

0167.3

Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every meeting of the Board and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the agenda.
- B. Anyone may participate during the public portion of a meeting.
- C. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; group affiliation, if and when appropriate.
- E. Each statement made by a participant may be limited to three (3) minutes duration.
- F. No participant may speak more than once on the same topic.
- G. Participants shall direct all comments to the Board and not to staff or other participants.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement

when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;

2. request any individual to leave the meeting when that person does not observe reasonable decorum;
3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

105 ILCS 5/10-16
5 ILCS 120/2.05

Revised 4/26/11

0168.1

Open Meeting

The Secretary, or a temporary secretary appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, and place; members present and members absent; a summary of discussion on all matters proposed, deliberated, or decided; a record of votes taken; and the purpose or purposes for which a closed session was called. These minutes must be approved by the Board and within thirty (30) days after the meeting or at the Board's second subsequent regular meeting, whichever is later. Approved minutes shall be available for public inspection not later than ten (10) days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the Superintendent's office.

The official minutes shall be bound together by years and kept in the office of the Board of Education, provided, however, that they may be kept in digital form as permitted by law.

Minutes of the preceding meetings shall be approved by the Board at its next regular meeting.

Minutes of Board meetings must be posted on the District's Web site within ten (10) days after the meeting at which the minutes are approved and must be posted for at least sixty (60) days after their initial posting if the Web site is maintained by full-time staff.

5 ILCS 5/175
5 ILCS 120/2.06
50 ILCS 205/1 et seq.

Revised 4/26/11

1430.01 - FAMILY AND MEDICAL LEAVE

Eligible professional staff may use family and medical leave, guaranteed by the federal Family and Medical Leave Act (FMLA), for up to a combined total of 12 weeks within any rolling 12-month period measured backward from the date an employee uses FMLA leave.

Family and medical leave is available in one or more of the following instances:

- A. the birth of a child
- B. the adoption or foster placement of a child
- C. the serious health condition of an employee's spouse, parent, or child
- D. the employee's own serious health condition or
- E. any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent/guardian is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces ("Qualifying Exigency Leave"). Covered active duty means duty during deployment with the Armed Forces to a foreign country. Qualifying exigencies, as defined by Federal regulations, include:
 - 1. short-notice deployment;
 - 2. military events and related activities;
 - 3. childcare and school activities;
 - 4. financial and legal arrangements;
 - 5. counseling;
 - 6. rest and recuperation;
 - 7. post-deployment activities; and
 - 8. additional activities not encompassed in the other categories, but agreed to by the employer and employee

In addition, an eligible staff member who is a spouse, son, daughter, parent/guardian or next of kin (i.e., the nearest blood relative) of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member ("Military Caregiver Leave"). Military Caregiver Leave shall only be available during a single 12-month period. Additionally, during the single 12-month period described in this paragraph, an eligible staff member shall be entitled to a combined total of 26 work weeks of leave under this paragraph and general FMLA leave described in the preceding paragraph. Nothing in this paragraph shall be construed to limit the availability of general FMLA leave under the preceding paragraph during any other 12-month period. A covered service member is defined as (1) a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the

date on which the veteran undergoes that medical treatment, recuperation or therapy. Serious injury or illness for purposes of Military Caregiver Leave is defined as an injury or illness incurred by a covered member in line of duty on active duty in the Armed Forces (or existed before the beginning of the covered service member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. In the case of a veteran, the injury or illness could have manifested itself before or after the member became a veteran.

Months and hours that reservists or National Guard members would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave/Military Caregiver Leave.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is three or four, above, with certain limitations by law.

Within 15 calendar days after the District makes a request, an employee must support a request for a family and medical leave when the reason for the leave is three or four above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certificate may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12 weeks for family and medical leave when the reason for the leave is one or two above.

Eligibility

To be eligible for family and medical leave, an employee must have been employed by the District for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave.

Notice

If possible, employees must provide at least 30 days notice to the District of the date when a leave is to begin. If 30 days notice is not practicable, the notice must be given within two school days of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the district aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until 30 days after the date the employee provides notice.

Continuation of Health Benefits

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

Return to Work

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave.

Family and Medical Leave Act, 29 U.S.C. - 2601 et seq., C.F.R. Part 825.
National Defense Authorization Act (October 28, 2009)

Adopted 4/26/11

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, religion, religious affiliation, national origin, gender, sexual orientation, genetic information, political affiliation, disability, age, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, sexual orientation, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, sexual orientation, disability, age, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of color/racial, gender, sexual orientation, religious, national, age, cultural, or other bias in all aspects of the program;

C. Student Access

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

D. District Support

ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of any legally protected characteristic.

The Superintendent or designee shall appoint and publicize the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964,

Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent or designee shall attempt annually to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

105 ILCS 5/10-22

105 ILCS 5/10-27-1

23 ILAC 200.10 et. seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq.

29 C.F.R. Part 1635

34 CFR Part 110 et seq.

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Revised 4/26/11



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NEW POLICY - VOLUME 15, NO. 2

SECTION 504/ADA

PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, participation or treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

As used in this policy and the implementing administrative guidelines, "an individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.



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The determination of whether an impairment substantially ^{limits} ~~interferes with~~ a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary ~~aids~~ ^{aides} or services, or learned ~~behavior~~ ^{behavioral} or adaptive neurological modifications.

With respect to employment, a qualified person with a disability means a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Illinois law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.



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The Director of Human Resources and a Curriculum Coordinator

_____ [name(s)], _____[↑] [title(s)], [is] **(are)** the District Section 504 Compliance Officer(s)/ADA Coordinator(s) ("District Compliance Officer(s)"). The District Compliance Officer(s) [is] [are] responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act ("ADA"). A copy of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, including copies of their implementing regulations, may be obtained from the District Compliance Officer. The District Compliance Officer can be reached at:

970 Madison St, Oak Park, IL 60302 (address)

as amended,

(708) 524-3000 (phone number)

_____ (facsimile number)

_____ (e-mail)

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

Employment Practices

Discrimination Prohibited

In accordance with Section 504/ADA, no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any of the District's programs or activities. Further, the Board will take positive steps to employ and advance in employment qualified individuals with disabilities. The Board will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.



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Reasonable Accommodation

The Board will ^{provide} ~~make~~ reasonable accommodation(s) to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation(s) would impose an undue hardship on the operation of the District's program and/or activities.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

^{those portions of the facilities}
For facilities constructed or ^{altered} after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities. The District will meet its obligations through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, or any other method that results in making its programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the District will give priority to those methods that serve persons with disabilities in the most integrated setting appropriate.

↓ /guardians

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.



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If a student has a physical or mental impairment that significantly limits one or more major life activities, ^{the} Board will provide the student with a free appropriate public education. An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under IDEA, the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13).

Parent(s)/guardian(s)/custodian(s) ^{guardians} ("parents") are invited and encouraged to participate fully in the evaluation process. ~~If the parents disagree with the determination made by the District's professional staff, they may file an internal complaint, request a hearing with an impartial hearing officer, or file a complaint with the Office of Civil Rights.~~

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

and development of a Section 504 Plan.



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The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such activities and services to the maximum extent appropriate.

services and

Notice of the Board's policy on nondiscrimination in employment and education practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

The Board directs the Superintendent to prepare administrative guidelines for facilitating the prompt, fair and appropriate identification, referral, evaluation and placement of students with disabilities in accordance with Section 504.

The Board will provide in-service training and consultation to staff on the education of persons with disabilities, as necessary and appropriate.

~~The Board will utilize a system of procedural safeguards that will provide for prompt and equitable resolution of complaints alleging violations of Section 504/ADA. Due process rights of students with disabilities and their parents under Section 504 will be enforced.~~

guardians

29 C.F.R. Part 1630

29 U.S.C. § 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. § 12101 et seq., Americans with Disabilities Act of 1990, as amended

→ The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504 including the right to an impartial due process hearing.

3121 - CRIMINAL HISTORY RECORD CHECK

To safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the Superintendent recommends for employment with the District including certified and non-certified positions. All employees of firms or persons who hold contracts with the School District and who have direct, daily contact with students of any school within the District must also comply with these requirements. All persons who student teach in the District are also required to comply with these requirements.

Such an inquiry shall also be made for substitutes or part-time staff who may be employed by the District for individuals directly employed by the District. Employees of firms or persons who hold contracts with the School District will be responsible for providing criminal history checks. For such staff, the Superintendent may rely on certification from the regional superintendent that a report has been received from the State Police and that the individual has no criminal history.

The Superintendent or designee shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. The fee for the criminal history record check will be paid for by the District. The guidelines will ensure that, at the time of the initial application, the applicant is adequately informed of the criminal history record check requirement.

An applicant may be required to submit, at no expense to the District, a set of fingerprints prepared by a State or local law enforcement agency as part of his/her employment application.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the criminal history record check results, the Superintendent may employ the person on a provisional basis until the report is received. The District will not knowingly employ a person for whom a criminal history record check has not been initiated.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to anyone other than the Superintendent or his/her designee, the Board President, regional superintendent or any person who necessarily must know for the purpose of making the decision regarding hiring the applicant or, for clarification purposes, the Department of State Police or Statewide Sex Offender Database, or both. Additionally, the District may confirm to another district or the regional superintendent that a potential substitute does not have a criminal history, pursuant to a report received from the State Police. Violation of confidentiality is a Class A misdemeanor.

Each employee, during the course of his/her employment with the School District, shall be required to report his/her conviction of criminal charges to the Superintendent or designee within two (2) business days of the occurrence.

The Superintendent or designee shall review each reported conviction and take appropriate action considering the risk to members of the school community presented by the continued participation and access of the convicted employee and pursuant to all applicable statutes and laws.

105 ILCS 5/10-21.9

Revised 4/26/11

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, religion, sexual orientation, genetic information, political affiliation, religious affiliation, national origin, gender, disability, age, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The Superintendent or designee shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

105 ILCS 5/24-4

23 Ill. Admin. Code 200

42 U.S.C., 1981 etc.

42 U.S.C., 2000e, et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C., 12112, Americans with Disabilities Act of 1990

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

20 U.S.C. 1681 et seq., Title IX

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

29 U.S.C. 623 et seq., Age Discrimination in Employment Act of 1967

U.S. Constitution, XIV Amendment

29 C.F.R. Part 1635

Revised 4/26/11



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REVISED POLICY - VOL. 16, NO. 1

FAMILY MILITARY LEAVE

An employee of the School District who is the spouse, ~~or~~ parent, **child or grandparent** of a person called to military service lasting longer than thirty (30) days with the State or United States pursuant to the orders of the Governor or the President of the United States, is eligible for unpaid Family Military Leave if s/he has been employed by the District for at least twelve (12) months and has completed at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

The length of Family Military Leave the employee is entitled to is determined by the number of employees employed by the School District as outlined in State law, not to exceed thirty (30) days of unpaid leave.

The School District **will** () **may** require certification from the proper military authority to verify the employee's eligibility for the leave.

An employee shall not take leave Family Military Leave unless they have exhausted all accrued vacation, personal, compensatory, and any other leave that may be granted to the employee, except sick leave and disability leave.

Any employee who is granted leave shall, at the expiration of the leave, be entitled to be restored by the employer to the position held by the employee when the leave commenced or to a position with equivalent status, employee benefits, pay and other terms and conditions of employment.

During Family Military Leave taken in accordance with State law, the employer shall make it possible for the employee to continue their benefits at the employee's expense.

The number of days of leave provided to an employee because the employee's spouse or child is called to military service shall be reduced by the number of days of leave provided to the employee under specified provisions of the Federal Family and Medical Leave Act of 1993 because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.



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The School District will satisfy its obligation to comply with any collective bargaining agreement or employee benefit plan that provide greater leave rights to employees than the rights provided in State law.

An employee must give fourteen (14) days notice to the District of his/her intent to take Family Military Leave if the leave consists of five (5) or more consecutive work days. Whenever possible, the employee shall consult with his/her supervisor in order to not unduly disrupt the District's operations by taking such a leave.

820 ILCS 151/1 et seq.

| 29 U.S.C. 2601, et seq.

4121 - CRIMINAL HISTORY RECORD CHECK

To safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the Superintendent recommends for employment with the District including certified and non-certified positions. All employees of firms or persons who hold contracts with the School District and who have direct, daily contact with students of any school within the District must also comply with these requirements.

Such an inquiry shall also be made for substitutes or part-time staff who may be employed by the District for individuals directly employed by the District. Employees of firms or persons who hold contracts with the School District will be responsible for providing criminal history checks. For such staff, the Superintendent may rely on certification from the regional superintendent that a report has been received from the State Police and that the individual has no criminal history.

The Superintendent or designee shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. The fee for the criminal history record check will be paid for by the District. The guidelines will ensure that, at the time of the initial application, the applicant is adequately informed of the criminal history record check requirement.

An applicant may be required to submit, at no expense to the District, a set of fingerprints prepared by a State or local law enforcement agency as part of his/her employment application.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the criminal history record check results, the Superintendent may employ the person on a provisional basis until the report is received. The District will not knowingly employ a person for whom a criminal history record check has not been initiated.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to anyone other than the Superintendent or his/her designee, the Board President, regional superintendent or any person who necessarily must know for the purpose of making the decision regarding hiring the applicant or, for clarification purposes, the Department of State Police or Statewide Sex Offender Database, or both. Additionally, the District may confirm to another district or the regional superintendent that a potential substitute does not have a criminal history, pursuant to a report received from the State Police. Violation of confidentiality is a Class A misdemeanor.

Each employee, during the course of his/her employment with the School District, shall be required to report his/her conviction of criminal charges to the Superintendent or designee within two (2) business days of the occurrence.

The Superintendent or designee shall review each reported conviction and take appropriate action considering the risk to members of the school community presented by the continued participation and access of the convicted employee and pursuant to all applicable statutes and laws.

105 ILCS 5/10-21.9

Revised 4/26/11

4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

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The Superintendent or designee shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act and the Age Discrimination in Employment Act is provided to staff members and the general public.

105 ILCS 5/24-4

23 Ill. Admin. Code 200

42 U.S.C., 1981 etc.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C., 2000e, et seq., Civil Rights Act of 1964

42 U.S.C., 12112, Americans with Disabilities Act of 1990

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

20 U.S.C. 1681 et seq., Title IX

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

29 U.S.C. 623 et seq., Age Discrimination in Employment Act of 1967

U.S. Constitution, XIV Amendment

29 C.F.R. Part 1635

Revised 4/26/11



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REVISED POLICY - VOL. 16, NO. 1

FAMILY MILITARY LEAVE

An employee of the School District who is the spouse, ~~or~~ parent, **child or grandparent** of a person called to military service lasting longer than thirty (30) days with the State or United States pursuant to the orders of the Governor or the President of the United States, is eligible for unpaid Family Military Leave if s/he has been employed by the District for at least twelve (12) months and has completed at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

The length of Family Military Leave the employee is entitled to is determined by the number of employees employed by the School District as outlined in State law, not to exceed thirty (30) days of unpaid leave.

The School District **will** () **may** require certification from the proper military authority to verify the employee's eligibility for the leave.

An employee shall not take leave Family Military Leave unless they have exhausted all accrued vacation, personal, compensatory, and any other leave that may be granted to the employee, except sick leave and disability leave.

Any employee who is granted leave shall, at the expiration of the leave, be entitled to be restored by the employer to the position held by the employee when the leave commenced or to a position with equivalent status, employee benefits, pay and other terms and conditions of employment.

During Family Military Leave taken in accordance with State law, the employer shall make it possible for the employee to continue their benefits at the employee's expense.

The number of days of leave provided to an employee because the employee's spouse or child is called to military service shall be reduced by the number of days of leave provided to the employee under specified provisions of the Federal Family and Medical Leave Act of 1993 because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.



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The School District will satisfy its obligation to comply with any collective bargaining agreement or employee benefit plan that provide greater leave rights to employees than the rights provided in State law.

An employee must give fourteen (14) days notice to the District of his/her intent to take Family Military Leave if the leave consists of five (5) or more consecutive work days. Whenever possible, the employee shall consult with his/her supervisor in order to not unduly disrupt the District's operations by taking such a leave.

820 ILCS 151/1 et seq.

| 29 U.S.C. 2601, et seq.

5111.02 - HOMELESS STUDENTS

Children who are homeless, as defined by appropriate State and Federal law will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs for gifted and talented students; and
- D. school nutrition programs;
- E. before and after school programs.

The Superintendent or designee will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent or designee. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

105 ILCS 45/1-1 et seq.
42 U.S.C. 11431 et seq.

Revised 4/26/11



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NEW POLICY - VOLUME 16, NO. 1

EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this ^{guardians} policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

- A. facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;
- B. facilitating the on-time graduation of children of military families; and
- C. providing for the uniform collection and sharing of information between and among schools and military families.

The Superintendent shall ^{of designee} maintain guidelines for implementation of this policy which are consistent with the Compact and State law.

The guidelines shall apply to children of military families within the state as well as between member states.

Educational Opportunity for Military Children Act, Public Act 96-953