



## *Document Status: Review and Monitoring*

### **1:10 Joint Agreement 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. [PRESSPlus1](#)

The General Assembly has implemented this constitutional mandate through the creation of joint agreements of various types for the purpose of providing special education services to children with disabilities. Niles Township District for Special Education hereinafter referred to as the District, is governed by such mandates.

Special education programs and/or services shall be developed in accordance with the requirements of the Individuals with Disabilities Education Act, Article 14 of the School Code, and their respective implementing procedures.

Consistent with 105 ILCS 5/10-22.31, the District's Governing Board shall serve as the administrative and legal entity for the Joint Agreement.

The District 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.

23 Ill.Admin.Code Part 226.

CROSS REF.: 2:10 (Joint Agreement Governance), 2:20 (Powers and Duties of the Governing Board; Indemnification)

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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**Issue 119, June 2025**

*OK* We currently have. Change date

## Document Status: Review and Monitoring

### **1:15 Membership**

Membership in this Niles Township District for Special Education shall be extended to all public school districts listed below. [PRESSPlus1](#)

The terms and conditions of membership are contained in the NTDSE Articles of Agreement.

The Member Districts participating in the NTDSE are:

- *Golf Elementary School District 67*
- *Skokie School District 68*
- *Skokie School District 69*
- *Morton Grove School District 70*
- *Niles Elementary School District 71*
- *Skokie Fairview School District 72*
- *East Prairie School District 73*
- *Skokie School District 73.5*
- *Lincolnwood School District 74*

~~ADOPTED: September 11, 2014~~

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## *Document Status: Review and Monitoring*

### **1:20 District Organization, Operations, and Cooperative Agreements**

The District is organized and operates as follows: [PRESSPlus1](#)

The District is organized and operates as a Special Education Cooperative serving the needs of children grades Pre-K to 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 Governing Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements:

Skokie Library Intergovernmental Agreement

NTDSE Articles of Agreement

LEGAL REF.:

Ill. Constitution, Art. VII, Sec. 10.

5 ILCS 220/, Intergovernmental Cooperation Act.

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**Issue 119, June 2025**

Attach  
update to

## Document Status: Review and Monitoring

### 1:30 Vision, Purpose and Mission

#### NTDSE Vision Statement PRESSPlus1

To be recognized as an organization out in front of education.

#### NTDSE Purpose Statement

Empowering all to achieve.

#### NTDSE Mission Statement

The Niles Township District for Special Education, in collaboration with its member school districts and families, provides an array of quality programs that create optimum learning experiences to meet each child's specialized needs.

#### Beliefs and Values

- NTDSE believes that programs and student interventions should be based upon sound research and provide documented evidence of their effectiveness.
- NTDSE supports and helps build effective programs in member districts through research-based intervention programs and quality professional development.
- NTDSE believes in strong, meaningful, collaboration with families to meet their children's changing needs.
- NTDSE is an advocate for public policy and legislation benefitting children with special needs.

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

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### **2:10 District Governance**

#### Section 1 - Niles Township District for Special Education Governing Board [PRESSPlus1](#)

The responsibility for the management and governance of NTDSE shall be vested in the Niles Township District for Special Education Governing Board, hereinafter called the Governing Board. The Governing 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 Governing 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.

Governing Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Governing Board.

#### Definition

Throughout Section 2 of this Policy Manual, the following terms shall have the meaning indicated:

#### Delegate

The delegate is the individual selected by the Member District's Board of Education and certified to the Governing Board as the Member District's delegate. The delegate remains the duly authorized representative of the Member District Board of Education and has the sole right and responsibility to execute the duties as listed in Policy 2:20 as a member of the Governing Board of Niles Township District for Special Education #807.

#### Alternate

The alternate is the individual selected by the Member District's Board of Education and certified to the Governing Board as the Member District's alternate. The alternate assumes the delegate's rights and responsibilities only in the absence of the delegate. At Governing Board meetings when both the delegate and alternate are present, the alternate is treated as a member of the general public.

#### Membership

Membership of the Governing Board shall consist of nine members, one Board of Education member from each Member School District selected by the Member District's Board of Education.

1. Each Member School District Board shall annually appoint and certify a Governing Board member delegate and Governing Board member alternate.
2. Voting in all the affairs of the Governing Board shall be limited to the designated Governing Board member delegates or alternates; provided however that alternates shall only vote when the designated Governing Board member delegate is not present.
3. If a designated Governing Board member alternate attends a meeting at which the designated Governing Board member delegate is also present, the Governing Board member alternate



shall act as a member of the general public attending the meeting, by sitting in the audience, and shall have no right to participate in the Governing Board discussions or deliberations during open or closed session.

A Governing Board member alternate may only attend a closed session of the Governing Board at the request of the Governing Board president.

**LEGAL REF.:**

5 ILCS 120/, Open Meetings Act.

105 ILCS 5/10-1, 5/10-10 and 5/10-20.5.

CROSS REF.: 1:10 (Joint Agreement Legal Status), 2:20 (Powers and Duties of the Governing Board; Indemnification), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Governing Board)

ADOPTED: April 9, 2003

AMENDED: August 25, 2004; March 22, 2007; September 27, 2011; September 11, 2014; November 2, 2021

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**PRESSPlus Comments**

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**Issue 119, June 2025**

## Document Status: Draft Update

### GOVERNING BOARD

### 2:80 Board Member Oath and Conduct

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

*(boring)*  
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 Niles Township District for Special Education #807, 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 Niles Township District for Special Education #807;

**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 Niles Township District for Special Education #807; 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 (Code)*. [PRESSPlus1](#) A copy of the *Code* shall be displayed in the regular Board meeting room.

**LEGAL REF.:**

105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (Vision, Purpose and Mission), 2:20 (Powers and Duties of the Governing Board; Indemnification), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban)

Adopted: November 9, 2023

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**PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 119, June 2025**

## *Document Status: Draft Update*

### **GOVERNING BOARD**

#### **2:130 Board-Superintendent Relationship**

The Governing Board 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~~ [PRESSPlus1](#) 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: November 2, 2021

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**



## *Document Status: Review and Monitoring*

### **2:240 Board Policy Development**

The Governing Board 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. [PRESSPlus1](#)

#### 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.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

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 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. 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.

#### Words Importing Gender

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

#### 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.

LEGAL REF.:

105 ILCS 5/10-20.5.

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

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### **3:30 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. PRESSPlus1

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.: 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

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**Issue 119, June 2025**

OK

This policy  
is listed as  
3:62 -  
changed date

## Document Status: Draft Update

### GENERAL ADMINISTRATION

#### 3:65 Staff Supervision

In all cases, personnel shall be supervised and evaluated by the school district that employs the individual. PRESSPlus1 The employing organization and its administrative staff shall be responsible for the supervision of the general functions of the classroom or service on a day-to-day basis and is/are recognized as the line supervisor(s). Niles Township District for Special Education #807 directly supervises Niles Township District for Special Education employees. Member districts directly supervise their own employees.

The Niles Township District for Special Education #807 is responsible for providing technical assistance and consultation to teachers and administrators regarding special education programs and services. Such assistance and consultation may include, but is not limited to, the following activities:

1. Classroom Visitations - either the classroom teacher or the designated District supervisor may initiate classroom visitation. Other administrative staff of either the District or a Member District may request a classroom visitation by the designated supervisor.
2. Inservice - supervisors shall plan and conduct appropriate in-service activities.
3. Consultation - The classroom teacher or designated supervisor may initiate consultations regarding students, curriculum, instruction, etc. Other administrative staff of either the District or a Member District may request a consultation between a classroom teacher and his or her designated supervisor.
4. Records and reports - a designated supervisor may request appropriate records and reports. This includes all special education compliance issues.

Adopted: March 3, 2020

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#### PRESSPlus Comments

PRESSPlus 1. This policy is re-numbered from 3:62 to 3:65. Boards should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies. **Issue 119, June 2025**



## Document Status: Review and Monitoring



### 4:50 Payment Procedures

The Director of Fiscal Services shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Governing Board 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 Director of Fiscal Services 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. [PRESSPlus1](#)

The Director of Fiscal Services 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)

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## Document Status: Review and Monitoring

### 4:90 Student Activity and Fiduciary Funds

The Governing Board, 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 Governing Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The Joint Agreement has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

#### 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 treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Governing 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 Governing 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)

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## *Document Status: Review and Monitoring*

### **4:180 Pandemic Preparedness; Management; and Recovery**

The School Board 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. [PRESSPlus1](#)

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, *School Board 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 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; 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 School Board; Indemnification), 2:220 (School Board 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)

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## ***Document Status: Review and Monitoring***

### **5:270 Employment At-Will, Compensation, and Assignment**

#### Employment At-Will [PRESSPlus1](#)

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 Governing Board 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

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by this agreement:**

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 every two weeks.

#### Assignment

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by this agreement:**

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)

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that



each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**



## ***Document Status: Review and Monitoring***

### **7:90 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. [PRESSPlus1](#)

### **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)

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### **PRESSPlus Comments**

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## Document Status: Review and Monitoring



### 7:130 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. [PRESSPlus1](#)

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)

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### PRESSPlus Comments

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## *Document Status: Draft Update*

### **STUDENTS**

#### **7:140 Search and Seizure**

In order to maintain order and security in the schools, 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 On School Property by Students** PRESSPlus1

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. ~~This paragraph applies to student vehicles parked on school property.~~ In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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~~ **licensed** 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.
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.:

T.L.O. v. New Jersey, 469 U.S. 325 (1985).

Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 (1995).

Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

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/.~~ Right to Privacy in the School Setting Act.

Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

People v. Dilworth, 169 Ill.2d 195 (1996), cert. denied, 116 S.Ct. 1692 517 U.S. 1197 (1996).

People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), app. denied, 167 Ill.2d 564 667 N.E. 2d 1064 (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: March 11, 2021

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**



## *Document Status: Draft Update*

### **STUDENTS**

#### **7:300 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 parent(s)/guardian(s) 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.

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~~, [PRESSPlus1](#) 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), 7:340 (Student Records)

Adopted: March 11, 2021

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7:300



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## *Document Status: Review and Monitoring*

### **7:325 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: PRESSPlus1

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.
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."

#### 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

## **PRESSPlus Comments**

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**Issue 119, June 2025**



## *Document Status: Draft Update*

### COMMUNITY RELATIONS

#### **8:80 Gifts to the District**

The Governing Board 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 programming, 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 when the gift involves the incorporation of any messages. [PRESSPlus1](#) 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: June 11, 2020

## PRESSPlus Comments

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changed date

## Document Status: Review and Monitoring

### 8:110 Public Suggestions and Concerns

The Governing Board 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. [PRESSPlus1](#)

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 Governing Board 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)

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