30/22 (F)	 Year 7/1/21-6/30/22 Pass through to Subrecipients	Obligations/ Encumb. (G)	Final Status (E)+(F)+(G) (H)	Budget (I)
US DEPARTMENT OF EDUCATION (Continued)										0	
Passed Through LCAVS										0	
CTE - Perkins Secondary Program	84.365A	4745-2022		21,596			21,596			21,596	21,596
Total Passed Through LCAVS				21,596			21,596			21,596	
TOTAL US DEPARTMENT OF EDUCATION			842,540	1,443,231	1,115,872		1,685,947			2,801,819	
										0	
US DEPARTMENT OF HEALTH & HUMAN SERVICES										0	
Passed Through IL Department of Healthcare & Family Services										0	
Medicaid Medical Assistance Program - Administrative Claim	93.778	4991-2021	15,715	4,392	20,945					20,945	N/A
Medicaid Medical Assistance Program - Administrative Claim	93.778	4991-2022		8,983			14,560			14,560	N/A
TOTAL DEPARTMENT OF HEALTH & HUMAN SERVICES			15,715	13,375	20,945		14,560			35,505	
TOTAL FEDERAL FINANCIAL ASSISTANCE			858,255	2,544,888	1,136,817		2,788,789			3,925,606	
										0	
Value of Federal Awards Expended in the Form of Non-Cash Assistance			0	78,116	0		78,116			78,116	
Federal Insurance in Effect			0	0	0		0			0	
Federal Loans or Loan Guarantees, Including Interest Subsidies, Outstanding at Year End			0	0	0		0			0	
Amounts Provided by Subrecipients			0	0	0		0			0	

- **(M)** Program was audited as a major program as defined by §200.518.

***Include the total amount provided to subrecipients from each Federal program. §200.510 (b)(4).**

The accompanying notes are an integral part of this schedule.

---

[1] To meet state or other requirements, auditees may decide to include certain nonfederal awards (for example, state awards) in this schedule. If such nonfederal data are presented, they should be segregated and clearly designated as nonfederal. The title of the schedule should also be modified to indicate that nonfederal awards are included.

[2] When the CFDA number is not available, the auditee should indicate that the CFDA number is not available and include in the schedule the program's name and, if applicable, other identifying number.

[3] When awards are received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity must be included in the schedule. §200.510 (b)(2)

[4] The Uniform Guidance requires that the value of federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year end be included in the schedule and suggests to include the amounts in the SEFA notes.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022

SUMMARY OF AUDITOR'S RESULTS

1. We have audited the financial statements of Grant Community High School District No. 124 as of and for the year ended June 30, 2022. The District's policy is to prepare its financial statements on the modified cash basis, which is another comprehensive basis of accounting. The auditor's report expresses an unmodified opinion on the financial statements in conformity with the modified cash basis of accounting.

2. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

3. Our audit disclosed no instances of noncompliance, which are material to the financial statements of Grant Community High School District No. 124.

4. No significant deficiencies relating to the audit of the major federal award programs are reported in the Independent Auditor's Report on Compliance for Each Major Program and Internal Control Over Compliance Required by Uniform Guidance.

5. We have audited the compliance of Grant Community High School District No. 124 with the types of compliance requirements described in the *Office of Management and Budget Compliance Supplement* that are applicable to each of its major programs for the year ended June 30, 2022, and have issued our unmodified opinion thereon dated October 14, 2022.

6. Audit findings relative to the major federal award programs of Grant Community High School District No. 124 that are required to be reported in accordance with 2 CFR section 200.516 (a) are reported under the Findings and Questioned Costs - Major Federal Award Programs section of this schedule.

7. The following programs were identified as a major programs:

	CFDA #
Special Education Cluster IDEA	84.027A
ESSER-E2	84.425D
ESSER-E3	84.425D
ESSER-D2	84.425D

8. The threshold used to distinguish between Type A and Type B programs was $750,000.

9. Grant Community High School District No. 124 did not qualify as a "low-risk auditee."

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

There were no financial statements findings or major federal award programs findings or questioned costs in the prior year audit.

FINDINGS – CURRENT YEAR FINANCIAL STATEMENTS AUDIT

None.

FINDINGS AND QUESTIONED COSTS – CURRENT YEAR MAJOR FEDERAL AWARD PROGRAMS AUDIT

None.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal award programs of Grant Community High School District No. 124. The District's reporting entity is defined in Note 1 to the District's financial statements. Federal awards passed through other government agencies are included on the schedule.

Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards is presented using the modified cash basis of accounting, which is described in Note 1 to the District's financial statements.

Relationship to Basic Financial Statements

Federal awards received are reflected in the District's financial statements within the Educational Fund as receipts from federal sources.

Relationship to Program Financial Reports

Amounts reported in the accompanying Schedule of Expenditures of Federal Awards agree with amounts reported in the Program Financial Reports for programs, which have filed final reports as of June 30, 2022, with the Illinois State Board of Education.

2. NON-CASH ASSISTANCE, INSURANCE AND LOANS

The fair market value of federal awards expended in the form of non-cash assistance was $78,116 in the form of food commodities from the U.S. Department of Agriculture for the year ended June 30, 2022.

The amount of federal insurance in effect during the year ended June 30, 2022 was $-0-.

The amount of federal loans or loan guarantees, including interest subsidies, outstanding at June 30, 2022 was $-0-.

3. SUBRECIPIENTS

No amounts were provided to subrecipients during the year ended June 30, 2022.

4. INDIRECT FACILITIES & ADMINISTRATIVE COSTS

The School District did not elect to use a 10% de minimis cost rate.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SUPPLEMENTAL INFORMATION
SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
STUDENT ACTIVITY FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

STUDENT ACTIVITIES	BALANCE JULY 1, 2021	RECEIPTS	DISBURSEMENTS	BALANCE JUNE 30, 2022
Art Club	$ 531	$ 500	$ 102	$ 929
Academic Team	1,110	500	640	970
American Sign Language Club	-	1,000	98	902
Anime Club	-	1,000	45	955
Black Student Union	426	500	272	654
Bass Fishing Club	1,079	1,340	260	2,159
Bulldog Alliance	1,287	792	741	1,338
Bulldog Café	556	473	332	697
Bulldog Strong	-	500		500
Canine Connections Club	-	1,343	1,094	249
Chess Club	82	500	575	7
Chorus	1,838	2,590	3,575	853
Class of 2020	662	500	78	1,084
Class of 2016	22,163	668	21,909	922
Class of 2021	1,000	-	1,000	-
Class of 2014	54	-	-	54
Class of 2019	510	923	464	969
Class of 2018	1,021	79,411	46,161	34,271
Debate Club	425	500	862	63
Environmental Club	4,817	500	120	5,197
FBLA	858	3,625	1,128	3,355
FCCLA	2,605	500	257	2,848
Fellowship of Christian Athletes	-	1,000	459	541
Film Club	2,963	500	1,311	2,152
French Club	918	500	165	1,253
Frisbee Golf Club	1,010	-	916	94
Gamers Club	1,354	500	-	1,854
Guitar Club	550	624	526	648
LaCrosse Club	776	500	-	1,276
Language Club (Speech)	2,708	4,160	5,142	1,726
Literary Magazine	7,664	10,025	5,901	11,788
Math Club	531	1,340	1,347	524
Miscellaneous	2,944	1,001	2,614	1,331
Music Club (Band)	15,430	4,849	15,886	4,393
National Honor Society	11,664	1,410	2,117	10,957
Partners for Academic Excellence	630	-	-	630
Pom Pon Club	5,546	40,076	42,799	2,823
Robotics Club	-	500	305	195
Science Club	1,144	500	687	957
Ski Club (Snow Dawgs)	2,736	6,243	6,202	2,777
Spanish Club	991	-	-	991
Special Olympics	-	1,135	797	338
Sports Club	125,615	178,984	152,455	152,144
Stand Club	5,380	1,385	984	5,781
Student Council	10,179	2,351	6,598	5,932
Table Tennis	1,081	500	50	1,531
Teams	4,315	3,429	3,008	4,736
Thespian Club	1,417	3,554	3,976	995
Transition Program	-	607	156	451
Volley for Cure	1,038	117	282	873
Woodworking Club	627	-	-	627
Year Book Club	2,050	-	-	2,050
Totals - Student Activities	$ 252,285	$ 363,455	$ 334,396	$ 281,344
ADMINISTRATIVE ACCOUNTS				
Melinda Bowen Scholarship	$ 14,808	$ 1	$ -	$ 14,809
Grant Memorial Scholarship	4,086	2	-	4,088
Paul Vickers Memorial	14,751	8	-	14,759
Escrow Account	6,014	-	-	6,014
Don Weinstein Scholarship	23,174	2,502	-	25,676
Partnership Scholarship	55,778	30	-	55,808
Flex Benefit Account	43,040	88,004	80,940	50,104
Totals - Administrative Accounts	$ 161,651	$ 90,547	$ 80,940	$ 171,258
TOTAL - ALL ACCOUNTS	$ 413,936	$ 454,002	$ 415,336	$ 452,602

See accompanying Independent Auditor's Report.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SUPPLEMENTAL INFORMATION
JUNE 30, 2022

SCHEDULE OF DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

Fiscal Year Ending June 30	2021	2020	2019	2018	2017	2016	2015	2014
District's proportion of the net pension liability	0.1571524%	0.1593410%	0.1624716%	0.1678650%	0.1272250%	0.0020005%	0.0035224%	0.0015323%
District's proportionate share of the net pension liability	$ 1,225,966	$ 1,373,766	$ 1,317,778	$ 1,308,424	$ 971,974	$ 15,791,146	$ 2,307,527	$ 932,552
State's proportionate share of the net pension liability associated with the District	102,748,985	107,600,499	93,784,799	89,632,496	89,821,588	91,250,102	72,692,922	58,154,899
Total	$ 103,974,951	$ 108,974,265	$ 95,102,577	$ 90,940,920	$ 90,793,562	$ 107,041,248	$ 75,000,449	$ 59,087,451
District's covered-employee payroll	$ 15,042,992	$ 14,075,249	$ 13,526,691	$ 12,715,237	$ 12,054,653	$ 12,019,872	$ 11,583,188	$ 11,073,966
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll	8.2%	9.8%	9.7%	10.3%	8.1%	13.1%	19.9%	8.4%
Plan fidiciary net position as a percentage of the total pension liability	45.1%	37.8%	39.6%	40.0%	39.3%	36.4%	41.5%	43.0%

* The amounts presented were determined as of the prior fiscal-year end.

SCHEDULE OF EMPLOYER CONTRIBUTIONS
TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

Fiscal Year Ending June 30	2021	2020	2019	2018	2017	2016	2015	2014
Contractually-required contribution	$ 81,750	$ 82,402	$ 73,580	$ 69,746	$ 61,738	$ 91,253	$ 144,357	$ 62,270
Contributions in relation to the contractually-required contribution	(81,750)	(82,402)	(73,580)	(69,746)	(52,416)	(77,474)	(123,425)	(54,673)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ 9,322	$ 13,779	$ 20,932	$ 7,597
District's covered-employee payroll	$ 15,042,992	$ 14,075,249	$ 13,526,691	$ 12,715,237	$ 12,054,653	$ 12,019,872	$ 11,583,188	$ 11,073,966
Contributions as a percentage of covered-employee payroll	0.54%	0.59%	0.54%	0.55%	0.51%	0.80%	1.20%	0.60%

* The amounts presented were determined as of the prior fiscal-year end.

These schedules are presented to illustrate the intention to show information for 10-years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SUPPLEMENTAL INFORMATION
SCHEDULE OF CHANGES IN THE IMRF NET PENSION LIABILITY AND RELATED RATIOS
JUNE 30, 2022

Calendar Year Ending December 31,	2021	2020	2019	2018	2017	2016	2015	2014
Total Pension Liability								
Service Costs	$ 301,988	$ 342,913	$ 337,031	$ 308,704	$ 307,167	$ 301,355	$ 291,966	$ 303,885
Interest on the Total Pension Liability	859,010	881,802	832,365	777,326	762,003	732,758	682,017	614,267
Benefit Changes	-	-	-	-	-	-	-	-
Difference between Expected and Actual Experience	815,922	(848,440)	45,520	222,131	(37,577)	(138,995)	205,442	57,032
Assumption Changes	-	(128,001)	-	322,897	(340,195)	(24,853)	12,017	367,052
Benefit Payments & Refunds	(554,442)	(529,910)	(542,031)	(515,320)	(460,405)	(558,315)	(452,899)	(388,690)
Net Change in Total Pension Liability	1,422,478	(281,636)	672,885	1,115,738	230,993	311,950	738,543	953,546
Total Pension Liability - Beginning	11,974,644	12,256,280	11,583,395	10,467,657	10,236,664	9,924,714	9,186,171	8,232,625
Total Pension Liability - Ending (a)	$13,397,122	$11,974,644	$12,256,280	$11,583,395	$10,467,657	$ 10,236,664	$ 9,924,714	$ 9,186,171
Plan Fiduciary Net Position								
Employer Contributions	$ 356,536	$ 322,586	$ 273,498	$ 327,958	$ 308,533	$ 291,484	$ 281,921	$ 264,843
Employee Contributions	152,077	140,083	155,332	162,230	132,355	124,212	121,286	112,960
Pension Plan Net Investment Income	1,966,349	1,545,610	1,786,970	(545,652)	1,568,696	574,345	42,112	483,022
Benefit Payments & Refunds	(554,442)	(529,910)	(542,031)	(515,320)	(460,405)	(558,315)	(452,899)	(388,690)
Other	324,947	(620,572)	(202,040)	47,911	(306,038)	(48,782)	(41,312)	51,365
Net Change in Plan Fiduciary Net Position	2,245,467	857,797	1,471,729	(522,873)	1,243,141	382,944	(48,892)	523,500
Plan Fiduciary Net Position - Beginning	11,831,182	10,973,385	9,501,656	10,024,529	8,781,388	8,398,444	8,447,336	7,923,836
Plan Fiduciary Net Position - Ending (b)	$14,076,649	$11,831,182	$10,973,385	$ 9,501,656	$10,024,529	$ 8,781,388	$ 8,398,444	$ 8,447,336
Net Pension Liability/(Asset) -Ending (a-b)	$ (679,527)	$ 143,462	$ 1,282,895	$ 2,081,739	$ 443,128	$ 1,455,276	$ 1,526,270	$ 738,835
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	105.07%	98.80%	89.53%	82.03%	95.77%	85.78%	84.62%	91.96%
Covered Valuation Payroll	$ 3,379,481	$ 3,120,088	$ 3,191,344	$ 3,190,254	$ 2,941,213	$ 2,760,258	$ 2,695,235	$ 2,579,409
Net Pension Liability as a Percentage of Covered Valuation Payroll	-20.11%	4.60%	40.20%	65.25%	15.07%	52.72%	56.63%	28.64%

These schedules are presented to illustrate the intention to show information for 10-years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SUPPLEMENTARY INFORMATION

SCHEDULE OF EMPLOYER IMRF CONTRIBUTIONS
JUNE 30, 2022

Calendar Year Ended December 31,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Valuation Payroll	Actual Contribution As a % of Covered Valuation Payroll
2021	$ 356,535	$ 356,536	$ (1)	$ 3,379,481	10.55%
2020	$ 323,241	$ 322,586	$ 655	$ 3,120,088	10.34%
2019	$ 273,498	$ 273,498	$ -	$ 3,191,344	8.57%
2018	$ 327,958	$ 327,958	$ -	$ 3,190,254	10.28%
2017	$ 308,533	$ 308,533	$ -	$ 2,941,213	10.49%
2016	$ 291,483	$ 291,484	$ (1)	$ 2,760,258	10.56%
2015	$ 281,922	$ 281,921	$ 1	$ 2,695,235	10.46%
2014	$ 266,429	$ 264,843	$ 1,586	$ 2,523,002	10.50%

These schedules are presented to illustrate the intention to show information for 10-years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

* Estimated based on contribution rate of 10.55% and covered valuation payroll of $3,3379,481.

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SUPPLEMENTARY INFORMATION
NOTES TO SCHEDULE OF EMPLOYER IMRF CONTIRIBUTIONS
JUNE 30, 2022

Valuation Date:

Notes	Actuarially determined contribution rates are calculated as of December 31 each year, which are 12 months prior to the beginning of the fiscal year in which contributions are reported.

Methods and Assumptions Used to Determine 2021 Contribution Rates*

Actuarial Cost Method	Aggregate Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	Non-Taxing bodies: 10-year rolling period. Taxing Bodies (Regular, SLEP and ECO groups): 22-year closed period until Early Retirement Incentive Plan liabilities: a period up to 10 years selected by the Employer upon adoption of ERI. SLEP supplemental liabilities attributable to Public Act 94-712 were financed over 17 years for most employers (five employers were financed over 18 years; one employer was financed over 19 years; two employers were financed over 20 years; three employers were financed over 26 years; four employers were financed over 27 years and one employer was financed over 28 years.
Asset Valuation Method	5-Year smoothed market; 20% corridor
Wage growth	3.25%
Price Inflation	2.50%
Salary Increases	3.35% to 14.25% including inflation
Investment Rate of Return	7.25%
Retirement Age	Experienced-based table of rates that are specific to the type of eligibility condition. Last updated for the 2017 valuation pursuant to an experience study of the period 2014-2016
Mortality	For non-disabled retirees, and IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully gerneraltional projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applyin ghe same adjustment that were appled for non-disabled lives. For active members, an IMRF specific mortality table was used with fully generaltion projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2014 Employee Mortality tabe with adjustments to match current IMRF experience.

Other Information

Notes	There were no benefit changes during the year.

* *Based on Valuation Assumptions used in the December 31, 2019 actuarial valuation*

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124

SUPPLEMENTAL INFORMATION

SCHEDULE OF ASSESSED VALUATIONS, TAX RATES, EXTENSIONS AND COLLECTIONS

FOR THE YEARS 2021, 2020, 2019, 2018, AND 2017

	2021	2020	2019	2018	2017
ASSESSED VALUATION	$ 988,614,180	$ 951,966,797	$ 927,557,050	$ 871,338,778	$ 816,200,173
TAX RATES					
Educational	$ 1.663	$ 1.696	$ 1.668	$ 1.743	$ 1.853
Operations and Maintenance	0.425	0.432	0.434	0.500	0.502
Bond and Interest	-	-	-	-	-
Transportation	0.118	0.121	0.116	0.053	0.031
Municipal Retirement	0.037	0.035	0.045	0.042	0.043
Social Security	0.044	0.043	0.042	0.045	0.043
Working Cash	0.029	0.030	0.040	0.042	0.045
PTAB/CE Recapture	0.010	-	-	-	-
SEDOL IMRF	0.006	0.006	0.005	0.006	0.007
	$ 2.332	$ 2.363	$ 2.351	$ 2.431	$ 2.523
TAX EXTENSIONS					
Educational	$ 16,438,340	$ 16,150,002	$ 15,475,658	$ 15,187,949	$ 15,120,924
Operations and Maintenance	4,206,375	4,115,533	4,022,203	4,360,415	4,099,920
Bond and Interest	-	-	-	-	-
Transportation	1,170,282	1,155,545	1,079,138	460,537	251,488
Municipal Retirement	364,690	331,541	416,946	367,461	349,921
Social Security	437,630	405,005	392,422	391,954	349,921
Working Cash	284,889	285,542	370,837	367,461	364,923
PTAB/CE Recapture	101,145	-	-	-	-
SEDOL IMRF	55,007	54,091	49,105	51,121	57,656
	$ 23,058,358	$ 22,497,259	$ 21,806,309	$ 21,186,898	$ 20,594,753
TAX COLLECTIONS	$ 10,356,014	$ 22,393,965	$ 21,675,954	$ 21,053,844	$ 20,310,284
PERCENT COLLECTED	44.91%	99.54%	99.40%	99.37%	98.62%

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SUPPLEMENTAL INFORMATION
SCHEDULE OF OPERATING EXPENDITURES PER STUDENT
FOR THE YEAR ENDED JUNE 30, 2022

TOTAL DISBURSEMENTS				
Educational Fund	$	32,631,633		
Operations and Maintenance Fund		4,442,850		
Transportation Fund		3,078,148		
Municipal Retirement/Social Security Fund		857,742	$	41,010,373
LESS: Disbursements Not Applicable to Operating Expense of Regular Programs				
Educational Fund				
Summer School	$	170,600		
Community Service		53,032		
Nonprogrammed Charges		1,944,457		
Capital Outlay		388,052		
Student Activity		415,336		
TRS Employer Contribution - "On Behalf" Payments		7,505,159		
Operations and Maintenance Fund				
Capital Outlay		1,190,146		
Nonprogrammed Charges		116,894		
Municipal Retirement Fund				
Summer School		2,174		
Nonprogrammed Charges		53,114		11,838,964
NET OPERATING DISBURSEMENTS			$	29,171,409
AVERAGE DAILY ATTENDANCE				1,552.74
OPERATING DISBURSEMENTS PER STUDENT			$	18,787

GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
SUPPLEMENTAL INFORMATION
SCHEDULE OF PER CAPITA TUITION CHARGE
FOR THE YEAR ENDED JUNE 30, 2022

NET OPERATING DISBURSEMENTS			$ 29,171,409
LESS: Offsetting Receipts of All or Part of the Disbursement of a Specific Activity			
Educational Fund			
Special Education	$ 329,059		
Other State Grants-In-Aid	1,746		
Title I - Low Income	166,800		
State Free Lunch	11,901		
IDEA Grants	552,730		
Food Services	56,002		
Federal Food Service	1,010,166		
Pupil Activities	299,911		
CTE - Perkins	21,596		
Other Career Tech Ed	10,472		
Title IV - Grant	11,528		
Medicaid Matching Funds	83,480		
Title II - Teacher Quality	9,675		
Drivers Education	37,787		
Special Education Contribution to EBF	588,905		
English Learners Contribution to EBF	7,564		
Restricted Revenue from Federal Sources	497,445		
Operations and Maintenance Fund			
State Infrastructure-Maintenance Grant	50,000		
Transportation Fund			
State Transportation Aid	966,709		4,713,476
NET OPERATING EXPENSE FOR TUITION COMPUTATION			$ 24,457,933
ADD: Depreciation Allowance			2,420,368
TOTAL ALLOWANCE FOR TUITION COMPUTATION			$ 26,878,301
AVERAGE DAILY ATTENDANCE			1,552.74
PER CAPITA TUITION CHARGE			$ 17,310

MEMORANDUM

To: Dr. Christy Sefcik, Superintendent
From: Beth Reich, Business Manager/CSBO
Re: Estimated 2021 Property Tax Levy
Date: October 20, 2022

Background

Annually the Board of Education is asked to consider and adopt a tax levy. A tax levy is a request for property taxes to fund the school year that starts the following July. While the board can levy or "ask" for any amount it desires, the amount of revenue actually received is limited by a formula contained in the Property Tax Extension Limitation Act (PTELL). There are two main components to the formula. One is the December year-over-year Consumer Price Index (CPI) number that determines the aggregate allowable increase in property taxes on existing construction. That number is already known and is 7.00%, but PTELL caps it at 5.00%.

The second component is the value of property within the district (Equalized Assessed Value or EAV). That number will not be known in finality until next spring, and is split between existing property value and new construction values.

We received estimated Equalized Assessed Value from Lake County's Chief Assessment Officer which is $1,101,899,830 which is an increase of 11.46% over last year. New construction from Lake County is estimated at $8,599,199, which is an increase of 3.83% over last year.

I've attached the Certificate of Tax Levy for this year. Next month, I will bring the Final Levy and Resolutions for your approval.

ILLINOIS STATE BOARD OF EDUCATION

Original: X
Amended:

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
Grant CHSD	124	Lake

Amount of Levy

Educational	$ 17,295,000	**Fire Prevention & Safety ***	$ 0
Operations & Maintenance	$ 4,400,000	**Tort Immunity**	$ 0
Transportation	$ 1,200,000	**Special Education**	$ 0
Working Cash	$ 301,500	**Leasing**	$ 0
Municipal Retirement	$ 386,000	**0**	$ 0
Social Security	$ 465,000	**SEDOL IMRF Extension**	$ 55,007
		Total Levy	$ 24,102,507

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

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.

We hereby certify that we require:

the sum of 17,295,000 dollars to be levied as a special tax for educational purposes; and
the sum of 4,400,000 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 1,200,000 dollars to be levied as a special tax for transportation purposes; and
the sum of 301,500 dollars to be levied as a special tax for a working cash fund; and
the sum of 386,000 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 465,000 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 0 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 0 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 55,007 dollars to be levied as a special tax for SEDOL IMRF Extension
on the taxable property of our school district for the year 2022

Signed this _____ day of 2022 .

_____
(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 0 .

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 124 , Lake County, Illinois, on the equalized assesed value of all taxable property of said school district for the year 2022 was filed in the office of the County Clerk of this County on _____ , 2022 .

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 2022 , is $.

_____
(Signature of County Clerk)

_____ _____
(Date) *(County)*

Board of Education

Tax Levy Options

Grant Community High School

Mission: *What is our fundamental purpose; why do we exist?*
Grant Community High School will educate each and every student to be a responsible and productive citizen who will be able to effectively manage future challenges. Students will be provided with the **opportunity to develop intellectually, emotionally, and physically in a safe and supportive environment.**

Vision: *What must we become in order to accomplish our fundamental purpose?*
Because **all students can learn and belong,** we will become a united community of empowered, engaged and intentional role models who foster a culture of reciprocal trust and accountability.

Values: *How must we behave to achieve our mission, vision and goals? Blueprint of Grant Staff*
Grant staff demonstrate: adaptability, communication, collaboration, social empathy, and integrity.

Goals: *How will we know if we are making a difference? Portrait of a Graduate*
Grant students demonstrate: adaptability and perseverance, problem solving, integrity, empathy, power of communication, and an empowered mindset.

Tax Levy Basics



- What is a levy?
- What is an extension?
- What is the Equalized Assessed Valuation (EAV)?
- What is CPI?
- How much can a taxing body levy?
- How does the school district determine its levy?

2022 Tax Levy

- Why is this year unusual?
  - CPI = 7.0%
- Property Tax Extension Limitation Law (PTELL) - CPI or 5% whichever is less on existing property
- New legislation and existing legislation create options
- Tentative levy as presented is at 4.99%
  - Less than max (Approximately $189,000 less to district then maximum allowed)

Illinois Dept. of Revenue
History of CPI's Used for the PTELL
01/12/2022

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021
2020	260.474	1.4%	1.4%		2021	2022
2021	278.802	7.0%	5.0%		2022	2023

PTELL - 3-Year Look Back

- Permits a taxing district to base current extension on highest of last three years
- Provides flexibility for a taxing district to levy below permitted maximums
- Precludes districts from recapturing revenue foregone by under-levying that compounds over time because each year levy based on prior year
- Example:

Levy Year	Amount Levied	Loss of Revenue to District
2019	$1,000,000	$ 0
2020	$ 500,000	$ 500,000
2021	$ 250,000	$ 750,000
2022	$1,000,000	$1,250,000

Public Act 102-0895

- ➔ New legislation passed May 25, 2022
- ➔ Eligibility based on a designation of “recognition” or “review” per ISBE’s Financial Profile System for schools (also applies to park district, library districts and community colleges)
- ➔ Modifies how taxing bodies can approve a levy below the maximum permitted by law and then recapture any amount below the permitted maximum in later years
- ➔ Allows taxing body to “bank” unused levy authority for future years
- ➔ Must certify to county clerk that maximum amount of levy was not extended
- ➔ Unsure as to how County Clerk will administer this legislation
- ➔ Possible trailer bill to clarify law

Projected Impact to District



- 5-Year Projections
  - Deficit this past year and projected forward
  - Pretty conservative projections on expenses
  - Local revenue projected at the 5% CPI

- Unknowns
  - Inflation
  - Labor shortage
  - Recession
  - Collective bargaining

Legal Counsel Observations

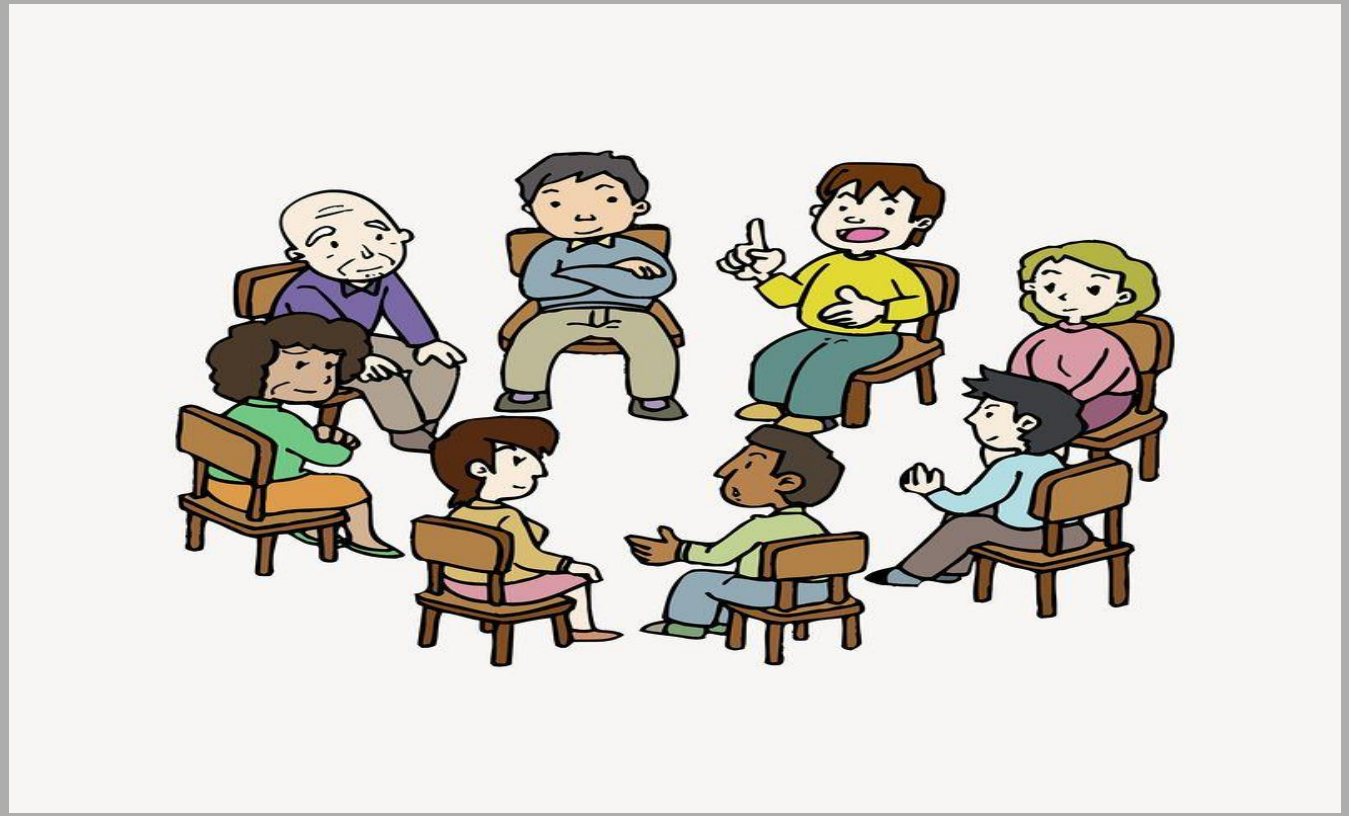
- Under-levying options will limit the Board's choices for students in years to come
- Time erodes the value of money due to the loss of compounding
- Current inflationary environment is expected to continue



Grant CHSD 124 Tax Rates vs. Other Lake County High School Districts

High School District	Tax Rate for Tax Year 2021 (paid in 2022)
Zion-Benton HSD #126	3.853099
Grayslake HSD #127	3.738228
Stevenson HSD #125	3.092308
CHSD #117 (Antioch/Lakes)	3.057432
Libertyville/Vernon Hills HSD #128	2.673749
Highland Park/Deerfield #113	2.485954
Mundelein HSD #120	2.485954
Warren Township HSD #121	2.356874
Grant CHSD #124	2.332392
Lake Forest HSD #115	1.493935

Discussion



EIS Administrator and Teacher Salary and Benefits Report - School Year 2022

Grant CHSD 124
285 E Grand Ave, Fox Lake, IL 60020
340491240160000

Selection Criteria: (Employer) Employees = All

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
Alvarenga, Walter S	200-Teacher	$74,036.00	1.00	0	13	$0.00	$0.00	$7,322.23	$22,421.28
Anderson, Jeremy J	126-Dean of Students Teacher no admin endorsement)	$79,638.00	1.00	0	14	$0.00	$0.00	$7,876.28	$5,444.40
Anderson, Michael D	200-Teacher	$101,107.00	1.00	0	14	$0.00	$0.00	$9,999.58	$20,864.48
Arndt, Kristen E	250-Special Education Teacher	$61,914.00	1.00	0	13	$0.00	$0.00	$6,123.36	$9,639.00
Austin, Jeffrey B	200-Teacher	$71,408.00	1.00	0	14	$0.00	$0.00	$7,062.32	$9,639.00
Balanag, Angela	200-Teacher	$94,842.00	1.00	0	13	$0.00	$0.00	$9,379.97	$19,241.08
Barker, Allison F	200-Teacher	$55,760.00	1.00	0	13	$0.00	$0.00	$6,006.55	$9,639.00
Bartels, Anna M	200-Teacher	$50,328.00	1.00	0	13	$0.00	$0.00	$5,469.32	$9,639.00
Behm, Dave	200-Teacher	$74,036.00	1.00	0	13	$0.00	$0.00	$7,814.07	$22,046.52
Behm, Lauren E	200-Teacher	$82,618.08	1.00	0	13	$0.00	$0.00	$8,662.85	$5,444.40
Benes, Dan G	200-Teacher	$91,389.00	1.00	0	14	$0.00	$0.00	$9,530.30	$5,069.64
Bicknase, Rachel	200-Teacher	$42,047.00	1.00	0	8	$0.00	$0.00	$4,650.33	$2,755.35
Bilbrey, Amanda L	200-Teacher	$66,459.00	1.00	0	13	$0.00	$0.00	$6,572.86	$5,444.40
Blanke, David	126-Dean of Students Teacher no admin endorsement)	$88,965.00	1.00	0	14	$0.00	$0.00	$8,798.73	$5,003.04
Bosworth, Josy B	200-Teacher	$71,405.00	1.00	0	14	$0.00	$0.00	$7,062.03	$22,487.88
Bosworth, Wayne	200-Teacher	$85,727.00	1.00	0	14	$0.00	$0.00	$8,478.49	$5,444.40
Boton, Maxwell J	200-Teacher	$61,912.00	1.00	0	13	$0.00	$0.00	$6,123.16	$5,069.64
Bridge, Joseph M	200-Teacher	$53,875.00	1.00	0	13	$0.00	$0.00	$5,328.29	$5,003.04
Burnet, Benjamin D	200-Teacher	$79,644.00	1.00	0	14	$0.00	$0.00	$7,876.87	$9,639.00
Calhoun, Patrice	200-Teacher	$61,914.00	1.00	0	13	$0.00	$0.00	$6,123.36	$5,003.04
Carlson, Christopher D	200-Teacher	$105,256.00	1.00	0	14	$0.00	$0.00	$10,409.92	$5,069.64
Catarino, Cristiana C	200-Teacher	$90,938.00	1.00	0	14	$0.00	$0.00	$8,993.86	$5,444.40
Christian, Joshua	250-Special Education Teacher	$53,874.00	1.00	0	13	$0.00	$0.00	$5,328.19	$18,591.72
Collins, Stacy L	200-Teacher	$105,256.00	1.00	0	13	$0.00	$0.00	$10,409.92	$18,591.72
Crambes, Trisha L	200-Teacher	$52,969.50	1.00	0	13	$0.00	$0.00	$0.00	$22,487.88
Cramer, James	200-Teacher	$109,306.00	1.00	0	14	$0.00	$0.00	$10,810.47	$18,575.07
Dart, Jessica	200-Teacher	$88,965.00	1.00	0	13	$0.00	$0.00	$8,798.73	$5,444.40
Diana, Emmy Eve	200-Teacher	$45,536.00	1.00	0	13	$0.00	$0.00	$4,503.56	$19,707.12
Dooley, Cory	200-Teacher	$42,656.00	1.00	0	13	$0.00	$0.00	$4,218.72	$9,639.00
Doud, Rebecca L	200-Teacher	$84,904.00	1.00	0	13	$0.00	$0.00	$8,397.09	$18,591.72

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Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
Duffy, Thomas	200-Teacher	$91,857.00	1.00	0	14	$0.00	$0.00	$9,084.75	$9,572.40
Dunlavy, Dan	200-Teacher	$84,904.00	1.00	0	13	$0.00	$0.00	$8,397.09	$9,641.16
Durlak, Jeffrey R	200-Teacher	$74,040.00	1.00	0	14	$0.00	$0.00	$7,322.63	$22,487.88
Duval, Casey	127-Head of Gen Ed (Department chair no admin endorsement held)	$44,326.97	0.40	0	14	$0.00	$0.00	$4,383.98	$2,712.02
Eiduke, John B	200-Teacher	$107,394.00	1.00	0	15	$0.00	$0.00	$10,621.37	$5,003.04
Flaker, Andrew S	200-Teacher	$66,459.00	1.00	0	13	$0.00	$0.00	$6,572.86	$22,113.12
Flaker, Christi A	200-Teacher	$79,638.00	1.00	0	13	$0.00	$0.00	$7,876.28	$5,444.40
Foerch, Colt	200-Teacher	$47,066.00	1.00	0	13	$0.00	$0.00	$4,654.87	$9,639.00
Frett, Nicole	200-Teacher	$57,725.00	1.00	0	13	$0.00	$0.00	$5,709.06	$5,003.04
GAONA, NICHOLAS E	202-Bilingual Education Teacher	$61,914.00	1.00	0	13	$0.00	$0.00	$6,123.36	$9,572.40
Gaura, Ashley	200-Teacher	$62,990.00	1.00	0	13	$0.00	$0.00	$6,229.77	$5,003.04
GEIST, KEVIN	250-Special Education Teacher	$61,912.00	1.00	0	13	$0.00	$0.00	$6,123.16	$9,639.00
Geist, Ryan D	104-Assistant Principal	$153,238.00	1.00	20	13	$0.00	$0.00	$15,155.39	$9,542.40
Germann, Margaret E	200-Teacher	$66,459.00	1.00	0	13	$0.00	$0.00	$6,572.86	$5,003.04
Grodoski, Leonard	200-Teacher	$68,882.00	1.00	0	13	$0.00	$0.00	$6,812.50	$5,003.04
Gruber, Paige	200-Teacher	$42,656.00	1.00	0	13	$0.00	$0.00	$4,218.72	$9,167.64
Grum, Martin	200-Teacher	$47,865.50	1.00	0	13	$0.00	$0.00	$4,733.95	$18,913.44
GURGONE, FRANK M	200-Teacher	$64,138.00	1.00	0	13	$0.00	$0.00	$6,343.31	$9,572.40
Hansen, Rodd E	200-Teacher	$64,068.00	1.00	0	13	$0.00	$0.00	$6,336.39	$5,003.04
Harker, Maureen B	200-Teacher	$64,140.00	1.00	0	14	$0.00	$0.00	$6,343.51	$5,069.64
HARNED, SANDRA D	200-Teacher	$66,459.00	1.00	0	13	$0.00	$0.00	$6,572.86	$22,487.88
Havenga, Andrew	200-Teacher	$66,459.00	1.00	0	13	$0.00	$0.00	$6,572.86	$5,069.64
Havenga, Haley	200-Teacher	$22,016.52	1.00	0	13	$0.00	$0.00	$7,322.23	$22,487.88
Heasley, David J	200-Teacher	$61,914.00	1.00	0	14	$0.00	$0.00	$6,123.36	$5,377.80
Highley, Theresa L	200-Teacher	$88,965.00	1.00	0	14	$0.00	$0.00	$8,798.73	$5,444.40
Hutcheson, Corey R	200-Teacher	$52,066.00	1.00	0	13	$0.00	$0.00	$5,149.38	$18,472.08
Jolcover, Mark	250-Special Education Teacher	$45,537.00	1.00	0	13	$0.00	$0.00	$4,503.65	$9,639.00
Joray, Carrie	200-Teacher	$72,720.50	1.00	0	14	$0.00	$0.00	$7,192.13	$5,444.40
Jordan, Payton	200-Teacher	$46,301.00	1.00	0	13	$0.00	$0.00	$4,579.22	$9,639.00
Keenan, Michele E	200-Teacher	$53,875.00	1.00	0	13	$0.00	$0.00	$5,328.29	$18,591.72
Kennedy, Michael J	126-Dean of Students Teacher no admin endorsement)	$88,965.00	1.00	0	14	$0.00	$0.00	$8,798.73	$9,572.40
Koske, Krista K	200-Teacher	$103,161.00	1.00	0	14	$0.00	$0.00	$10,202.73	$5,444.40
KOSMICKI, ANDREA L	250-Special Education Teacher	$61,914.00	1.00	0	13	$0.00	$0.00	$6,123.36	$9,639.00
Kujala, Kyle C	200-Teacher	$55,760.00	1.00	0	13	$0.00	$0.00	$5,514.72	$9,639.00
Laubenstein, Peter J	200-Teacher	$55,760.00	1.00	0	13	$0.00	$0.00	$5,514.72	$9,572.40
Lebrun, Amanda	200-Teacher	$76,779.00	1.00	0	13	$0.00	$0.00	$7,593.52	$5,069.64
Lesperance, Stephanie N	200-Teacher	$71,405.00	1.00	0	13	$0.00	$0.00	$7,062.03	$5,377.80
Lev, Lori D	200-Teacher	$64,068.00	1.00	0	13	$0.00	$0.00	$6,336.39	$5,069.64

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
Liddle, Stephen	200-Teacher	$29,434.11	0.31	0	14	$0.00	$0.00	$2,911.06	$2,271.69
Lukemeyer, Matthew	200-Teacher	$68,882.00	1.00	0	13	$0.00	$0.00	$6,812.50	$5,069.64
Lukemeyer, Veronica R	125-Head of Gen Ed (Depart chair admin endorsement held)	$92,292.00	0.73	0	13	$0.00	$0.00	$9,127.77	$31,023.96
Lyon, Madeline	200-Teacher	$44,156.00	1.00	0	13	$0.00	$0.00	$4,367.07	$5,003.04
MAESTRANZI, KRISTINA M	200-Teacher	$59,776.00	1.00	0	13	$0.00	$0.00	$5,911.91	$22,487.88
Maifield, Ashlyn	200-Teacher	$42,047.00	0.99	0	0	$0.00	$0.00	$4,158.49	$0.00
McKinney, Meghan	200-Teacher	$50,328.00	1.00	0	13	$0.00	$0.00	$4,977.49	$9,639.00
Middleton, Karen L	200-Teacher	$79,638.00	1.00	0	13	$0.00	$0.00	$7,876.28	$5,003.04
Miller, Beth A	200-Teacher	$97,747.00	1.00	0	14	$0.00	$0.00	$9,667.28	$5,003.04
Miller, Nathaniel	104-Assistant Principal	$135,558.96	1.00	20	13	$0.00	$0.00	$13,406.92	$31,023.96
MITCHELL, JESSICA	250-Special Education Teacher	$44,066.00	1.00	0	13	$0.00	$0.00	$4,358.17	$9,639.00
Morris, Joree A	250-Special Education Teacher	$79,644.00	1.00	0	13	$0.00	$0.00	$7,876.87	$22,421.28
Nenni, Nicholas	200-Teacher	$61,914.00	1.00	0	14	$0.00	$0.00	$6,123.36	$5,003.04
NITZ, DANIEL	250-Special Education Teacher	$48,664.00	1.00	0	13	$0.00	$0.00	$4,812.92	$12,575.76
NOISEY, STACIE R	125-Head of Gen Ed (Depart chair admin endorsement held)	$145,000.00	1.00	20	13	$0.00	$0.00	$14,340.65	$24,530.28
Notriano, Erin K	200-Teacher	$103,161.00	1.00	0	14	$0.00	$0.00	$10,202.73	$18,591.72
Oddo, Dana C	208-Career and Technical Educator (CTE)	$55,760.00	1.00	0	13	$0.00	$0.00	$5,514.72	$9,639.00
Oeffling, Thomas J	200-Teacher	$111,252.00	1.00	0	15	$0.00	$0.00	$11,002.93	$18,216.96
OLSEN, GARRETT	200-Teacher	$59,774.00	1.00	0	13	$0.00	$0.00	$5,911.71	$5,069.64
Papacek, Jason R	250-Special Education Teacher	$45,537.00	1.00	0	13	$0.00	$0.00	$4,503.65	$9,639.00
PELAEZ, NICK KENNY	250-Special Education Teacher	$44,003.00	1.00	0	13	$0.00	$0.00	$4,351.94	$9,639.00
Purchatzke, Ross	200-Teacher	$48,665.00	1.00	0	13	$0.00	$0.00	$4,813.02	$9,639.00
Qasabian, Patricia	200-Teacher	$68,894.00	0.53	0	14	$0.00	$0.00	$6,813.69	$18,591.72
Recktenwall, John	200-Teacher	$42,047.00	1.00	0	13	$0.00	$0.00	$4,158.49	$5,003.04
Reich, Beth A	114-Chief School Business Official	$160,452.00	1.00	22	13	$0.00	$0.00	$15,868.86	$31,932.36
Reynolds, Ryan E	250-Special Education Teacher	$45,537.00	1.00	0	13	$0.00	$0.00	$4,503.65	$9,639.00
Richards, Gayle R	200-Teacher	$94,842.00	1.00	0	14	$0.00	$0.00	$9,379.97	$5,003.04
Rivette, Shane	200-Teacher	$94,842.00	1.00	0	14	$0.00	$0.00	$9,379.97	$5,377.80
Robinson, Christopher A	200-Teacher	$52,065.00	1.00	0	13	$0.00	$0.00	$5,149.28	$9,639.00
Ross, Thomas P	125-Head of Gen Ed (Depart chair admin endorsement held)	$144,983.00	1.00	20	13	$0.00	$0.00	$14,338.96	$31,932.36
Rous, Kurt J	200-Teacher	$109,306.00	1.00	0	15	$0.00	$0.00	$10,810.47	$9,639.00
Rutkowski, Kayla Marie	200-Teacher	$42,047.00	1.00	0	13	$0.00	$0.00	$4,158.49	$9,639.00
Sagritalo, Katherine	200-Teacher	$94,842.00	1.00	0	14	$0.00	$0.00	$9,379.97	$19,773.72
Schaap, Jon D	200-Teacher	$88,965.00	1.00	0	14	$0.00	$0.00	$8,798.73	$5,069.64
Schmadeke, William	200-Teacher	$75,407.50	1.00	0	14	$0.00	$0.00	$7,457.88	$5,377.80
Schmidt, Jeremy	103-Principal	$158,213.00	1.00	22	13	$0.00	$0.00	$15,647.42	$31,865.76

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
Schmitt, Robert	200-Teacher	$66,464.00	1.00	0	13	$0.00	$0.00	$6,573.36	$5,003.04
Schoell, Blair R	125-Head of Gen Ed (Depart chair admin endorsement held)	$89,531.00	0.73	0	13	$0.00	$0.00	$8,854.71	$9,531.96
Sefcik, Christine A	100-District Superintendent	$236,469.00	1.00	25	13	$0.00	$0.00	$23,387.02	$31,932.36
Skolar, Ellen	200-Teacher	$88,965.00	1.00	0	13	$0.00	$0.00	$8,798.73	$22,487.88
Sonders, Tina	152-Special Education Director	$135,396.96	1.00	20	13	$0.00	$0.00	$13,390.89	$25,438.68
Spreitzer, Courtney B	200-Teacher	$74,036.00	1.00	0	13	$0.00	$0.00	$7,322.23	$9,639.00
Stickle, Paige	200-Teacher	$48,664.00	1.00	0	13	$0.00	$0.00	$4,812.92	$9,639.00
Strebel, Justin G	200-Teacher	$88,513.00	1.00	0	13	$0.00	$0.00	$8,754.02	$9,639.00
Suehr, Beth A	200-Teacher	$53,875.00	1.00	0	13	$0.00	$0.00	$5,328.29	$5,003.04
Swearengen, Jonathan	200-Teacher	$61,914.00	1.00	0	13	$0.00	$0.00	$6,123.36	$9,639.00
Talbot, Bryan	200-Teacher	$74,036.00	1.00	0	14	$0.00	$0.00	$7,322.23	$22,487.88
Taubery, Eric S	125-Head of Gen Ed (Depart chair admin endorsement held)	$129,696.00	0.73	0	13	$0.00	$0.00	$0.00	$9,531.96
Thomas, Elizabeth	200-Teacher	$76,779.00	1.00	0	14	$0.00	$0.00	$7,593.52	$5,003.04
Uphoff, Carl J	200-Teacher	$97,747.00	1.00	0	14	$0.00	$0.00	$9,667.28	$9,478.08
Van Alstine, Christopher L	200-Teacher	$97,925.00	1.00	0	15	$0.00	$0.00	$9,684.88	$5,444.40
Vendegna, Michelle L	250-Special Education Teacher	$57,727.00	1.00	0	13	$0.00	$0.00	$5,709.26	$22,421.28
Viscioni, Timothy M	200-Teacher	$52,969.50	1.00	0	13	$0.00	$0.00	$5,238.74	$5,069.64
Volbrecht, Lynsea	250-Special Education Teacher	$45,536.00	1.00	0	13	$0.00	$0.00	$4,503.56	$13,405.74
Weaver, Andrea	200-Teacher	$44,003.00	1.00	0	13	$0.00	$0.00	$4,351.94	$5,003.04
Weinmann, Eric T	200-Teacher	$76,779.00	1.00	0	14	$0.00	$0.00	$7,593.52	$22,421.28
Werner, Michael T	200-Teacher	$78,208.50	1.00	0	14	$0.00	$0.00	$7,734.90	$18,591.72
Wilds, Rebecca L	200-Teacher	$103,161.00	1.00	0	14	$0.00	$0.00	$10,202.73	$5,003.04
Williams, Geoffrey A	250-Special Education Teacher	$53,874.00	1.00	0	13	$0.00	$0.00	$5,328.19	$9,197.64
Wintersteen, Shea	200-Teacher	$64,140.00	1.00	0	14	$0.00	$0.00	$6,343.51	$9,572.40
Wodzien, Gregory	200-Teacher	$76,779.00	1.00	0	14	$0.00	$0.00	$7,593.52	$18,525.12
Yang, Marta	250-Special Education Teacher	$92,314.00	1.00	0	13	$0.00	$0.00	$9,129.95	$22,421.28
Zegler, Penny	200-Teacher	$74,040.00	1.00	0	14	$0.00	$0.00	$7,322.63	$9,639.00
Zielinski, Katherine M	200-Teacher	$115,192.00	1.00	0	15	$0.00	$0.00	$11,392.60	$19,773.72

Totals

Distinct Employee Count: 132 **Distinct Positions Count:** 132 **Total Positions Count:** 132 **Vacation Days:** 169 **Sick Days:** 1747

Base Salary: $9,968,957.60 **Bonuses:** $0.00 **Annuities:** $0.00 **Retirement Enhancements:** $975,969.89 **Other Benefits:** $1,554,778.87

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Last Name	First Name	Vacation Days	Sick Days	Base Salary	Flex	Other Compensation	Total Compensation
Alvarenga	Walter	0	13	74,036.00	4,973.04	$ 21,407.10	100,416.14
Anderson	Michael	0	14	101,107.00	4,973.04	$ 5,580.84	111,660.88
Anderson	Jeremy	0	14	79,638.00	4,973.04	$ 14,565.71	99,176.75
Arndt	Kristen	0	13	61,914.00	4,973.04	$ 8,991.56	75,878.60
Austin	Jeffrey	0	14	71,408.00	4,973.04	$ 8,553.04	84,934.08
Avallone	Stefano	0	13	82,618.00	4,973.04	$ 5,446.24	93,037.28
Balanag	Angela	0	13	94,842.00	4,973.04	$ 2,151.35	101,966.39
Behm	Dave	0	13	74,036.00	4,973.04	$ 16,257.62	95,266.66
Behm	Lauren	0	13	82,618.00	4,905.84	$ 3,024.76	90,548.60
Benes	Dan	0	14	91,389.00	4,973.04	$ 7,375.83	103,737.87
Bilbrey	Amanda	0	13	66,459.00	4,973.04	$ 8,870.87	80,302.91
Blanke	David	0	14	88,965.00	4,973.04	$ 13,561.79	107,499.83
Bosworth	Wayne	0	14	85,727.00	4,973.04	$ 21,286.31	111,986.35
Bosworth	Josy	0	14	71,405.00	4,973.04	$ 13,250.64	89,628.68
Boton	Maxwell	0	13	61,912.00	4,973.04	$ 22,307.10	89,192.14
Burnet	Benjamin	0	14	79,644.00	4,973.04	$ 16,508.72	101,125.76
Carlson	Christopher	0	14	105,256.00	4,973.04	$ 19,588.09	129,817.13
Catarino	Cristiana	0	14	90,938.00	4,973.04	$ 2,305.18	98,216.22
Collins	Stacy	0	13	105,256.00	4,973.04	$ 1,214.81	111,443.85
Cramer	James	0	14	109,306.00	4,973.04	$ 65,604.52	179,883.56
Dart	Jessica	0	13	88,965.00	4,973.04	$ 11,567.12	105,505.16
Dewar	Craig	20	13	69,773.28	-	$ 15,911.36	85,684.64
Doud	Rebecca	0	13	84,904.00	4,973.04	$ 2,322.52	92,199.56
Duffy	Thomas	0	14	91,857.00	4,973.04	$ 2,553.94	99,383.98
Dunlavy	Dan	0	13	84,904.00	4,973.04	$ 13,589.66	103,466.70
Durlak	Jeffrey	0	14	74,040.00	4,973.04	$ 33,539.88	112,552.92
Eiduke	John	0	15	107,394.00	4,973.04	$ 17,730.80	130,097.84
Evans	Thomas	0	15	111,252.00	4,973.04	$ 15,730.07	131,955.11
Flaker	Christi	0	13	79,638.00	4,973.04	$ 10,726.57	95,337.61
Flaker	Andrew	0	13	66,459.00	4,973.04	$ 13,236.80	84,668.84
Forbes	Courtney	0	13	74,036.00	4,973.04	$ 6,236.21	85,245.25
Frett	Nicole	0	13	57,725.00	4,973.04	$ 16,516.03	79,214.07
Furlan	Thomas	20	13	117,535.24	-	$ 2,856.93	120,392.17
Geist	Kevin	0	13	61,912.00	4,973.04	$ 15,127.73	82,012.77
Geist	Ryan	20	13	153,238.00	9,532.00	$ 589.38	163,359.38
Gill	Nicole	0	13	76,779.00	4,973.04	$ 6,558.96	88,311.00
Grodoski	Leonard	0	13	68,882.00	4,973.04	$ 25,030.34	98,885.38
Gunsaullus	Amy	0	13	88,513.00	4,973.04	$ 8,362.91	101,848.95
Harned	Sandra	0	13	66,459.00	4,973.04	$ 5,168.08	76,600.12
Havenga	Andrew	0	13	66,459.00	4,973.04	$ 22,334.33	93,766.37
Havenga	Haley	0	13	74,036.00	4,973.04	$ 6,256.49	85,265.53
Highley	Theresa	0	14	88,965.00	4,973.04	$ 23,547.80	117,485.84
Joray	Carrie	0	14	71,405.00	4,973.04	$ 13,737.56	90,115.60
Kalk	Dawn	0	13	94,842.00	4,973.04	$ 1,318.01	101,133.05
Kennedy	Michael	0	14	88,965.00	4,973.04	$ 12,404.55	106,342.59
Koske	Krista	0	14	103,161.00	4,973.04	$ 9,306.90	117,440.94

Lebrun	Amanda	0	13	76,779.00	4,973.04	$ 4,325.04	86,077.08
Lesperance	Stephanie	0	13	71,405.00	4,973.04	$ 7,203.95	83,581.99
Lukemeyer	Matthew	0	13	68,882.00	4,973.04	$ 17,606.98	91,462.02
Lukemeyer	Veronica	0	13	92,292.00	9,532.00	$ 3,400.14	105,224.14
Middleton	Karen	0	13	79,638.00	4,973.04	$ 16,050.66	100,661.70
Miller	Beth	0	14	97,747.00	4,973.04	$ 9,100.88	111,820.92
Miller	Nathaniel	20	13	135,559.00	9,532.00	$ -	145,091.00
Morris	Joree	0	13	79,644.00	4,973.04	$ 780.30	85,397.34
Nenni	Nicholas	0	14	61,914.00	4,973.04	$ 20,127.24	87,014.28
Noisey	Stacie	20	13	145,000.00	-	$ -	145,000.00
Notriano	Erin	0	14	103,161.00	4,973.04	$ 12,536.46	120,670.50
Oeffling	Thomas	0	15	111,252.00	4,973.04	$ 478.00	116,703.04
Olk	Kris	20	13	82,269.60			82,269.60
Olsen	Garrett	0	13	59,774.00	4,973.04	$ 11,184.21	75,931.25
Panerali	Richard	20	13	80,758.80		$ 1,621.07	82,379.87
Patlan	Carlos	10	13	76,862.16		$ 11,996.71	88,858.87
Pearce	Lee	20	13	75,186.17		$ 5,615.24	80,801.41
Petrova	Svetlana	0	14	85,695.00	4,973.04	$ 2,227.90	92,895.94
Purchatzke	Ross	0	13	48,665.00	4,973.04	$ 21,831.88	75,469.92
Qasabian	Patricia	0	14	68,894.00	4,462.26	$ 6,812.30	80,168.56
Reich	Beth	22	13	160,452.00	-	$ 3,085.60	163,537.60
Richards	Gayle	0	14	94,842.00	4,973.04	$ 906.25	100,721.29
Rivette	Shane	0	14	94,842.00	4,973.04	$ 1,137.64	100,952.68
Robinson	Christopher	0	13	52,065.00	4,973.04	$ 21,611.76	78,649.80
Robson	Mark	0	13	85,683.28		$ 3,556.80	89,240.08
Ross	Thomas	20	13	144,983.00	9,157.00	$ -	154,140.00
Rous	Kurt	0	15	109,306.00	4,973.04	$ 18,340.49	132,619.53
Sagritalo	Katherine	0	14	94,842.00	4,973.04	$ 5,867.68	105,682.72
Schaap	Jon	0	14	88,965.00	4,973.04	$ 4,299.86	98,237.90
Schmadeke	William	0	14	74,036.00	4,973.04	$ 13,280.14	92,289.18
Schmidt	Jeremy	22	13	158,213.00	-	$ 3,042.55	161,255.55
Schoell	Blair	0	13	89,531.00	9,532.00	$ 4,476.47	103,539.47
Schroeder	Jill	0	13	71,405.00	4,973.04	$ 5,496.67	81,874.71
Sefcik	Christine	25	13	236,469.00	30,572.00	$ -	267,041.00
Shifley	Victoria	0	13	76,779.00	4,973.04	$ 16,722.40	98,474.44
Skolar	Ellen	0	13	88,965.00	4,973.04	$ 18,282.04	112,220.08
Smith	Erin	0	13	101,107.00	4,973.04	$ 6,038.62	112,118.66
Sonders	Tina	20	13	135,397.00	9,532.00	$ 2,082.92	147,011.92
Staples	Joshua	20	13	117,265.44		$ 2,178.85	119,444.29
Strebel	Justin	0	13	88,513.00	4,973.04	$ 9,246.69	102,732.73
Talbot	Bryan	0	14	74,036.00	4,973.04	$ 16,153.94	95,162.98
Taubery	Eric	0	13	129,696.00	9,532.00	$ 3,413.06	142,641.06
Thomas	Elizabeth	0	14	76,779.00	4,973.04	$ 4,045.71	85,797.75
Uphoff	Carl	0	14	97,747.00	4,973.04	$ 56,496.32	159,216.36
Van Alstine	Christopher	0	15	97,925.00	4,973.04	$ 22,130.76	125,028.80
Vendegna	Michelle	0	13	57,727.00	4,973.04	$ 22,644.75	85,344.79
Viscioni	Timothy	0	13	52,065.00	4,973.04	$ 23,350.93	80,388.97

Weinmann	Eric	0	14	76,779.00	4,973.04	$ 16,676.56	98,428.60
Werner	Michael	0	14	76,779.00	4,973.04	$ 5,661.62	87,413.66
Wilds	Rebecca	0	14	103,161.00	4,973.04	$ 737.50	108,871.54
Wintersteen	Shea	0	14	64,140.00	4,973.04	$ 11,357.68	80,470.72
Wodzien	Gregory	0	14	76,779.00	4,973.04	$ 22,826.61	104,578.65
Yang	Marta	0	13	92,314.00	4,973.04	$ 4,126.36	101,413.40
Zegler	Penny	0	14	74,040.00	4,973.04	$ 7,805.17	86,818.21
Zielinski	Katherine	0	15	115,192.00	4,973.04	$ 10,701.21	130,866.25

Administrative Salary Benefits 2021-22
Public Act 096-0434

Name	Base Salary	Bonuses	Pension Contribution	Retirement Increases	Cost of Health	Cost of Dental	Cost of Life	Cost of Sick Day Payout	Cost of Vacation Day Payout	Annuities	Other
Director of Curriculum	$145,000.00	$0.00	$14,340.65	$0.00	$24,078.12	$1,283.16	$0.00	$0.00	$0.00	$0.00	$0.00
Director of Special Education	$135,397.00	$0.00	$13,390.90	$0.00	$30,571.80	$1,283.16	$0.00	$0.00	$0.00	$0.00	$0.00
Director of Technology	$117,535.24	$0.00	$11,624.35	$0.00	$30,571.80	$1,283.16	$0.00	$0.00	$2,856.93	$0.00	$872.16
Principal	$158,213.00	$0.00	$15,647.42	$0.00	$30,571.80	$1,283.16	$0.00	$0.00	$3,042.55	$0.00	$0.00
Assistant Principal	$153,238.00	$0.00	$15,155.39	$0.00	$9,156.96	$375.12	$0.00	$0.00	$0.00	$0.00	$589.38
Assistant Principal	$135,559.00	$0.00	$13,406.92	$0.00	$30,571.80	$1,283.16	$185.00	$0.00	$0.00	$0.00	$0.00
Athletic Director	$144,983.00	$0.00	$14,338.96	$0.00	$30,571.80	$1,283.16	$0.00	$0.00	$0.00	$0.00	$0.00
Superintendent	$236,469.00	$0.00	$23,387.02	$0.00	$30,571.80	$1,283.16	$3,929.10	$0.00	$0.00	$0.00	$0.00
Business Manager	$160,452.00	$0.00	$15,868.86	$0.00	$30,571.80	$1,283.16	$164.00	$0.00	$3,085.60	$0.00	$0.00
Divisional	$129,696.00	$0.00	$12,827.06	$0.00	$30,571.80	$1,283.16	$0.00	$0.00	$0.00	$0.00	$3,413.06
Divisional	$89,531.00	$0.00	$8,854.71	$0.00	$30,571.80	$1,283.16	$0.00	$0.00	$0.00	$0.00	$4,476.47
Divisional	$92,292.00	$0.00	$9,127.77	$0.00	$30,571.80	$1,283.16	$0.00	$0.00	$0.00	$0.00	$3,400.14
IMRF Employee:											
Director of Buildings & Grounds	$117,265.44	$0.00	$0.00	$0.00	$30,571.80	$1,283.16	$0.00	$0.00	$2,178.85	$0.00	$0.00

Proposal for Janitorial Services

Presented to: Grant CHSD 124 | Prepared by: Michael Capraro



Grant CHSD 124
Beth Reich
285 E Grand Ave
Fox Lake, IL 60020

Beth Reich,

Thank you for giving Citywide Building Maintenance, Inc. the opportunity to submit a proposal for the janitorial maintenance program. Our purpose in compiling this information is to offer you the finest available service at the lowest possible cost.

We have made a complete survey of your building and are confident that the cleaning specifications in this proposal will provide you with the service that you desire. We have also included other information which will help you in your decision.

Citywide Building Maintenance, Inc. prides itself on the quality of its service and that pride has carried through since 1983 when Citywide was founded. We know that you have many choices. However, please keep in mind as you go through the selection process that; the bitterness of poor quality remains long after the sweetness of low price is forgotten. Your acceptance of this proposal will ensure that the same pride will go into maintaining your building the way you want it.

Thank you again for this opportunity. I look forward to meeting with you to discuss this proposal after you have had an opportunity to review it. In the meantime, please do not hesitate to call me if you have any questions.

Sincerely,

Marc Battista

Marc Battista
President
Citywide Building Maintenance INC.

1555 Industrial Dr. Itasca, IL 60143
www.abscitywide.com

PROJECT SUMMARY

Grant Community High School
285 E Grand Ave
Fox Lake, IL 60020

1. **Service Days Per Week:** 5 Days - (Monday - Friday)
2. **Day Porters:** Included – Citywide Directed Time (Swing Shift)

Tools, Supplies, Chemicals

1. **Equipment:** Client Provided
2. **Cleaning Chemicals:** Client Provided
3. **Cleaning Tools:** Client Provided

Occupant Consumables

4. **Liners:** Client Provided
5. **Hand Soap:** Client Provided
6. **Toilet Paper:** Client Provided
7. **Paper Towels:** Client Provided

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ABOUT CITYWIDE

Company History

During the past 37 years, there has been a dramatic evolution with Citywide Building Maintenance, Inc. It began in 1983 at a lunch appointment with Mr. John Fisher - Facility Manager for Recognition Business Systems, where his displeasure for his present Janitorial cleaning company gave Citywide its start. During the first year, Citywide began its move toward personal identity in addition to achieving sales of $125,000.00.

During 1988, Citywide began providing services to a variety of customers to include Schools, Multi-Tenant Buildings, Corporate Centers, Industrial Plants and Retail Stores. Sales continued to progress, along with our customer list and our reputation for excellence. Citywide finished the year at a far-reaching mark of 3.5 million.

In 1989, Citywide made a commitment to our present and future customers, by purchasing a 12,000 sq. ft. building in Norridge, Illinois.

In 1993, Citywide Building Maintenance, Inc. created two staff positions to better serve its customers: a General Manager whose responsibilities will encompass all day to day administrative and operational business; and a Quality Control Manager to ensure customer satisfaction. Citywide Building Maintenance, Inc. Corporate sales in 1993 were $8.8 million and growing.

In 2010 Citywide is on the move again, by purchasing a 16,000 sq. ft. building at 1555 Industrial Drive Itasca, Illinois where our corporate offices are now located. Corporate sales $13 million and growing

Citywide Values

Providing our clients with a high-quality service by focusing on consistency of service and effective communication.

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Industries Served

Academic Division: This division provides janitorial services to Public School Districts in several suburban areas of Chicago. This segment has grown dramatically in the last several years due to school budgets being drastically reduced while enrollment has expanded. Citywide has developed quality janitorial programs on a consistent basis that offers a cost-effective alternative to school districts.

Corporate Division: Provides janitorial services to Commercial, Corporate, and Industrial facilities throughout Citywide service areas, the list of include such prestigious clients as, Rauland, SERTA® and Plexus Corporate Headquarters. Specialty Programs can be customized to meet the requirements of facilities that range in size from 50,000 sq. ft. to over 1 million sq. ft.

Specialty Division: Provides janitorial services to high profile retail facilities. With special emphasis on operations that require multi-shift and seven days a week service schedule. Citywide can also provide specialty construction cleaning, power washing, and refinishing services for all types of flooring.

In our endless pursuit of excellence, Citywide has developed a management team and a professional system that works for our customers. Our company has pledged to work for you.

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Alliance Building Services



ABOUT ALLIANCE BUILDING SERVICES

Alliance Building Services (ABS) is your total facility solutions provider, taking proactive measures to manage your facility repairs effectively and efficiently through planned periodical maintenance and your one-time job needs.

ABS SERVES

ABS provides services throughout the areas of Illinois, Northwest Indiana and Southeastern Wisconsin to:

- ✓ **Commercial Office Space**
- ✓ **Private & Public Schools**
- ✓ **Banks**



Let us develop a custom janitorial cleaning plan that fits your expectations & budget.

ABS KEY SERVICES

View our full list of services at: www.abscitywide.com

General & Preventative Maintenance

No problem is too big or too small, ABS provides painting, plumbing electrical & more.

Handyman Services

Servicing all things facility related, our capable technicians can handle furniture assembly & repair, hanging items, carpentry & ceiling tile repair, just to name a few.

Painting

Whether painting a brand-new wall or repairing existing drywall, let us help you make the best decision for your space. We provide interior & exterior painting solutions.

Landscaping

No matter the season ABS has you covered. We create custom plans to keep your exterior freshly manicured.

Plumbing

No one likes a leaky faucet. Call today for all your plumbing needs. We install, unclog power rod & more.

Parking Lot Maintenance

Let ABS handle your one-time & ongoing asphalt repairs, sealcoating & striping needs, as well as parking lot lighting pm programs.

CONTACT ABS TODAY FOR A **FREE ESTIMATE!**

Alliance Building Services

CALL: 847-228-1111 | **EMAIL:** dzaccaro@alliancebuildingserv.com
VISIT: www.abscitywide.com

CITYWIDE BUILDING MAINTENANCE

CITYWIDE BUILDING MAINTENANCE
1555 Industrial Dr. Itasca, IL 60143
www.abscitywide.com

MEET THE TEAM

The Citywide leadership team has over 100 years of combined experience in the industry covering a wide array of experiences and background. This diverse offering of experience enables Citywide to provide excellent service no matter the type of facility.

Executive Leadership Team

Peter T. Battista, CEO

has been accredited as a Certified Building Service Executive by the Building Service Contractor's Association International (B.S.C.A.I). This distinction has been awarded to only 250 industry executives throughout the world.

Prior to initiating CBM, Mr. Battista initiated his career in the sale of Janitorial Equipment and Supplies, followed by the start of his own company "Econochem".

In 1983 Citywide Building Maintenance, Inc. was founded by Mr. Battista. During the past fifteen years with the help of a professional staff and four hundred employees, Citywide has grown to be a very professional and respected company in the cleaning industry.

Mr. Battista is a recognized leader in the Building Service Industry. He serves on many committees of the B.S.C.A.I., since 1985, which is comprised of 2500 firms worldwide. His specific responsibilities in the association are to assist in the professional education of members by conducting various seminars - Supervision, Bidding, Estimating, and Sales/Marketing.

His reputation is such that he has been sought out as a consultant in the field by such organization as S.C. Johnson, Board of Education, and Target Stores.

Marc Battista, President

Marc has over 15 years of experience in the janitorial industry. Being involved with the company from an early age, Marc has had the benefit to learn all aspects of the business. Marc graduated from Northern Illinois University with a bachelor's degree in Human Resource Management.

Marc is responsible for new business development and management through overseeing operations, quality assurance, identifying areas of concerns then developing new and innovative processes for future prevention, along with communicating new processes insuring buy in from all associates at all levels. He is also directly responsible for implementing the company's "green" cleaning program by keeping up on all the latest products offered within the industry.

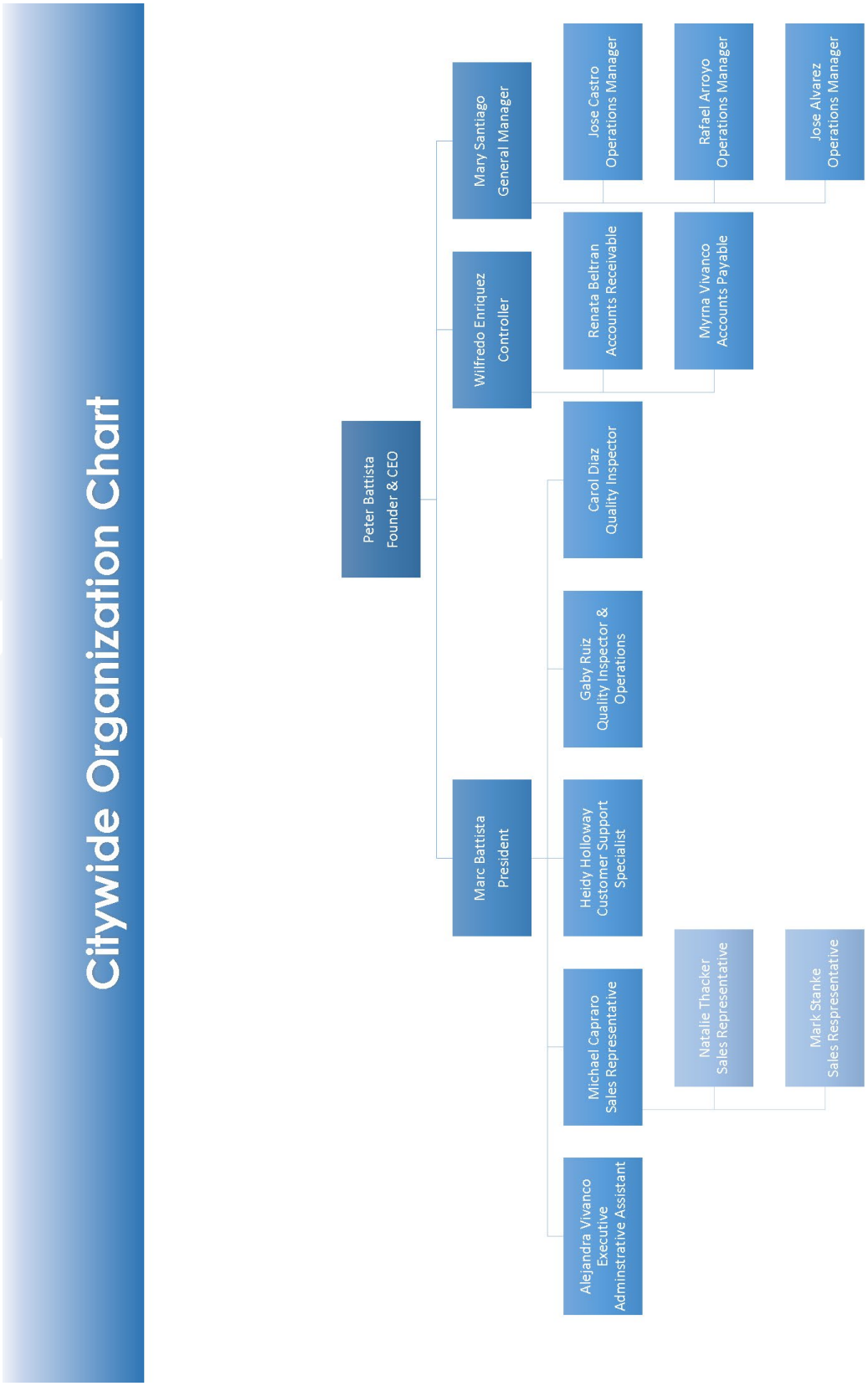
Marc actively participates as a member to the Building Service Contractors Association International in an effort to educate and train with other leading members in the industry. He is currently working toward earning his accreditation as a Certified Building Services Executive.

Mary Santiago, General Manager

Mary Santiago has been involved with Citywide and the janitorial industry from the very beginning. She has compiled over 30 years' experience in the many verticals the industry has to offer. Over her career she has managed teams servicing accounts from industrial manufacturing plants, small office buildings, k-12 schools and medical clinics. Mary is in charge of day-to-day operations and makes sure the job gets done.

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Organization Chart



1555 Industrial Dr. Itasca, IL 60143
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EFFECTIVE COMMUNICATIONS

Effective communication between Citywide and its customers is a critical component of any business partnership.

Citywide is fully committed to ensuring we have effective communication with our customers. The first step in this is making sure we are reachable. Customers of Citywide have access to our entire organization to help resolve any needs or concerns that come up over the course of the contract.

Senior Leadership Contact Info

Marc Battista - President
Cell: (847) 489-0092
Email: mjb@citywideinc.com

Mary Santiago – General Manager
Cell: (847) 347-7361
Email: msantiago@citywideinc.com

Operational Staff Contact Info

Alejandra Vivanco – Executive Administrative Assistant
Office: (847) 228-1111
Email: avivanco@citywideinc.com

Renata Beltran – Finance (AR)
Office: (847) 228-1111
Email: renata@citywideinc.com

Myrna Vivanco – Finance (AP)
Office: (847) 228-1111
Email: mvivanco@citywideinc.com

Heidy Holloway – Customer Support Specialist
Office: (847) 228-1111
Email: cleaning_concerns@citywideinc.com

Emergency Contact

In the event of an afterhours or weekend emergency our General Manager, call Mary Santiago, is available. If clients cannot get a hold of her, please call our regular office at 847-228-1111 and you will be guided on how to get a response from a Citywide representative.

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Customer Support

While we do everything possible to ensure a high quality of work each and every day we understand that we are dealing with people and whenever people are involved mistakes happen from time to time. What set's Citywide apart from the competition is how issues are handled.

To ensure all service issues as well as special requests are handled in a timely fashion we funnel them all through our customer support department. This is done by sending all issues and special requests to **cleaning_concerns@citywideinc.com** where our customer support specialist will review and relay the details.

The information is entered into OrangeQC, our quality control platform, and a work ticket is created and tracked until completion.

When a ticket is not handled in a timely manner it will be escalated up to senior leadership who will follow-up and make sure the issues or special requests are handled appropriately.

Regular Check In's

In keeping with our company commitment to effective communication we do not like to keep our communication purely reactive. After services begin a member of our customer support team will regularly reach out to our designated point of contact to check in on our service and see if there are any areas where we can improve.

The method of contact will generally be an email but occasionally it will be in the form of a phone call. We do ask that our designated point of contact responds to the email to give us the "all clear" if all is going well.

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EMPLOYEE TRAINING

Training Housekeeping Personnel

One of the most difficult tasks a custodial supervisor has is to create an environment in which his crew will develop a sense of importance toward their job and a sense of worth toward themselves. Although the content of our training modules is, for the most part, technical in nature, the manner in which they are presented emphasizes the value of the employee and his accomplishments. For example, many of the audio-visuals repeat the theme that everyone (customers, tenants, supervision and management) relies upon them and depends on them.

While Citywide training program was designed originally to provide our staff with the skills necessary to perform their job, we found its greatest value in the reduction of turnover. Citywide employee turnover is a mere one-sixth (1/6) of what it was prior to instituting this training program. Employee morale and attitude have improved to such an extent that everyone takes pride in themselves. This is why we can guarantee a stable work force of not only full-time but part-time employees as well.

All custodians are given classroom instructions in each type of cleaning required. This is accomplished by using audiovisual presentations and reinforced by giving each employee their personal workbook of each subject. Each workbook includes a written test so that we can measure how much they have retained. The specific job duties covered are:

1. Ground Rules for Professional Custodians.
2. Basic Office Cleaning.
3. Daily Floor Maintenance.
4. Stripping and Finishing Floors.
5. Basic Carpet Cleaning Removing Stains from Carpet.
6. Maintaining Janitorial Equipment.
7. Theory of Infectious Cleaning.
8. Maintaining Automatic Scrubbers.
9. Motivation of Janitorial Personnel.

In addition to the audio-visual training, employees receive classroom instruction from their supervisor on our safety program and security requirements. The Supervisor uses the applicable modules from his independent Study program for his purpose, in addition to the customer's own unique rules and regulations. Finally, they will receive a general introduction to the specific chemicals and equipment they will be using on the job.

Once the employee leaves the classroom, he/she will begin receiving intensive on-the-job training on the use, application, and safety of their chemicals and equipment. This is also where they receive their specific work schedule and are walked through their assigned work areas.

Please understand that throughout the training process, employees are continually reminded of your specific requirements in regard to safety and security.

Periodically, the Supervisor will reinforce this training through inspections of each employee's area. Deficiency correction will be handled in a positive manner by reviewing the applicable section of the workbook or other specific training given on the job.

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Pride of workmanship and quality performance are the products of Citywide intensive training, inspection, and reinforcement programs.

Training Management and Supervision

Citywide has based its entire method of operation the premise that their present and future customers are buying management expertise and professional supervision. Anyone can, of course, hire a maintenance man or janitor; but few, if any, can afford the time and energy required to manage this function at top efficiency. As a result, Citywide expends a great deal of time, energy, and money in order to keep its staff on the cutting edge of new technology in equipment, materials, tools, and work procedures.

The training program is fully integrated in it, includes both required and optional educational enhancements.

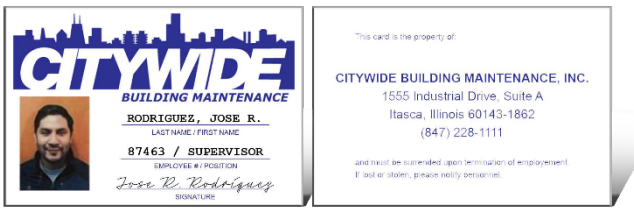
Required of all management personnel is the completion of the Building Service Management Study program. This extensive training aid includes the following modules:

1. Introduction to the Building Service Contracting Industry
2. General Management
3. Account Management
4. Communications in Management
5. Human Behavior and Motivation
6. Personnel Recruitment, Selection, Policies, discipline, and Forms
7. Safety, Hazardous and Blood Borne Pathogens Training
8. Security in Building Maintenance

Uniforms & ID Badges

Our employees are provided with Official Citywide Branded uniforms so that they are easily distinguishable during their shifts. We understand security is an important aspect of any business, therefore we may provide official identification badges upon request.







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Employee Training with CleanCheck

Citywide has partnered with Spartan Chemical, the industry's leading cleaning chemical manufacturer, to provide high quality training and certification programs for new and existing staff.

Consistency in service begins with consistency in training. This training should be thorough and duplicatable from one employee to the next. Whether training existing employees or new hires, CleanCheck is the ultimate tool for instilling pride and professionalism, building confidence, minimizing complaints, and cost-effectively managing the talents of our workforce.

Spartan's bilingual, web and DVD-based CleanCheck Training System makes fast work of administering instructor-led and self-directed training. CleanCheck modules cover basic and advanced topics for a variety of cleaning operations, including specialty facility areas.

Safety Training Programs

Another benefit of the program is the comprehensive list of safety training topics. Consistency in training for safety topics leads to safer employees resulting in less injuries and risk to building occupants.

CleanCheck offers comprehensive safety training modules that thoroughly demonstrate Bloodborne Pathogen Standards as well as OSHA Compliance.

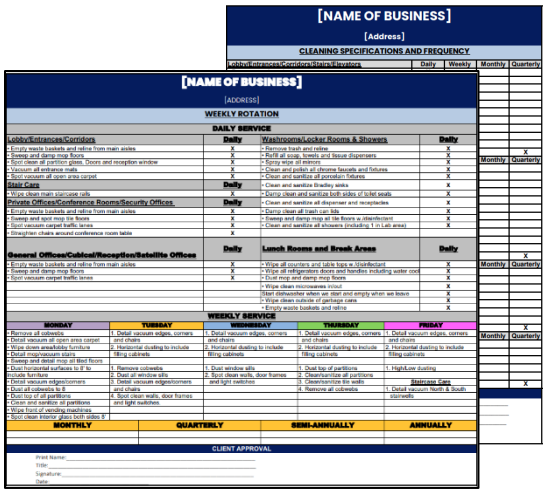


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QRS - THE CITYWIDE WAY OF CLEANING

Many janitorial contractors deemphasize the periodic cleaning tasks and leave it up to individual cleaners to figure out when they will be done. This has obvious flaws and will often result inconsistent cleaning results that are performed sporadically.

Rather than leaving the detail cleaning up to chance Citywide takes a proactive approach and uses a proprietary process for overseeing the cleanliness of customer facilities. The program is called the **QRS Cleaning System**. The QRS Cleaning System takes the scope of work and organizes it into a systematized process that **ensures consistency in cleaning**.


[NAME OF BUSINESS]

[Address]

CLEANING SPECIFICATIONS AND FREQUENCY

Lobby/Entrances/Corridors/Stairs/Elevators	Daily	Weekly	Monthly	Quarterly
• Empty waste baskets and reline from main aisles	X			
• Sweep and damp mop floors	X			X
• Spot clean all partition glass, Doors and reception window	X		Monthly	Quarterly
• Vacuum all entrance mats	X			
• Spot vacuum all open area carpet	X			
Stair Care	Daily			
• Wipe clean main staircase rails	X			
Private Offices/Conference Rooms/Security Offices	Daily			
• Empty waste baskets and reline from main aisles	X			
• Sweep and spot mop tile floors	X			
• Spot vacuum carpet traffic lanes	X			
• Straighten chairs around conference room table	X			
General Offices/Cubicles/Reception/Satellite Offices	Daily		Monthly	Quarterly
• Empty waste baskets and reline from main aisles	X			X
• Sweep and damp mop floors	X		Monthly	Quarterly
• Spot vacuum carpet traffic lanes	X			

[NAME OF BUSINESS]

[ADDRESS]

WEEKLY ROTATION

DAILY SERVICE

Lobby/Entrances/Corridors	Daily	Washrooms/Locker Rooms & Showers	Daily
• Empty waste baskets and reline from main aisles	X	• Remove trash and reline	X
• Sweep and damp mop floors	X	• Refill all soap, towels and tissue dispensers	X
• Spot clean all partition glass, Doors and reception window	X	• Spray wipe all mirrors	X
• Vacuum all entrance mats	X	• Clean and polish all chrome faucets and fixtures	X
• Spot vacuum all open area carpet	X	• Clean and sanitize all porcelain fixtures	X
Stair Care	Daily	• Clean and sanitize Bradley sinks	X
• Wipe clean main staircase rails	X	• Damp clean and sanitize both sides of toilet seats	X
Private Offices/Conference Rooms/Security Offices	Daily	• Clean and sanitize all dispenser and receptacles	X
• Empty waste baskets and reline from main aisles	X	• Damp clean all trash can lids	X
• Sweep and spot mop tile floors	X	• Sweep and damp mop all tile floors w./disinfectant	X
• Spot vacuum carpet traffic lanes	X	• Clean and sanitize all showers (including 1 in Lab area)	X
• Straighten chairs around conference room table	X		
General Offices/Cubicles/Reception/Satellite Offices	Daily	Lunch Rooms and Break Areas	Daily
• Empty waste baskets and reline from main aisles	X	• Wipe all counters and table tops w./disinfectant	X
• Sweep and damp mop floors	X	• Wipe all refrigerators doors and handles including water cool	X
• Spot vacuum carpet traffic lanes	X	• Dust mop and damp mop floors	X
		• Wipe clean microwaves in/out	X
		Start dishwasher when we start and empty when we leave	X
		• Wipe clean outside of garbage cans	X
		• Empty waste baskets and reline	X

WEEKLY SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
• Remove all cobwebs	1. Detail vacuum edges, corners and chairs	1. Detail vacuum edges, corners and chairs	1. Detail vacuum edges, corners and chairs	1. Detail vacuum edges, corners and chairs
• Wipe down area/desktop furniture	2. Horizontal dusting to include filing cabinets	2. Horizontal dusting to include filing cabinets	2. Horizontal dusting to include filing cabinets	2. Horizontal dusting to include filing cabinets
• Detail mop/vacuum stairs				
• Sweep and detail mop all tiled floors				
• Dust horizontal surfaces to 8' to include furniture	3. Remove cobwebs	1. Dust window sills	1. Dust top of partitions	1. High/Low dusting
• Detail vacuum edges/corners	4. Dust all window sills	2. Spot clean walls, door frames and light switches	2. Clean/sanitize all partitions	
• Dust all cobwebs to 8	5. Detail vacuum edges/corners and chairs		3. Clean/sanitize tile walls	Staircase Care
• Dust top of all partitions			4. Remove all cobwebs	1. Detail vacuum North & South stairwells
• Clean and sanitize all partitions	6. Spot clean walls, door frames and light switches			
• Wipe front of vending machines				
• Spot clean interior glass both sides 8'				

MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY

CLIENT APPROVAL

Print Name:

Title:

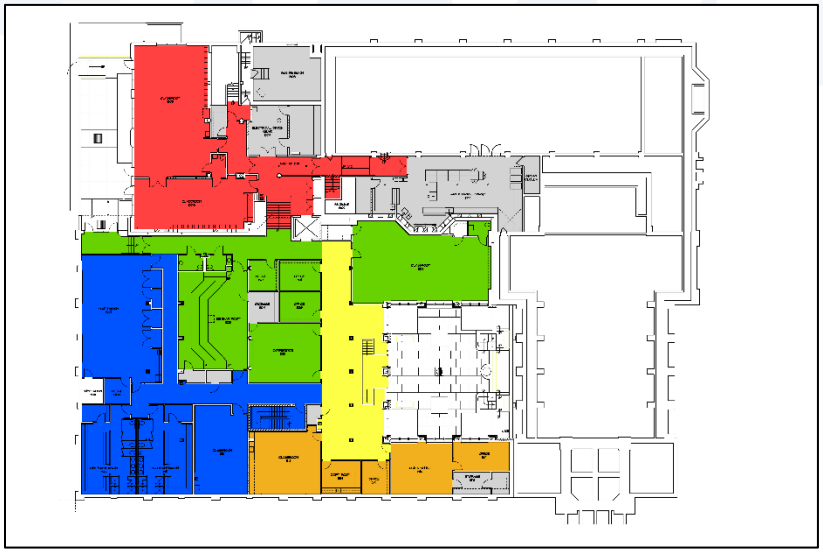
Signature:

Date:

A Systematic Approach to the Details

Citywide, through the use of the QRS Cleaning System, takes a systematic approach towards all weekly, monthly, and annual tasks. This thoughtful approach towards cleaning is what sets Citywide apart from the competition.

The goal is to make sure periodic cleaning tasks are performed according to a predicable schedule. With this system Citywide prevents areas from being missed through a simple but effective scheduling process. By performing detail tasks on a predictable schedule, it becomes easier to manage the end result instead of reactively inspecting.



Color Coded Floorplans

To help our staff easily keep track of what should be cleaned on which day, Citywide creates color coded floor plans (where available). These maps are kept in the custodial closets so that workers can easily reference them and stay on schedule. When appropriate Citywide communicates the schedule to building occupants as well.

1555 Industrial Dr. Itasca, IL 60143
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CLEANING CHEMICALS

As part of our business model, we strive to simplify whenever possible. A common sight in janitorial closets is excess chemicals, unlabeled products, no dispersion system, and sometimes even dangerous and unnecessary products. We have selected 5 standard chemicals that should be found in any closet. For daily cleaning use these 5 products should be all that is found in a closet or on a janitorial cart.

The 5 Standard Chemicals

The 5 standard products we use are:

1. Glass Cleaner
2. Peroxide Cleaner
3. Ph Neutral Floor Cleaner
4. Non-Acidic Bowl Cleaner
5. Disinfectant

We use these same 5 products in all accounts. By doing this we are able to make sure our cleaners are better trained by reducing confusion and we also create a safer environment as there are less products to control.





Chemical Dispersal System

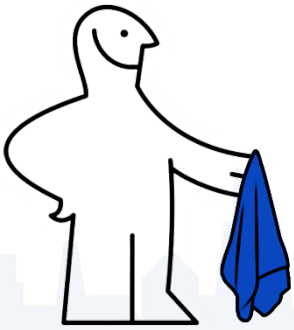
We use a product mixing stations as part of our chemical control program. This makes sure that concentrated products are not used on surfaces by mistake. This also ensures that all products are mixed correctly.

Improperly mixed products can result in poor cleaning results such as sticky floors or streaky mirrors. By using this system, we ensure our cleaners are sent out to clean with the right chemicals mixed the proper way.

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COLOR CODED TOWEL SYSTEM

Our color coded towel system ensures that our team is using the proper microfiber cloths in all situations, regardless of the area. We follow a color coded system that requires our team to use particular colored towels according to the area that they are cleaning.



YELLOW	USED TO CLEAN LOWER RISK AREAS
BLUE	GENERAL PURPOSE/MIRRORS & GLASS
GREEN	CLEANING FOOD PREPERATION AREAS
RED	USED TO CLEAN HIGH RISK AREAS

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QUALITY ASSURANCE

When performance is measured and reported, quality will increase. This is the principal reason why we employ meaningful and effective quality control processes. We recognize the importance of monitoring our own performance and continually look for ways to improve our delivery of service. At Citywide quality control is not considered an expense but an investment.

Internal Independent Quality Inspectors

It is a common practice among many of our competitors for the quality checks to only be performed by the manager in charge of the project. This sort of approach presents obvious conflicts of interest. A manager may be tempted to withhold information from company management when performing quality checks and attempt to fix issues without ever reporting them up to company management.

Operations managers performing quality checks certainly has a place in the day-to-day operation and managing of an account, but ***managers should not be the only people*** to perform inspections. This is why we have employed multiple quality inspectors that do not work for the operations managers but instead reported directly to the President of the company. Their mission is to provide impartial assessments of the performance of Citywide.

Effective Quality Assessments with Technology

Citywide quality inspectors will use our Orange QC Quality Control Mobile Application to collect all assessment data. This allows data to be collected live in the field and this provides company leadership with a direct feed to the information collected which reduces the time between discovery of an issue and resolution.



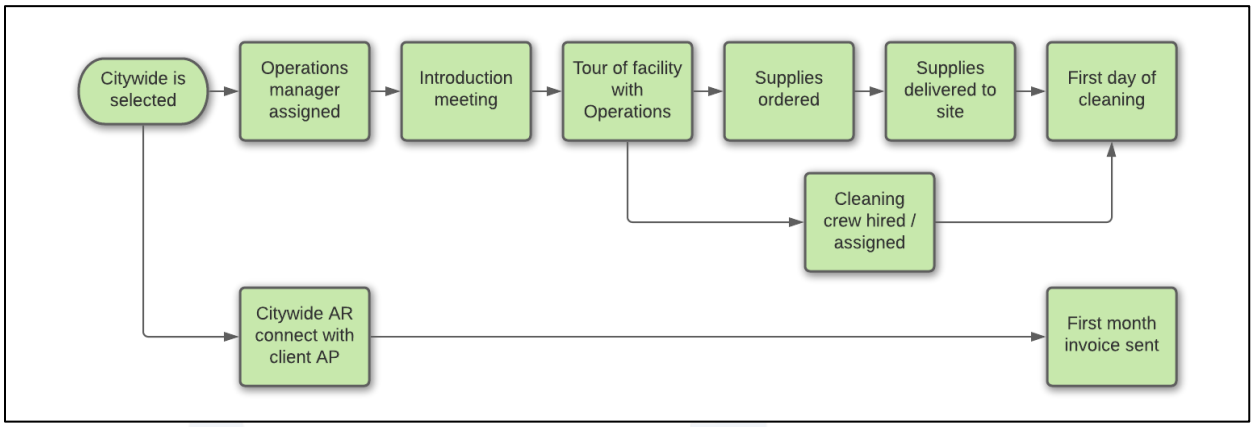
How it Works

1. Our inspector shows up on-site and pulls up the app and selects the correct service location.
2. The inspector beings to walk the facility looking for issues and trends and notates them in the Orange QC System.
3. The inspector will obtain a verbal rating based on a 1 – 5 scale. A rating of 2 or less will be flagged and will then be monitored by senior leadership until the quality returns to acceptable levels.
4. Any items found to be an immediate concern during the inspection will be flagged for urgent attention which will be communicated to the account manager immediately. The issue will then be addressed before 7:00 a.m. the following business day.
5. Once the inspection is completed the inspector will close out the visit in the app. This will trigger work tickets listing the deficiencies found. Over the course of the next service week all issues will be addressed. (Citywide has the ability to provide you with detailed inspection results upon request.)

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TRANSITION PLAN

Transitioning from one janitorial provider to another can be a daunting and intimidating process. Reducing the negative impacts of any such transition requires planning and defined steps. When you contract with Citywide we will guide you through this process to help the process of transitioning be as smooth as possible.



After a Contract is Signed

After signing a contract with Citywide a series of actions will be set into motion leading up to the first day of service. Generally Citywide needs 2 to 3 weeks of preparation time for the process to be successful and relatively headache free.

Operational Transition

As soon as you enter into a contract with Citywide your sales rep will begin the process of transitioning services to the operations management team.

Determination of Timelines

The first step in the process is to establish the service start date. This is the first day our cleaners will arrive to begin providing services. The work start date should be established as quickly as possible. Preferably prior to a contract being signed.

Introduction Meeting

After a work start date is determined the sales rep will schedule an introduction meeting to introduce the operations manager to you. During the introduction meeting we will need to walk the operations team through the facility. On the tour the operations manager may have specific questions about the facility or logistics that would not have come up during the sale process. This is also the time where security protocols for the facility should be reviewed.

After this meeting is concluded you will be officially transitioned to the operations management team for all day to day needs.

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Pre-Startup Planning

All tasks that must be accomplished fall within the follow categories:

1. Site Tours

    a. After we are awarded an account it is essential that we tour the facilities to determine closet locations, what dispensers will be needed, parking and access issues, dumpster locations, and any other logistical information critical to all later plans.

    b. As part of the new account tours, we determine what keys will be needed and what amounts of keys.

2. Supplies – Preparation

    a. Determine supply vendor: We maintain business relationships with several supply vendors. This way we can select the vendor that is best able to meet the needs of the account.

    b. Order chemical dispensers: Part of the move in process involves us installing our chemical dispensers. This way we ensure that we have all chemicals needed to clean on day 1.

    c. Create start-up supply list: After all locations are toured, a start-up supply list is created and ordered as soon as possible. The supplies are delivered the day before take possession of an account and distributed to the closets based on a move in list created as part of the pre-start up tours.

3. Move-in Day

    a. When possible moving in the day before an account start-up is preferred. This allows for the first day of cleaning to be devoted to learning cleaning activities and not setting up equipment.

4. Staffing Plan

    a. Finalize staffing plan: A preliminary staffing plan is created as part of the bid process but once the account has been awarded Citywide management will review the staffing numbers and budgets and determines a final staffing plan with positions and rates of pay.

    Often this is just simply a matter of pulling the numbers from our bid process but sometimes decisions like weather to use full-time or part-time workers will be made after award.

    b. Interview current workers: We only hire incumbent employees we feel will be able to adapt to our new way of cleaning and different management style. Those that simply wish to go along with the status quo are not selected for hire.

    There are many upsides to assuming good workers from a current work force. They possess a great deal of logistical information such as:

        i. Light switches

        ii. Outlet locations

CITYWIDE BUILDING MAINTENANCE
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iii. Door issues

iv. Closet locations

v. "Picky" tenants

c. Post jobs on hiring sites: Workers are sourced trough online job postings, community boards, newspapers, goodwill, churches, and employee referrals.

d. Interview: All employees must be interviewed. During this process we review their work history, criminal background, and life situation.

e. Make employment offers: Once all persons are interviewed offers are made to workers.

f. Process Background Checks: All new employees are hired pending the results of a background check. If a hit comes back on a check it is reviewed and a determination is made on whether the person may be allowed to work for Citywide.

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AFTER SERVICE BEGINS

During the first month of service several initiatives are occurring. All aspects of our cleaning program will come online during this first month of service. It is a process and does not happen overnight.

First Day of Service

The first day of any new contract is often filled with unforeseen challenges. To help the first day go as well as possible we often bring in additional company supervision or cleaners to oversee and assist the assigned workers and to also assist with training. While employees are taught what to expect and how to work, every building has its own challenges and quirks.

Basic Cleaning Tasks

During the first week of service we focus our time on getting our team used to the layout of your facility & performing the basic cleaning tasks correctly. During the first few days of services there is a lot to learn about a facility and this all adds up to extra time. So rather than chasing the unattainable perfection we focus on teaching everyone the basics of cleaning and begin teaching the crew members how their daily routines will go.

Week 1 – Perfecting the Basics

We must first perfect the basics of cleaning at any new facility. The basic cleaning tasks are the daily tasks such as trash and spot vacuuming. These tasks take a lot longer to complete during the first week of service while the crew and supervision learn their way around the building.

The basics are the foundation of any successful cleaning program which is why it is important to give time to perfect them. Supervision provides intense focus on this area in the first days of cleaning to ensure that a firm foundation is created.

Week 2 – Implementation of the QRS

During the first 2 weeks, supervision will be reviewing floorplans, contract specs, and the daily flow of the facility to determine what will be the best division of detail cleaning.

As part of the this process the initial through section maps are created in preparation for deploying the QRS Process.

QRS Implementation

As employees begin to improve on the basic cleaning tasks they will get faster and faster as they get into a routine. Once this time gap is created we begin to implement the QRS method cleaning.

During the first 2 weeks of the QRS rollout the employee experience will be the same as before with the implementation of the basics. They will get faster and faster and as these gaps in time are created supervision adds more to the QRS and continues to do so until the entire QRS System is in place. This takes anywhere from 30 to 60 days depending on the starting condition and or the complexity of the facility.

1555 Industrial Dr. Itasca, IL 60143
www.abscitywide.com

PRICE FOR SERVICES

Beth Reich
(847) 587-2561
breich@grantbulldogs.org

Grant CHSD 124
285 E Grand Ave
Fox Lake, IL 60020

Michael Capraro
mcapraro@citywideinc.com

Citywide Building Maintenance
1555 Industrial Dr # A,
Itasca, IL 60143
US

SO-2121

Product	Description	Item Price	Quan	Total Price
Monthly Janitorial Services	2 full-time "swing shift" cleaning technicians to work 8 hours, from 11am-7:30pm, including a 30-minute break. 2 full-time "night shift" cleaning technicians to work 8 hours, from 3pm-11:30pm, including a 30-minute break. 260 working days.	$17,462.02	12	$209,544.24
			Total Annual Cost:	**$209,544.24**

JANITORIAL SERVICES

Grant CHSD 124

To accept this contract, please sign and return this document to Citywide

email: mjb@citywideinc.com
fax: 847-228-1191
mail: 1555 Industrial Dr.
Itasca, IL 60143

Michael Capraro
mcapraro@citywideinc.com

GENERAL TERMS &PROVISIONS

This General Provisions Agreement ("Agreement") is made affective this October 6th, 2022, by and between Citywide Building Maintenance Inc. (“Contractor”) and Grant CHSD 124 (“Client”)

NOW, THEREFORE, the parties hereto agree as follows:

1. GENERAL DUTIES

A. At all times, Contractor shall perform all duties hereto outlined in a professional, ethical, and businesslike manner. Contractor shall make every possible effort to ensure the proper delivery of services as outlined in this Agreement. Client will make a designated representative available to Contractor when challenges are arising so that equitable solutions to any potential challenges may be established.

2. CHEMICALS, SUPPLIES AND EQUIPMENT

A. Client shall supply all supplies and equipment necessary to provide janitorial services as outlined in this Agreement. Consumables such as liners, toilet paper, paper towels, soap, sanitary napkins, toilet seat covers, and deodorizers are not included in the above listed price for services. These are to be provided by Client or purchased by contractor and billed back to Client at a cost plus.

B. Contractor shall stock enough paper goods, hand soap, and liners to not run out in between service times. Paper goods in common area restrooms shall be checked once per day as a minimum when day porter services are provided.

C. Client shall provide any and all equipment necessary to perform janitorial services as outlined in this agreement. It is understood by both parties that Contractor may require a location on site to store any necessary equipment and that this location is to be designated by Client. Client understands that failure to provide secured and adequate storage for necessary equipment may result in some services, where said equipment is required, to not be performed correctly.

3. PERSONNEL / EEOC POLICY

A. All matters pertaining to the recruitment, screening, hiring, and retention of employees shall be the exclusive responsibility of Contractor. Contractor shall adhere to all local, state, and federal laws concerning Equal Employment Opportunity laws and shall not discriminate based on race, religion, sex or age. Contractor shall comply with all local, regional, and federal regulations relative to payroll taxes, unemployment, general liability, minimum wage, health care, etc.

B. Any employee of contractor may be removed from the site work force upon written request of Client.

C. Contractor may perform criminal background checks for employees who work for Contractor. It is not required that Contractor provide to Client copies of employee background check documents or results from said background checks. Contractor shall provide to Client a copy of employee background checks by way of written request from Client.

4. Non-Solicitation

A. During the term of this agreement and for a period of twelve (12) months following termination, Client shall not, directly or indirectly, solicit or attempt to solicit, divert or hire away any person employed by Contractor without first obtaining written consent.

5. Insurance

A. Contractor shall be fully insured with general liability and workers compensation policies. Upon the execution of a signed agreement between Contractor and Client, Client may request a copy of Contractor's proof of insurance in accordance with the requirements of Client.

B. If Client requires additional insurance beyond what was requested in the bidding process, then Contractor shall invoice to Client any and all additional costs associated with an increase in coverage.

6. Contract Compliance

A. Contractor management shall work closely with a designated Client representative or representatives to ensure compliance with the requirements of this Agreement. Contractor shall additionally assign an off-site manager who will be responsible for day-to-day compliance of this Agreement. Contractor shall provide the contact information of this manager to Client.

B. Client shall provide to Contractor a list of defined services that are to be performed at Clients facility. If Client does not have a defined list of services, Contractor shall provide a standard list of services. Contractor and Client should agree on the defined list of services, or Scope of Work (SOW).

7. Safety

A. Contractor shall train all employees on a regular basis to ensure said employees understand and comply with the safety procedures of Client. In addition to the safety requirements of Client, Contractor shall ensure that all employees are trained how to properly adhere to all local, state, and federal regulations concerning safety in the workplace.

8. Storage/Office

A. Client shall make every possible effort to provide Contractor with an area to safely store any and all equipment, chemicals, small tools, and office supplies needed to execute this Agreement. Contractor shall be responsible for the security of all items within this defined area. Any damage that would be attributed to "normal wear and tear" shall not be charged, invoiced, or billed to Contractor. Client may not deduct costs for any damage from Contractor billing without first obtaining an agreement in writing from Contractor.

9. Pricing Adjustment

A. The pricing for this Agreement is as defined in the pricing section of the general provisions. However, it shall be understood that prices for services may need to be adjusted on occasion based on any increases in the federal or state minimum wage, State or Federal unemployment taxes, workers compensation, general liability, FICA, or any new taxes or fees imposed by Local, State, and Federal government agencies.

B. In the event of an increase or decrease to Contractor's price for services for any reason, Contractor and Client may amend this document with an addendum which shall list out any and all price adjustments and shall also include the purpose for any said price increase.

C. Should Client request a change in services because of opening a new building or unit, or permanent closing of building or units and should such change result in a change of costs to contractor, the monthly price for services shall be adjusted by the projected change in costs to Contractor with an addendum to this contract.

10. Extra Labor & On Call Services

A. It is understood, that from time to time, Client may have the need for labor services outside of the scope of work. Within the scope of janitorial services charges for any extra labor will be $26.00 per hour. If an employee has worked a full 40-hour work week and additional services are requested OT charges will apply for the work to be performed.

"EXTRA ON CALL SERVICES" (Above and beyond specifications)

Carpet shampooing (per sq. ft. per service)	$0.40
Scrub and wax 2 coats (per sq. ft. per service)	$0.30
Strip and wax 3 coats (per sq. ft. per service)	$0.45
Extra Cleaning Services Rate M-F	$26.00 per man hour
Extra Cleaning Weekend Services Rate	$37.00 Per man hour
Holiday Services Rate	$48.50 per man hour

(Additional services available upon request)

A minimum charge of $450.00 will apply to all project service jobs that are less than 1500 square feet in regards to floor and carpet work.

11. Invoicing and Non-Payment

A. Contractor will invoice Client for contracted services with payment expected at conclusion of service for the month that service is billed. Unless otherwise agreed upon Citywide payment terms are NET 30.

B. It is understood that Contractor shall collect any and all sales and use tax as required by the state, county, and city that the work shall be performed in.

12. Holiday

A. Contractor shall provide employee Holidays on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas. There shall be no services rendered on these days nor shall any credits for these days be issued. If Client wishes services to be performed on these days, it is understood that Client shall be charged a holiday rate of $48.50 per man hour.

13. Inclement Weather

A. In the event of inclement weather such as snow or ice, Contractor shall make every effort possible to ensure services are performed. However, it is understood that occasions may arise where getting employees to work is not possible due to roads being considered unsafe. In these instances, Contractor shall work with Client to determine an action plan and what will and will not be accomplished on these days.

B. On days where school is canceled due to weather, Contractor shall not perform cleaning services and no credits shall be given. Contractor shall provide cleaning services at no additional cost to Client for school days that are made up over beaks, teacher in services days, holidays, or at the end of the school year.

14. Length of Contract

A. The initial term on this Agreement shall commence within 3 months of its origination date, November 1st, 2022 (or a different start date agreed upon by both parties) and it shall continue in effect for a period of one (1) year with three (3) renewal years with a minimum living wage increase of 3.0% unless otherwise agreed upon 30 days prior to contract anniversary date. This agreement will automatically renew at the anniversary date of the contract unless otherwise discussed and adjusted invoicing will be sent reflecting the minimum 3% increase to start the new contract year.

15. No Cause Termination

A. This agreement may be terminated by Client without cause by giving at least thirty (30) days' notice in writing on company letterhead and delivered by certified mail to Contractor. In the event of termination by Client pursuant to this subsection, Client may immediately relieve Contractor of all daily duties, provided that Client shall pay Contractor at the then applicable monthly billing rate to the termination date included in the original termination notice.

B. Contractor may terminate this Agreement at Contractor discretion by providing at least thirty (30) days written notice to Client.

16. Notices

A. Any notices required by this Agreement or given in connection with it, shall be in writing and shall be given to the appropriate party by email delivery on company letterhead or by certified mail, postage prepaid, or recognized overnight delivery services.

If to Contractor:
Citywide Building Maintenance, Inc.
1555 Industrial Drive
Itasca, IL 60143

17. Final Agreement

A. This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

18. Governing Law

This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.

19. ACCEPTANCE OF TERMS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

CONTRACTOR
Citywide Building Maintenance, INC.

Print Name: Marc Battista

Title: President

Signature: Marc Battista

Date: 10/6/2022

CLIENT

_____
(Write legal name in line above)

Print Name: _____

Title: _____

Signature: _____

Date: _____

20. PRICE FOR SERVICES

Client agrees to pay contractor:

Price for Services

Without Sales Tax

Annually ----------	$	**209,544.24**
Payable in 12 monthly installments of:		
Monthly ----------	$	**17,462.02**

Payment terms are Net 30 unless otherwise discussed.

This price includes:

1. Supervision and admin costs
2. Labor to perform services
    - 2 full-time "swing shift" cleaning technicians to work 8 hours, from 11am-7:30pm, including a 30-minute break. 2 full-time "night shift" cleaning technicians to work 8 hours, from 3pm-11:30pm, including a 30-minute break. 260 working days.
3. Stocking Consumables (consumables purchased by Client)

APPROVAL OF PRICING:

CLIENT

_____

(Write legal name in line above)

Print Name: _____

Title: _____

Signature: _____

Date: _____

Accounts payable contact information:
Please include the accounts payable information in the below fields. Send this information to renata@citywideinc.com or include with contract when sending back.

AP Contact Name: _____

Phone number: _____

AP Email address: _____

Preferred method to receive invoices: mail: _____ | email: _____

Is a PO Number Required: _____

Po#: _____

Mailing address: _____

_____

_____

REFERENCES

Woodland School District #50
17368 W. Gages Lake Rd.
Gurnee, IL 60030
Mr. John Fuhrer 847-596-5600
Email: jfuhrer@dist50.net
1,060,000 sq. ft.
Student Population 6,500
Our customer from 1996 to present

Warren Township High School District #121
34090 Almond Road
Gurnee, IL 60031
Mr. Michael A. Engel 847-662-1400
Email: mengel@wths.net
850,000 sq. ft.
Student Population 4,276
Our customer from 2015 to present