



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
 Regular Meeting AGENDA
 Thursday, January 8, 2026 at **7:30 PM**

BOARD OF EDUCATION
 Peter D. Theodore, *President*
 Myra A. Foutris, *Vice President*
 John P. Vranas, *Secretary*
 Ted Kwon
 Jay Oleniczak
 Elissa B. Rosenberg
 Mihra Seta

ADMINISTRATION
 Dr. David L. Russo, *Superintendent of Schools*
 Dr. Dominick M. Lupo, *Assistant Superintendent for Curriculum & Instruction*
 Courtney L. Whited, *Business Manager/CSBO*

***Agenda of the Regular Meeting of the Board of Education of Lincolnwood School District 74,
 Cook County, Illinois, to be held in the Lincolnwood Village Hall - Gerald C. Turry Village Board Room
 6900 North Lincoln Avenue
 Lincolnwood, Illinois 60712,
 on Thursday, January 8, 2026.***

Bill Reviewers for the Month: Ted Kwon and Peter D. Theodore

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - (7:30 p.m.)

- Myra A. Foutris
- Ted Kwon
- Jay Oleniczak
- Elissa B. Rosenberg
- Mihra Seta
- Peter D. Theodore
- John P. Vranas

ADMINISTRATIVE TEAM MEMBERS

- | | |
|--|---|
| <input type="checkbox"/> Dr. David. L. Russo | <input type="checkbox"/> Dr. Dominick M. Lupo |
| <input type="checkbox"/> Courtney Whited | <input type="checkbox"/> Mark Atkinson |
| <input type="checkbox"/> Dr. Aliaa Ibrahim | <input type="checkbox"/> Joseph Segreti |
| <input type="checkbox"/> Jennifer Ruttkay | <input type="checkbox"/> Dr. Chris Harmon |
| <input type="checkbox"/> Jordan Stephen | <input type="checkbox"/> Jackie McGoey |
| <input type="checkbox"/> Renee Tolnai | <input type="checkbox"/> Erin Curry |

2. AUDIENCE TO VISITORS

3. INFORMATION/ACTION: CONSENT AGENDA

(Any member of the Board wishing to vote separately on a Consent Agenda item should request removal of that item from the Consent Agenda.)

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - **DECEMBER 4, 2025**

b. EMPLOYMENT MATTERS

- I. **Personnel Report**
- II. New Employment
 - 1. **Claire Kitchens**, Paraprofessional, Lincoln Hall, effective January 5, 2026 - April 27, 2026, \$17.83/hr

III. Resignation

1. **Mine Karatas**, Lunch/Recess Supervisor, Rutledge Hall, effective December 18, 2025

c. Policy

- I. Consent Only - Policies Excluded from 1st Reading for Approval* *These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.

1. Press Plus Issue #120 - October 2025

- (1) Draft - Update

- | | |
|---|----|
| (1) 7:70 Attendance and Truancy | 12 |
| (2) 5:100 Staff Development Program | 17 |
| (3) 5:190 Certification | 23 |
| (4) 5:200 Terms and Conditions of Employment and Dismissal | 26 |
| (5) 5:220 Substitute Teachers | 29 |
| (6) 5:280 Duties and Qualifications | 33 |
| (7) 5:300 Schedules and Employment Year | 37 |
| (8) 6:130 Program for the Gifted | 41 |
| (9) 6:160 English Learners | 43 |
| (10) 6:260 Complaints About Curriculum, Instructional Materials, and Programs | 46 |
| (11) 6:315 High School Credit for Students Who Qualify | |
| (12) 7:290 Suicide and Depression Awareness and Prevention | |
| (13) 7:310 Restrictions on Publications; Elementary Schools | |
| (14) 7:340 Student Records | |

- (2) Draft Update - Rewritten

- (1) 7:150 Agency and Law Enforcement Requests

- II. 2nd Reading/Adoption of Policy

1. Press Plus Issue #120 - October 2025

- (1) Draft - Update

- (1) 4:30 Revenue and Investments
- (2) 5:10 Equal Employment Opportunity and Minority Recruitment
- (3) 6:60 Curriculum Content
- (4) 2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Rationale: As part of the Regular meeting, the Board of Education routinely approves minutes, personnel items, Board policies, and routine business matters.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

Motion by member: _____ Seconded by: _____

4. UNFINISHED BUSINESS

5. NEW BUSINESS

6. COMMUNICATION FROM BOARD MEMBERS

- a. NTDSE/District 807: **John P. Vranas/Elissa B. Rosenberg**
- b. IASB (Illinois Association of School Boards): **Ted Kwon/Jay Oleniczak**
- c. Finance Committee: **Jay Oleniczak/Mihra Seta**
- d. Facilities Committee: **John P. Vranas/Myra A. Foutris**
- e. Policy Committee: **Myra A. Foutris/Ted Kwon**

- I. 1st Reading by the Lincolnwood School District 74 Board of Education
 1. Press Plus Issue #120 - October 2025
 - (1) Draft - Update
 - (1) 4:80 Accounting and Audits
 - (2) 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
 - (3) 7:190 Student Behavior

f. President's Report: **Peter D. Theodore**

- I. INFORMATION/DISCUSSION: Important District Dates

7. COMMUNICATION TO THE BOARD OF EDUCATION

- a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**
- b. LSSU (Lincolnwood Support Staff Union): **Tommy Bujnowski (President)**
- c. PALS (People Active with Lincolnwood Schools): **Abby Jones (President)**

8. ADMINISTRATIVE REPORTS

a. Superintendent's Report: **Dr. David L. Russo**

- I. INFORMATION/DISCUSSION/ACTION: The Barry and Taffy Berger Foundation Donation
Rationale: The Lincolnwood School District 74 Board of Education must approve all donations to the District.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education accept this donation from the Barry and Taffy Berger Foundation in the amount of \$75,000, as presented.

Motion by member: _____ Seconded by: _____

- II. INFORMATION/DISCUSSION: 2024-2029 Strategic Plan Board of Education Update

- III. INFORMATION/DISCUSSION: District Updates

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. Dominick M. Lupo**

- I. INFORMATION/DISCUSSION: Curriculum Department Update

c. Business and Operations, Business Manager/CSBO: **Courtney Whited**

- I. INFORMATION/DISCUSSION: Finance Report - **OCTOBER 2025**

- II. INFORMATION/ACTION: Bills Payable in the Amount of \$2,239,397.74

Bills reviewed this month by: Ted Kwon and Peter D. Theodore

Rationale: The Board of Education routinely reviews and approves invoices and bills.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$2,239,397.74.

Motion by member: _____ Seconded by: _____

9. AUDIENCE TO VISITORS

10. RECESS INTO CLOSED SESSION

I move that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459** - Personnel, **5 ILCS 120/2(c)(2)** - Collective Negotiating and **5 ILCS 120/2(c)(10)** - The placement of individual students in special education programs and other matters relating to individual students.

Motion by member: _____ Seconded by: _____

11. ADJOURNMENT

Motion by member: _____ Seconded by: _____

Dr. David L. Russo, Superintendent of Schools

Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
 Regular Meeting Minutes
 Thursday, December 4, 2025 at 7:00 PM

BOARD OF EDUCATION
 Peter D. Theodore, *President*
 Myra A. Foutris, *Vice President*
 John P. Vranas, *Secretary*
 Ted Kwon
 Jay Oleniczak
 Elissa B. Rosenberg
 Mihra Seta

ADMINISTRATION
 Dr. David L. Russo, *Superintendent of Schools*
 Dr. Dominick M. Lupo, *Assistant Superintendent for Curriculum & Instruction*
 Courtney L. Whited, *Business Manager/CSBO*

Minutes of the Regular Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Lincolnwood Village Hall - Gerald C. Turry Village Board Room 6900 North Lincoln Avenue, Lincolnwood, Illinois 60712, on Thursday, December 4, 2025.

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

President Theodore called the meeting to order at 7:00 p.m., roll call was taken and the Pledge of Allegiance was recited.

MEMBERS PRESENT

Myra A. Foutris
 Ted Kwon
 Jay Oleniczak
 Elissa B. Rosenberg
 Mihra Seta
 Peter D. Theodore
 John P. Vranas

ADMINISTRATORS/STAFF PRESENT

Dr. David L. Russo
 Dr. Dominick M. Lupo
 Courtney L. Whited
 Mark Atkinson

Dr. Chris Harmon
 Jackie McGoey
 Jennifer Ruttkay
 Erin Curry

Jordan Stephen
 Joseph Segreti
 Renee Tolnai

2. DISTRICT RECOGNITION

a. **Curricular Highlight** - The second-grade students have been working hard to prepare for their upcoming music performance. They look forward to sharing the progression of their work and offering insight into their journey toward this event, as well as discussing details of the upcoming December 11, 2025 performance.

Todd Hall Principal Chris Harmon shared a presentation highlighting the second-grade music performance preparation, and the second-grade teachers and students provided a delightful review of their upcoming performance in December.

President Theodore took a three-minute break for those who wished to be excused at 7:12 p.m.

President Theodore moved back into open session at 7:15 p.m.

3. AUDIENCE TO VISITORS

A community member spoke on behalf of Children’s Care & Development Center (CCDC) remaining a tenant of Lincolnwood School District 74.

4. CONSENT AGENDA

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - **NOVEMBER 6, 2025**
- II. Regular Board Meeting - Closed Session Minutes - **NOVEMBER 6, 2025**

b. EMPLOYMENT MATTERS

I. **Personnel Report**

II. New Employment

- 1. **Aulona Abdullahu**, Paraprofessional, Lincoln Hall, effective November 13, 2025, \$17.83/hr.
- 2. **Olivia Rainey**, Paraprofessional, Rutledge Hall, effective December 1, 2025, \$17.83/hr

III. Leave of Absence

- 1. **Alkashish Alkashish**, Paraprofessional, Todd Hall, effective December 3, 2025, with an expected return date of January 5, 2026

IV. FMLA Leave Request

- 1. **Emily Morelli**, 3rd Grade Teacher, Rutledge Hall, effective on or about March 27, 2026, with an expected return for the 2026-2027 school year.

c. Policy

I. Consent Only - Policies Excluded from 1st Reading for Approval* *These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.

1. Press Plus Issue #119 - June 2025

(1) Draft - Update

- (1) 2:80 Board Member Oath and Conduct

(2) Review & Monitoring

- (1) 3:30 Chain of Command
- (2) 4:180 Pandemic Preparedness; Management; and Recovery

2. Press Plus Issue #120 - October 2025

(1) Draft - Update

- (1) 2:80 Board Member Oath and Conduct
- (2) 4:10 Fiscal and Business Management
- (3) 5:90 Abused and Neglected Child Reporting
- (4) 6:20 School Year Calendar and Day
- (5) 7:10 Equal Educational Opportunities
- (6) 8:30 Visitors to and Conduct on School Property
- (7) 2:120 Board Member Development
- (8) 2:150 Committees
- (9) 4:140 Waiver of Student Fees

(2) Review and Monitoring

- (1) 6:280 Grading and Promotion

d. Anticipated Dates for the 2026 Lincolnwood School District 74 Board of Education Meetings

The Lincolnwood School District 74 Board of Education must approve dates for the 2026 Regular Board of Education meetings. The meetings are held at Lincolnwood Village Hall (6900 N. Lincoln Avenue, Lincolnwood, IL) at 7:30 p.m., unless otherwise noted. *Please see the District website (sd74.org) for further information.*

January 8, 2026

February 5, 2026

March 5, 2026

April 9, 2026

May 7, 2026

Tuesday, June 2, 2026

June 25, 2026

August 6, 2026
September 3, 2026
October 1, 2026
November 5, 2026
December 3, 2026

e. FY25 Final Audit and The OPEB GASB 74/75 by Lauterbach & Amen, LLP

The Fiscal Year 2025 Lauterbach & Amen, LLP Audit Report was presented to the Finance Committee for informational purposes only on November 20, 2025. The Audit Report will be presented to the Board of Education at the December 4, 2025 Lincolnwood School District 74 Board of Education meeting and subsequently posted on the District's website.

It was moved by Secretary Vranas and seconded by Vice President Foutris that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

President Theodore submitted the motion to a vote and the following vote was recorded:

Ayes: Foutris, Vranas, Kwon, Oleniczak, Rosenberg, Seta, Theodore

Nays: None

Absent: None

Motion passed.

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

None

7. COMMUNICATION FROM BOARD MEMBERS

a. NTDSE/District 807: **John P. Vranas/Elissa B. Rosenberg**

The NTDSE Governing Board did not meet in November 2025.

The next meeting is scheduled for December 10, 2025 at 6:00 p.m.

b. IASB (Illinois Association of School Boards): **Ted Kwon/Jay Oleniczak**

Member Kwon reported on the Delegate's Assembly during the Joint Annual Conference on November 22, 2025.

Key Outcomes:

- School Bus Safety: A key resolution passed, urging the state to provide funds and options for districts to implement new school bus safety features, like seatbelts required by 2031.
- Leadership Elections: Tracie Sayre (Triopia CUSD 27) was elected President, and Alva Kreutzer (THSD 214) became Vice President for the next two years.
- Constitutional Amendments: Delegates adopted several changes to the IASB Constitution, clarifying procedures and structure, with board-approved amendments passing.
- Advocacy Priorities: The adopted resolutions set the stage for IASB's legislative agenda, focusing on securing resources for unfunded mandates and supporting member needs.

c. Finance Committee: **Jay Oleniczak/Mihra Seta**

The Finance Committee last met on November 20, 2025.

- The Committee sent two items to the Agenda:
 1. IGS Electricity Contract Beginning April 2026
 2. IGS Natural Gas Contract Beginning August 2026

- The Final Fiscal Year 2025 SD74 Audit and reports prepared by Lauterbach & Amen, LLP were reviewed and are being presented to the Board of Education for its review tonight.
- The Finance Committee concurred with the Administration’s proposed final 2025 Levy that will be presented to the Board of Education during the public hearing this evening for adoption.

The December Finance Committee meeting was cancelled due to a light agenda. The next Finance Committee meeting is scheduled for Thursday, January 22, 2026 at 6:30 p.m. The public is welcome.

d. Facilities Committee: **John P. Vranas/Myra A. Foutris**

The Facilities Committee last met on October 21, 2025. The November and December 2025 Facilities Committee meetings were canceled due to a light Agenda.

The next Facilities Committee meeting is scheduled for Tuesday, January 20, 2026 at 6:00 p.m. The public is welcome.

e. Policy Committee: **Myra A. Foutris/Ted Kwon**

I. 1st Reading by the Lincolnwood School District 74 Board of Education

1. Press Plus Issue #120 - October 2025

(1) Draft - Update

(1) 4:30 Revenue and Investments

(2) 5:10 Equal Employment Opportunity and Minority Recruitment

(3) 6:60 Curriculum Content

(4) 2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

The Policy Committee last met on Friday, November 14, 2025. The Policy Committee sent thirteen policies to the Consent Agenda, and four policies to 1st Reading by the Board of Education.

The next Policy Committee meeting is scheduled for Friday, December 12, 2025 at 8:30am in the Administration Building. The public is welcome.

f. President's Report: **Peter D. Theodore**

I. Important District Dates

President Theodore shared important District upcoming dates. Please see the District website for information: sd74.org.

8. COMMUNICATION TO THE BOARD OF EDUCATION

a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**

Co-President Travis DuPriest wished everyone a very happy holidays.

He highlighted LTA members Fatima Usman and Aliana Burianek, as well as LSSU member Arleen LaRosa, for their work on the recent BPAC (Bilingual Parents Advisory Committee) event.

b. LSSU (Lincolnwood Support Staff Union): **Tommy Bujnowski (President)**

No report.

c. PALS (People Active with Lincolnwood Schools): **Abby Jones (President)**

No report.

9. ADMINISTRATIVE REPORTS

a. Superintendent's Report: **Dr. David L. Russo**

I. District Updates

- Superintendent Russo thanked Dr. Jermihov, the teachers, and all our wonderful second graders for giving such a beautiful preview of their upcoming show! The District is excited for the full performance next week! Additionally, the District is in store for more musical treats, with the Holiday concert that is scheduled for December 16, 2025. Sandwiched in between we are recognizing our Varsity Girls’ Basketball team with a Red Out event on December 9, 2025. Although it is cold outside, we have many fun indoor plans in store before the Winter Break.

- Report cards will be emailed to families early next week. Please check your inboxes to make sure you receive this important information. If you have not received anything by Wednesday, contact your respective school office.
- Those who are scheduled to volunteer at classroom Winter Parties for Todd Hall and Rutledge Hall should check their email inbox for a reminder communication from the District in the coming days with all the details.
- Thank you to all the PALS volunteers and planning committee who helped make the Book Fair so successful! It was such a wonderful opportunity to connect students with great literature and continue to foster a love of reading!
- Finally, although we are still a couple of weeks away, everyone is wished a relaxing and memorable Winter Break and Happy Holidays and New Year to all!

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. Dominick M. Lupo**

- Assistant Superintendent for Curriculum and Instruction Lupo reported the NWEA Winter term assessments will be implemented prior to winter break in 2025.
- 2026 SD74 Summer Adventures planning is underway. Dates will be communicated soon.

I. Approval of the Lincoln Hall School Improvement Plan

It was moved by Secretary Vranas and seconded by Vice President Foutris that the Lincolnwood School District 74 Board of Education approve the Lincoln Hall School Improvement Plan, as recommended by the Administration and as presented.

President Theodore submitted the motion to a vote and the following vote was recorded:

Ayes: Foutris, Vranas, Kwon, Oleniczak, Rosenberg, Seta, Theodore

Nays: None

Absent: None

Motion passed.

c. Business and Operations, Business Manager/CSBO: **Courtney Whited**

I. Finance Report - **SEPTEMBER 2025**

Business Manager/CSBO Whited presented the September 2025 Finance Report.

II. Public Hearing and Adoption of the Final 2025 Property Tax Levy

PUBLIC HEARING

OPEN PUBLIC HEARING

It was moved by Secretary Vranas and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education open a public hearing regarding adoption of the Final 2025 Property Tax Levy.

President Theodore thanked the Business Office and Finance Committee for their work on the levy.

President Theodore submitted the motion to a voice vote and the motion passed.

AUDIENS COMMENTS

None

CLOSE PUBLIC HEARING

It was moved by Secretary Vranas and seconded by Member Kwon that the Lincolnwood School District 74 Board of Education close the public hearing regarding adoption of the Final 2025 Property Tax Levy.

President Theodore submitted the motion to a voice vote and the motion passed.

2025 PROPERTY TAX LEVY APPROVAL

It was moved by Secretary Vranas and seconded by Member Seta that the Lincolnwood School District 74 Board of Education adopts the 2025 Property Tax Levy Resolutions, as presented. The Board also directs the Business Manager/CSBO, Courtney Whited, to file the Truth in Taxation Certificate of Compliance and all other documentation before the last Tuesday in December.

President Theodore submitted the motion to a vote and the following vote was recorded:

Ayes: Foutris, Vranas, Kwon, Oleniczak, Rosenberg, Seta, Theodore

Nays: None

Absent: None

Motion passed.

III. IGS Natural Gas Contract Beginning August 2026

It was moved by Member Oleniczak and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education approve a 36-month contract with IGS for natural gas at a rate of \$5.045 per decatherm, as presented.

President Theodore submitted the motion to a vote and the following vote was recorded:

Ayes: Foutris, Vranas, Kwon, Oleniczak, Rosenberg, Seta, Theodore

Nays: None

Absent: None

Motion passed.

IV. IGS Electricity Contract Beginning April 2026

It was moved by Member Oleniczak and seconded by Member Kwon that the Lincolnwood School District 74 Board of Education approve a 36-month contract with IGS for electricity at a rate of \$0.1001 per kWh.

President Theodore submitted the motion to a vote and the following vote was recorded:

Ayes: Foutris, Vranas, Kwon, Oleniczak, Rosenberg, Seta, Theodore

Nays: None

Absent: None

Motion passed.

V. Bills Payable in the Amount of \$2,262,505.57

Bills reviewed this month by: Jay Oleniczak and Mihra Seta

It was moved by Member Oleniczak and seconded by Member Seta that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$2,262,505.57.

President Theodore submitted the motion to a vote and the following vote was recorded:

Ayes: Foutris, Vranas, Kwon, Oleniczak, Rosenberg, Seta, Theodore

Nays: None

Absent: None

Motion passed.

10. AUDIENCE TO VISITORS

None

11. ADJOURNMENT

It was moved by Secretary Vranas and seconded by Member Rosenberg to adjourn the Regular meeting of the Lincolnwood School District 74 Board of Education.

President Theodore submitted the motion to a voice vote and the motion passed at 7:35 p.m.

Peter D. Theodore, President

John P. Vranas, Secretary

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

~~**1st READING**~~

~~**KEEP IN COMMITTEE**~~

~~**DELETE POLICY**~~

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

~~**Adopt with Additional District Edits**~~
(change "revised" & "reviewed" date)

~~**Not Adopted**~~
(change "reviewed" date)

Document Status: Draft Update

Students

7:70 Attendance and Truancy

Definitions

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - A child may be absent from school because of illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Compulsory School Attendance

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

kindergarten through 8 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 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), (3) any child lawfully and necessarily employed, and (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. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Unauthorized Unexcused Vacations

Parents are highly discouraged from taking vacations outside of the District's planned vacation times. Time out of school can be harmful to a child's progress, growth, and success in school. If a parent decides to take an extended vacation or a vacation when school is scheduled, it is not the responsibility of the teaching staff to prepare work for the trip.

Students who are on vacation for more than ten consecutive, regularly scheduled school days will be disenrolled. Upon return, parents will need to re-register their child(ren). Student grades will reflect missed assignments, tests, labs, performances, and other class learning activities.

Truancy [PRESSPlus1](#)

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences

- student and/or family counseling
- information about community agency services

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the North Cook Intermediate Service Center. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon the child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers given.

Student Employment

The Superintendent shall develop procedures, and present them to the Board of Education for its information, for excusing from attendance those students necessarily and lawfully employed.

Updating

Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.:

105 ILCS 5/10-19.05(k), 5/22-92, and 5/26-1 through 5/26-3, 5/26-5 through

5/26-16, 5/26-18, and 5/26A. [PRESSPlus2](#)

[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), 7:80 ((Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

ADOPTED: September 10, 2002

REVISED: June 26, 2025

REVIEWED: June 26, 2025

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at www.iasb.com, to determine necessary changes. **Issue 120, October 2025**

PRESSPlus 2. The Legal References are updated. **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

 1st READING

 KEEP IN COMMITTEE

 DELETE POLICY

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

 Adopt with Additional District Edits
(change "revised" & "reviewed" date)

 Not Adopted
(change "reviewed" date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ General Personnel \

Document Status: Draft Update

General Personnel

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of the 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 any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board 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 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
 - a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
 - c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in [105 ILCS 5/10-20.61](#) (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in [105 ILCS 5/2-3.166](#) (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in [105 ILCS 5/3-11](#).
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;

- c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS [110/3.105/27-240](#)[PRESSPlus1](#) (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
- a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
- a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in [105 ILCS 5/10-23.13](#) (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-[11523.4](#)[PRESSPlus2](#) (violence prevention and conflict resolution education).

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

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/2-3.166](#), [5/3-11](#), [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\(h\)](#), [5/22-95](#), [5/22-115](#), [5/24-5](#), and [5/26A](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 145/25](#), Care of Students with Diabetes 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](#) and [5/5A-103](#), 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 Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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; Code of Professional 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), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: January 12, 2016

REVISED: June 5, 2025

REVIEWED: June 5, 2025

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-240, added by P.A. 104-391, replacing the citation to 105 ILCS 110/3.10, repealed by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-115, renumbered by P.A. 104-391. **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

~~**1st READING**~~

~~**KEEP IN COMMITTEE**~~

~~**DELETE POLICY**~~

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

~~**Adopt with Additional District Edits**~~
(change "revised" & "reviewed" date)

~~**Not Adopted**~~
(change "reviewed" date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \
Professional Personnel \

Document Status: Draft Update

Professional Personnel

5:190 Certification

Please refer to the current Agreement between the Board of Education, School District #74, Lincolnwood, Illinois, and the Lincolnwood Teacher's Association, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.

Each certified staff member must have a current Illinois certificate which legally qualifies him or her for the duties for which he or she is employed. The staff member shall be responsible for securing and maintaining a valid educator licensure.

Each teacher shall have a valid proof of certification in the District's central office no later than the end of the first week of school, each school year. On or before each September 1, each teacher must have a complete, up-to-date set of college transcripts, including any new credits, on file with the Superintendent. The teacher shall notify the Superintendent of a certification change within 30 days after it has occurred.

All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

LEGAL REF.:

[20 U.S.C. §6312\(e\)\(1\)\(A\)](#).

[105 ILCS 5/10-20.15](#), [5/21B-15](#), [5/21B-20](#), [5/21B-25](#), [5/21B-120](#), [PRESSPlus1](#) and [5/24-23](#).

[23 Ill.Admin.Code §1.610](#) *et seq.*, [§1.705](#) *et seq.*, and [Part 25](#).

ADOPTED: May 6, 2008

REVISED: January 11, 2024

REVIEWED: January 11, 2024

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response P.A. 104-111, eff. 1-1-26, establishing a short-term approval credential for teachers in accordance with rules developed by ISBE. **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

~~**1st READING**~~

~~**KEEP IN COMMITTEE**~~

~~**DELETE POLICY**~~

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

~~**Adopt with Additional District Edits**~~
(change "revised" & "reviewed" date)

~~**Not Adopted**~~
(change "reviewed" date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \
Professional Personnel \

Document Status: Draft Update

Professional Personnel

5:200 Terms and Conditions of Employment and Dismissal

School Year, School Day (Teacher Work Day), Assignments and Transfers, Dismissal, Evaluation

Please refer to the current “Agreement between the Board of Education, School District #74, Lincolnwood, Illinois, and the Lincolnwood Teacher’s Association, Local 1274 IFT/AFT, AFL-CIO and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.”

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breastmilk[PRESSPlus1](#) according to provisions in State and federal law.

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.

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](#).

Salary

Teachers shall be paid according to the salaries fixed by the Board of Education, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

LEGAL REF.:

[29 U.S.C. §218\(d\)](#), [Pub. L. 117-328](#), Pump for Nursing Mothers Act.

[42 U.S.C. §2000gg et seq.](#), [Pub. L. 117-328](#), Pregnant Workers Fairness Act.

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.65](#), [5/14-1.09a](#), [5/22-96](#), [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.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: September 10, 2002

REVISED: September 5, 2024

REVIEWED: September 5, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Nursing Mothers in Workplace Act, 820 ILCS 260/10, amended by P.A. 104-76, eff. 1-1-26. **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

 1st READING

 KEEP IN COMMITTEE

 DELETE POLICY

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

 Adopt with Additional District Edits
(change "revised" & "reviewed" date)

 Not Adopted
(change "reviewed" date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \
Professional Personnel \

Document Status: Draft Update

Professional Personnel

5:220 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 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.

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 through June 30, 2026, but not more than 100 paid days in the same classroom. Beginning July 1, 2026, 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 appropriate Intermediate Service Center Executive Director 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.

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. Unless otherwise permitted by law, 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 Intermediate Service Center (ISC) within five business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, if, prior to the end of the then current 30-calendar-day period, the District makes a written request to the ISC for a 30-calendar-day extension and the extension is granted by the ISC.

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[105 ILCS 128/22, School Safety Drill Act.](#) [PRESSPlus1](#)

[40 ILCS 5/16-118](#), Ill. Pension Code.

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

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

ADOPTED: February 5, 2015

REVISED: February 1, 2024

REVIEWED: February 1, 2024

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to P.A. 104-198, eff. 1-1-26, requiring districts to provide all substitute personnel with: (1) training on school evacuation drills and law enforcement lockdown drills, and (2)

support that includes, at a minimum, the information packet given to employees with district-approved materials outlining evacuation and lockdown procedures. Maps indicating all school exits must also be prominently displayed in every classroom. **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

~~**1st READING**~~

~~**KEEP IN COMMITTEE**~~

~~**DELETE POLICY**~~

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

~~**Adopt with Additional District Edits**~~
(change "revised" & "reviewed" date)

~~**Not Adopted**~~
(change "reviewed" date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ Educational Support Personnel \

Document Status: Draft Update

Educational Support Personnel

5:280 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 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 Ill. 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.

Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed 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 for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or

3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a nonlicensed person from serving as a guest lecturer or resource person under a ~~certificated~~licensed [PRESSPlus1](#) 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 Automatic 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 who is a service member [PRESSPlus2](#) 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*.

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](#), Ill. Vehicle Code.

[23 Ill.Admin.Code §§1.280](#), [1.630](#), and [25.510](#).

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and 5:280

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: July 18, 2006

REVISED: February 2, 2023

REVIEWED: February 2, 2023

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

PRESSPlus 2. *Service member* means a member of the Armed Services or reserve forces of the United States or a member of the Ill. National Guard. 625 ILCS 5/6-106.1(j). **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

~~**1st READING**~~

~~**KEEP IN COMMITTEE**~~

~~**DELETE POLICY**~~

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

~~**Adopt with Additional District Edits**~~
(change "revised" & "reviewed" date)

~~**Not Adopted**~~
(change "reviewed" date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ Educational Support Personnel \

Document Status: Draft Update

Educational Support Personnel

5:300 Schedules and Employment Year

Please refer to the current “Agreement Between the Board of Education, School District #74, Lincolnwood, Illinois and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.”

For employees not covered by this Agreement:

Twelve-Month Employees

Twelve-month employees work daily (Monday through Friday) except holidays and earned vacation time.

Custodians and maintenance personnel work a 40-hour week, (defined as 40 work hours and ½ hour unpaid lunch per day) with the individual time schedule developed by the supervisor and subject to individual building needs. Custodians assume the additional responsibility for building checks as outlined in their job description.

Administrative office personnel work a 37.5-hour week (defined as 37.5 work hours and ½ hour unpaid lunch per day) with the individual time schedule developed by the supervisor and subject to the District's needs.

Ten-Month Employees

Ten-month employees work 10 working days before and after the school calendar.

On days when school sessions are canceled due to emergency situations and certificated personnel are not required to report for work, ten-month employees will not be required to work.

School secretaries work a 37.5-hour week (defined as 37.5 work hours and ½ hour unpaid lunch per day) with the individual time schedule

developed by the Building Principal. During the school calendar year, there may occur certain modifications of the school secretaries' work schedule, subject to building needs as determined by the Building Principal.

School Year Employees

School year employees work the school calendar year unless otherwise specified. Classroom aides work a schedule subject to building needs as determined by the Building Principal.

Hourly Employees

Work as needed and approved by immediate supervisor.

Supervisory Staff

The work day and work year for supervisory staff shall be similar to other personnel except that supervisory personnel are employed for specific tasks and such personnel are expected to work beyond the regular work day in order to accomplish such tasks when necessary. No additional remuneration shall be provided for such work.

Meal Break

Employees who work at least 7.5 continuous hours shall receive a 30 minute duty-free meal break which begins within the first five hours of the employee's work day.

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breastmilk^{PRESSPlus1} according to State and federal law.

LEGAL REF.:

[29 U.S.C. §§207](#) and [218d](#), Fair Labor Standards Act.

[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.: 5:10 (Equal Employment Opportunity and Minority Recruitment),
5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED: September 10, 2002

REVISED: May 2, 2024

REVIEWED: May 2, 2024

Comments: Brian Bare asked us to include for additional information, if applicable on all such policies 9/2/21

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Nursing Mothers in Workplace Act, 820 ILCS 260/10, amended by P.A. 104-76, eff. 1-1-26. **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

~~**1st READING**~~

~~**KEEP IN COMMITTEE**~~

~~**DELETE POLICY**~~

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

~~**Adopt with Additional District Edits**~~
(change "revised" & "reviewed" date)

~~**Not Adopted**~~
(change "reviewed" date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

Document Status: Draft Update

Instruction

6:130 Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. [PRESSPlus1](#) This program will be ~~is~~ responsive to student needs and ~~is~~ within the budget parameters as set by the Board.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented.

The Board of Education will monitor this program's performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.:

[105 ILCS 5/14A.](#)

~~23 Ill.Admin.Code Part 227.~~

CROSS REF.: 6:135 (Accelerated Placement Program)

ADOPTED: May 5, 2016

REVISED:

REVIEWED: February 2, 2023

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

~~**1st READING**~~

~~**KEEP IN COMMITTEE**~~

~~**DELETE POLICY**~~

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

~~**Adopt with Additional District Edits**~~
(change "revised" & "reviewed" date)

~~**Not Adopted**~~
(change "reviewed" date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

Document Status: Draft Update

Instruction

6:160 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: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (6) specific exit requirements of the program, (7) how the program will meet their child's individualized education program, if applicable, and (8) information on

parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent/Guardian Involvement [PRESSPlus1](#)

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.

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: December 9, 2015

REVISED: August 5, 2021

REVIEWED: August 5, 2021

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

~~**1st READING**~~

~~**KEEP IN COMMITTEE**~~

~~**DELETE POLICY**~~

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

~~**Adopt with Additional District Edits**~~
(change "revised" & "reviewed" date)

~~**Not Adopted**~~
(change "reviewed" date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

Document Status: Draft Update

Instruction

6:260 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*.

Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

Parents/guardians, employees, and community members with 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*. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

LEGAL REF.:

[20 U.S.C. §1232h](#), Protection of Pupil Rights Amendment.

[Mahmoud v. Taylor, 145 S.Ct. 2332 \(2025\)](#). [PRESSPlus1](#)

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: October 18, 2012

REVISED: March 7, 2024

REVIEWED: March 7, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to Mahmoud v. Taylor, 145 S.Ct. 2332 (2025). holding that classroom instruction will likely burden parents' free exercise rights if it requires their children to submit to instruction "that poses 'a very real threat of undermining' the religious beliefs and practices that the parents wish to instill." Unless otherwise required by law, it is unclear from Mahmoud whether a district would ever need to give advance notice to all parents/guardians of the use of certain curriculum or instructional materials that could trigger religious objections. Doing so could present discrimination concerns. Given the many unsettled legal issues in this area and the fact-dependent nature of the analysis involved, boards should consult with the board attorney regarding any curriculum objections. **Issue 120, October 2025**

PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

~~**1st READING**~~

~~**KEEP IN COMMITTEE**~~

~~**DELETE POLICY**~~

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

~~**Adopt with Additional District Edits**~~
(change "revised" & "reviewed" date)

~~**Not Adopted**~~
(change "reviewed" date)

Document Status: Draft Update

Instruction

6:315 High School Credit for Students Who Qualify

The Superintendent or designee may investigate, coordinate, and implement a program for students who qualify to enroll in a course required for a high school diploma.

If a program is available, students that qualify may enroll in a course required for a high school diploma. Students who successfully complete a course required for a high school diploma will receive academic credit if permitted by, and in accordance with, the policy of the district where the elementary student will attend high school.

LEGAL REF.:

105 ILCS 5/10-22.43 and 5/27-61522.10. [PRESSPlus1](#)

[23 Ill.Admin.Code §1.460.](#)

CROSS REF.: 6:135 (Accelerated Placement Program)

ADOPTED: April 7, 2016

REVISED:

REVIEWED: January 7, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 120, October 2025**

