

## **School Board**

### **Exhibit - Guidelines for Serving as a Mentor to a New School Board Member**

*On District letterhead*

Date

Dear School Board Member:

Congratulations on being asked to serve as a mentor to a new Board member. The goal of the mentoring program is to orient a new Board member to the Board and District and to help him or her be comfortable, develop self-confidence, and become an effective leader. Follow these guidelines to maximize your mentoring effectiveness.

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

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

Sincerely,

School Board President

## School Board

### Organizational School Board Meeting 1

During a March meeting in odd-numbered years, the School Board establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*. 2
2. The new Board members shall be seated.
3. The Board shall elect its officers who assume office immediately upon their election. 3
4. The Board shall fix a time and date for its regular meetings. 4 5

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State law controls this policy's content. Local canvassing boards were abolished in 2006; and the statute requiring school boards to canvass the vote was repealed. The appropriate *election authority* (county clerk or election commission) canvasses the vote for school district elections (10 ILCS 5/1-8). The election authority must canvass the vote within 21 days after the election (10 ILCS 5/22-17 and 5/22-18). Sometime between receiving the results from the election authority, but within 28 days after the consolidated election, boards must hold an organizational meeting to elect officers and fix a time and place for the regular meetings (105 ILCS 5/10-16). State law contains the schedule for consolidated elections (10 ILCS 5/2A-1.1). See policy 2:30, *School District Elections*.

The following option may be added after the second sentence of the first paragraph. It allows a board to recognize that the consolidated election will be postponed for Passover (10 ILCS 5/2A-1.1a); the exact provision is already in 2:30, *School District Elections*:

If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover.

2 The oath ~~is~~ required by 105 ILCS 5/10-16.5 ~~State law does not require anyone to actually give or administer is "administered as determined by the oath to the newly elected individual board."~~ There are lots of variations on how to accomplish this task. One alternative follows:

The meeting is called to order by the Board President, provided he or she is still in office and, if not, by the Vice President. This individual also serves as the meeting's presiding officer. The presiding officer administers the oath of office.

3 Id. A secret vote for officer elections is not permitted (5 ILCS 120/1).

4 The Open Meetings Act and the School Code have different provisions regarding the establishment of a regular meeting schedule. The Open Meetings Act requires each public body to prepare and make available a regular meeting schedule at the beginning of each calendar or fiscal year (5 ILCS 120/2.03). The School Code states that this task is accomplished during the organizational meeting. By *announcing* the schedule at the beginning of each calendar or fiscal year and by *fixing* the schedule at the organizational meeting, a board can implement both laws.

5 An optional provision follows:

During an April Board meeting in even-numbered years, the Board considers organizational matters, such as, selecting individual members to fill offices with terms that expire this or the next month and fixing a time and date for its regular meetings.

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

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

## School Board

### Exhibit - Closed Meeting Minutes <sup>1</sup>

#### Closed Meeting Minutes

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

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

Name of person presiding: \_\_\_\_\_

Members in attendance:

Members absent:

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

- 1.
- 2.
- 3.

**Summary of the discussion on all matters:**

**Time of adjournment or return to open meeting:**

*The School Board, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment.*

☐ **These minutes are available for public inspection as of:** \_\_\_\_\_ .  
(Date)

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<sup>1</sup> The required inclusions for closed meeting minutes are:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on the topic(s) specified in the vote to hold the closed meeting; and
4. If the vote to close the meeting was to discuss litigation that is probable or imminent, the basis for that finding.

## **School Board**

### **Exhibit - Open Meeting Minutes 1**

#### **Meeting Minutes Protocol**

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

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

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

## Open Meeting Minutes

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

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

Name of person taking the minutes: \_\_\_\_\_

Name of person presiding: \_\_\_\_\_

Members in attendance:

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

Members absent:

- 1.
- 2.
- 3.

Members in attendance remotely:

- 1.
- 2.
- 3.

## Approval of Agenda

List any items removed from the consent agenda:

Motion made by: \_\_\_\_\_

Motion: ☐ To approve

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

Motion seconded by: \_\_\_\_\_

Action: ☐ Passed ☐ Failed

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

Minutes from the Board meeting held on: \_\_\_\_\_

Motion made by: \_\_\_\_\_

Motion: ☐ To approve

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

Motion seconded by: \_\_\_\_\_

Action: ☐ Passed ☐ Failed

## Approval of Items on Consent Agenda *(Delete if the Board does not use a consent agenda.)*

Summary of discussion:

Motion to approve the consent agenda made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

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

“Yeas”

“Nays”

Action: ☐ Passed ☐ Failed

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

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

Name: \_\_\_\_\_

Topic: \_\_\_\_\_

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

Agenda item: \_\_\_\_\_

Summary of discussion: \_\_\_\_\_

Motion made by: \_\_\_\_\_

Motion to: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action: ☐ Passed ☐ Failed

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

“Yeas”

“Nays”

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

**Approval of Motion to Adjourn**

Motion to adjourn made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action: ☐ Passed ☐ Failed

Time of adjournment: \_\_\_\_\_

**Post-Meeting Action**

Date minutes approved: \_\_\_\_\_

Date minutes were available for public inspection: \_\_\_\_\_

Date minutes were posted on District website: \_\_\_\_\_

## School Board

### Exhibit - Semi-Annual Review of Closed Meeting Minutes

#### Logging and Review Process

- Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2:220-E6, *Log of Closed Meeting Minutes*.
- Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes*, below.
- Step 3. At least semi-annually in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information.
- Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; and (3) continues to log new closed meeting minutes that the Board has not released for public inspection. 2:220-E6, *Log of Closed Meeting Minutes*.

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

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

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


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

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

Open meeting date: \_\_\_\_\_

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

Motion seconded by: \_\_\_\_\_

Action: ☐ Passed ☐ Failed



## Instruction

### Administrative Procedure - Web Publishing Guidelines

#### General Requirements

All material published on the District's ~~Web-site~~ website must have educational value and/or support the District guidelines, goals, and policies. Material appropriate for web publishing includes information about the District and its School Board members, agendas, policies, appropriate administrative procedures, Department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. <sup>1</sup> Personal information, not related to education, will not be allowed on the District's ~~Web-site~~ website.

The District webmaster shall implement a centralized process for review and uploading of material onto the District's ~~Web-site~~ website to ensure that, before material is published, it complies with District policy and procedures. <sup>2</sup> The District webmaster shall supervise the efforts of all staff members responsible for web publishing at each level of District web publishing and, when appropriate, hold in-serve opportunities for those staff members. The staff members responsible for web publishing are identified in these procedures in the section **Different Levels of Web Publication**. The District webmaster shall provide regular feedback and suggestions to the Superintendent regarding these Guidelines.

All content published on the District's ~~Web-site~~ website must:

1. Comply with all State and federal law concerning copyright, intellectual property rights, and legal uses of network computers.
2. Comply with Board policies, administrative procedures, these Guidelines, and other District guidelines provided for specific levels of publishing. This specifically includes the Board's *Access to Electronic Networks* policy and the District's procedures on *Acceptable Use of Electronic Networks*. <sup>3</sup>
3. Due to limited storage space and varying network speeds, file sizes must be kept under 50 kilobytes unless the District webmaster approves otherwise.
4. Comply with the publishing expectations listed below.

Material that fails to meet these Guidelines or is in violation of Board policy and/or procedures shall not be published on the District's ~~Web-site~~ website. The District reserves the right to remove any material in violation of its policy or procedures. Failure to follow these Guidelines or Board policy and/or procedures may result in loss of privileges, disciplinary action, and/or appropriate legal action.

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The footnotes should be removed before the material is used.

<sup>1</sup> IASB Policy Services provides web publishing services for board policy manuals. For information about these services and to see sample policy manuals online, visit [www.IASB.com/policy](http://www.IASB.com/policy).

<sup>2</sup> A centralized process for review and uploading of material on district web pages will assist compliance with law and district policy and procedures in a consistent fashion across the district. If appropriate, replace "District webmaster" with correct title (e.g., District Network System Administrator).

<sup>3</sup> See 6:235, *Access to Electronic Networks* and 6:235-AP1, Administrative Procedure - *Acceptable Use of Electronic Networks*.

## Publishing Expectations

The following are minimum expectations for all District web pages:

1. The style and presentation of web published material should be of high quality and designed for clarity and readability. Material shall not be published in violation of the District's procedures on *Acceptable Use of Electronic Networks*, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or harassing or material that invades the privacy of any individual. Anonymous messages are prohibited.
2. Correct grammar and spelling are expected.
3. All information must be verifiable.
4. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
5. Publications must identify affiliation with the District, school, and/or department.
6. Widespread use of external links to non-District's ~~Web-sites~~ websites is discouraged, but if used, the external sites must contain appropriate educational materials and information as exclusively determined by the District. <sup>4</sup> Every effort should be made to insure that all links are operational. Every link to an external ~~Web-site~~ website must open a new browser window. <sup>5</sup>
7. Relevant dates are required on all publications, including the date on which the publication was placed on the District's ~~Web-site~~ website. Each site should contain the date the page was last updated.
8. All publications must include the District email address of the staff member responsible for the page. This provides a contact person for questions or comments. If a student is the publisher, the sponsoring staff member's email must be included as the responsible person. Only District staff members may act as student sponsors.
9. Use of the District's ~~Web-site~~ website for personal or financial gain is prohibited. No commercial or private accounts should be listed on any District web pages.
10. All documents should be previewed on different web browsers, especially Google Chrome, Mozilla Firefox, or Microsoft Internet Explorer~~especially Netscape Navigator and Internet Explorer~~, before being posted on the District's ~~Web-site~~ website.

For more information about these expectations or other issues related to web publishing, please contact the System Administrator.

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~~The footnotes should be removed before the material is used.~~

<sup>4</sup> External links have two problems: (1) schools cannot control the content of those sites but may be held responsible for directing visitors, including students, to them, and (2) widespread use may inadvertently create a public forum or raise First Amendment concerns if and when objectionable links are rejected for publication. However, with vigilant supervision and appropriate controls, these risks can be reduced. If the district wants to use external links, replace this sentence with the following:

External links to non-District ~~Web-sites~~ websites are limited to sites containing appropriate educational materials and information as exclusively determined by the District.

<sup>5</sup> Most likely, the external ~~Web-site~~ website must be programmed to open a new browser window. If the district believes it is too limiting to require every link to an external ~~Web-site~~ website to open a new browser window, remove it from these procedures as well as 6:235-E3, Exhibit - *Online Privacy Statement*.

### Protecting Student and Staff Privacy

Personal information concerning students or staff members, including home addresses and telephone numbers, shall not be published on District web pages.

A student's last name, last name initial, and grade-level shall not be published on District web pages. In addition, student records shall not be disclosed. <sup>6</sup> In special circumstances (e.g., where accolades are warranted), the sponsoring staff member should contact the Building Principal who may seek permission from the student's parents/guardians. Web pages shall not display student pictures with a student identified by his or her name unless written parental permission was first granted (e.g., by executing the form *Using a Photograph or Videotape of a Student*). <sup>7</sup> Student email addresses, whether a personal or District account, shall not be listed on any District web page.

### Submitting Material to Be Published

Everyone submitting material for publication on the District's ~~Web-site~~ website shall have signed an *Authorization for Electronic Network Access*. Before material is published on the District's ~~Web-site~~ website, the author must authorize the District in writing to publish the material, unless the District owns the copyright. All material submitted by a teacher or other staff member for publication on the District's ~~Web-site~~ website is deemed "work for hire," and the copyright in those works vests in the District. <sup>8</sup> All material submitted for the District's ~~Web-site~~ website is subject to treatment as a District-sponsored publication.

### Different Levels of Web Publication

The following guidelines provide specific information regarding web publishing at different levels within the District. At each level, a staff member is identified as being responsible for web publishing at that level. This individual's web publishing efforts are supervised by the District webmaster.

#### District-Level

The District webmaster conducts the District-level web publishing efforts and supervises other levels of web publishing. District-level publishing includes the District's homepage as well as any publishing activities representing the District as a whole, e.g., information about Board meetings, Board policy, and schedules. The District homepage shall have a link to an Online Privacy Statement. <sup>9</sup>

#### Department-Level

District departments (e.g., Transportation, Personnel, or Curriculum) may publish their own web pages as part of the District's ~~Web-site~~ website. The department supervisor or director is ultimately responsible for his or her respective department's web pages, but may appoint a staff member as the department's webmaster to fulfill the maintenance, reviewing, and uploading

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The footnotes should be removed before the material is used.

<sup>6</sup> The requirements of the Family Educational Rights and Privacy Act as well as the Illinois School Student Records Act severely limit ~~Web-site~~ website publication of student information. Even obtaining parental consent is problematic because, under 105 ILCS 10/6(a)(8), the consent must identify the recipients of the student records—impossible with web publishing.

<sup>7</sup> See 7:340-~~API~~, E2, Exhibit - *Using a Photograph or Videotape of a Student*.

<sup>8</sup> See 5:170-~~APAPI~~, Administrative Procedure - *Copyright for Publication or Sale of Instructional Materials Developed by Employees* Compliance.

<sup>9</sup> See 6:235-E3, Exhibit - *Online Privacy Statement*.

tasks. The department supervisor or director shall keep the District webmaster informed of who is the department webmaster.

The web-published material should coincide with that department's printed material. The District webmaster should be consulted before publishing potentially sensitive material, e.g., school comparisons or student data.

The department front pages should maintain the look and feel of the District homepage – the connection to the District should be obvious. Links to the main ~~Web-site's~~ website's "home" must be included at the bottom of main pages, and the District's logo must be included at the top of main front pages of each department.

#### School-Level

The Building Principal is ultimately responsible for his or her respective school's ~~Web-pages~~ webpages, but may appoint a staff member as the school webmaster to fulfill the maintenance, reviewing, and uploading tasks. The Building Principal shall keep the District webmaster informed of who is the school webmaster. All official material originating from the school will be consistent with the District style and content guidelines. The Building Principal or school webmaster may develop guidelines for the various sections of and contributors to the school's web pages.

#### Staff-Level

Any teacher or other staff member wanting to create web pages for use in class activities or to provide a resource for other teachers or staff members shall notify the school webmaster of his or her desired publishing activities.

#### Student-Level 10

A student wanting to create web pages on the District's ~~Web-site~~ website as part of a class or school-sponsored activity should request a teacher or staff member to sponsor the student's publishing efforts. The sponsoring teacher or staff member shall notify the school webmaster of the desired publishing activities. The student's web page must include an introduction written by the sponsor that describes the intent of the student's web page and contains the sponsor's District email address. Student web pages will be removed at the end of the school year unless special arrangements are made.

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**10** Student free speech rights on the Internet are not absolute. For class or school-sponsored activities, school officials may impose some limits on what appears in school-sponsored student publications. Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

For off-campus student ~~Web-site~~ website activities, school officials may discipline students for conduct that has a material and substantial interference with the school's work. Legal counsel should be consulted to evaluate the extent to which the ~~Web-site~~ website interrupts the educational process. This is because the evaluation requires a close and thorough examination of the circumstances. The Seventh Circuit Court of Appeals upheld a student's expulsion for an article in an underground newspaper titled, "So You Want to be a Hacker." The article's instructions about hacking into the school's computers created a clear interference with the school's operations. Boucher v. School Board of the School District of Greenfield, 134 F.3d 821 (7th Cir. 1998). See also J.S. ex rel. H.S. v. Bethlehem Area School Dist., 807 A.2d 847 (Pa., 2002), (finding student's off-campus ~~Web-site~~ website significantly and adversely impacted the delivery of instruction because it contained derogatory and offensive material directed toward a teacher and the principal) and Wisniewski v. Board of Education of the Weedsport Central School District, 494 F.3d 34 (2nd Cir. 2007), cert. denied--- S.Ct. ----, 2008 WL 243683 (2008), (holding a student's transmission of an icon of a pistol with blood splattering and the words "Kill Mr. VanDer Molen (English teacher) crossed the boundary of protected speech and constituted student conduct that posed a reasonably foreseeable risk that the icon would come to the attention of school authorities and that it would materially and substantially disrupt the work and discipline of the school).

Personal web pages are not allowed on the School District's web server. Likewise, student web pages may not contain commercial or advertising links, including links to games and advertisements for games.

CROSS REF.: 6:235 (Access to Electronic Networks)

ADMIN. PROC.: 5:170-AP~~1~~ (Administrative Procedure - Copyright ~~for Publication or Sale of Instructional Materials Developed by Employees Compliance~~), 6:235-AP~~1~~ (Administrative Procedure - Acceptable Use of Electronic Networks), 6:235-E2 (Exhibit - Authorization for Electronic Network Access), 6:235-E3 (Exhibit - Online Privacy Statement)

## Instruction

### Guidance and Counseling Program <sup>1</sup>

The School District provides a guidance and counseling program for students. <sup>2</sup> The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member. <sup>3</sup>

*[For Elementary and Unit Districts]*

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

*[For High School and Unit Districts]*

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including

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<sup>1</sup> State or federal law controls this policy's content.

<sup>2</sup> School boards may employ counselors (105 ILCS 5/10-22.24a). 105 ILCS 5/10-22.24b provides that school guidance services include, but are not limited to: (1) educational planning; (2) career development and counseling; (3) college counseling; (4) developing and facilitating anti-violence education or conflict resolution programs, or both; (5) providing crisis intervention programs within the school setting; (6) making appropriate referrals to outside agencies; (7) interpreting achievement, career, and vocational test information; (8) developing individual career plans for all students; (9) providing individual and small group counseling; (10) addressing the developmental needs of students by designing curricula for classroom counseling and guidance; (11) consultant and counseling with parents for the academic, career, and personal success of their children; (12) facilitating school to work transition programs; and (13) supervising school counseling interns enrolled in school counseling programs that meet the standards of the State Board of Education.

A program to assist educationally disadvantaged children may include special guidance and counseling (105 ILCS 5/14B-2). All districts must conduct a comprehensive needs assessment to determine the scope of pupil needs in the areas of guidance and counseling, psychological, social work, and health (23 Ill.Admin.Code §1.420(q)).

The Children's Mental Health Act of 2003 requires districts to develop protocols for responding to students with social, emotional, or mental health problems that impact learning (405 ILCS 49/~~Let seq~~). 105 ILCS 5/2-3.142, ~~added by P.A. 95-558~~, created the Ensuring Success in School Task Force. This task force ~~will developed~~ policies, procedures, and protocols for school boards to adopt for the purpose of addressing the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence to ensure their ability to stay in school, stay safe while in school, and successfully complete their education. School boards and superintendents may want to create their own study group to prepare for implementing the task force's policies, procedures, and protocols. See policy 7:250, *Student Support Services*, and administrative procedure 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Problems*.

<sup>3</sup> Optional. 105 ILCS 5/10-22.24b provides that any qualified professional, including other certificated personnel, may provide school counseling services. The following optional sentence recognizes the importance of interventions; however, it creates duties that are not present in law. This is a classic "who, gets what, for how much" issue.

The counseling program will assist students with interventions related to academic, social and/or personal issues. Students shall be encouraged to seek academic, social, and /or personal assistance.

the military, may be given access to the school campus in order to provide students and parents/guardians with information. <sup>4</sup>

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.  
23 Ill.Admin.Code §§1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services)

ADMIN. PROC.: 7:340-~~AP1~~ (School Student Records), 7:340-~~AP1~~, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-~~AP1~~, E3 (Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>4</sup> A district must provide military recruiters access to students if it has provided such access to persons or groups who tell students about educational or occupational opportunities (105 ILCS 5/10-20.5a).

Federal law requires a secondary school to grant military recruiters and institutions of high learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent (20 U.S.C. §7908). See also 7:340-AP1, School Student Records, and 7:340-~~AP1~~, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.



## **Community Relations**

### **Administrative Procedure - Definition of Child Sex Offender**

#### **Child Sex Offender 1**

720 ILCS 5/11-9.3(ed) amended by P.A. 97-699, eff. 1-1-2013.

- (1) “Child sex offender” means any person who:
- (i) Has been charged under Illinois law, or any substantially similar federal law or law of another state, with a sex offense set forth in paragraph (2) of this subsection (ed) or the attempt to commit an included sex offense, and
    - (A) Is convicted of such offense or an attempt to commit such offense; or
    - (B) Is found not guilty by reason of insanity of such offense or an attempt to commit such offense; or
    - (C) Is found not guilty by reason of insanity pursuant to subsection (c) of Section 104-25 of the Code of Criminal Procedure of 1963 of such offense or an attempt to commit such offense; or
    - (D) Is the subject of a finding not resulting in an acquittal at a hearing conducted pursuant to subsection (a) of Section 104-25 of the Code of Criminal Procedure of 1963 for the alleged commission or attempted commission of such offense; or
    - (E) Is found not guilty by reason of insanity following a hearing conducted pursuant to a federal law or the law of another state substantially similar to subsection (c) of Section 104-25 of the Code of Criminal Procedure of 1963 of such offense or of the attempted commission of such offense; or
    - (F) Is the subject of a finding not resulting in an acquittal at a hearing conducted pursuant to a federal law or the law of another state substantially similar to subsection (a) of Section 104-25 of the Code of Criminal Procedure of 1963 for the alleged violation or attempted commission of such offense; or
  - (ii) Is certified as a sexually dangerous person pursuant to the Illinois Sexually Dangerous Persons Act, or any substantially similar federal law or the law of another state, when any conduct giving rise to such certification is committed or attempted against a person less than 18 years of age; or
  - (iii) Is subject to the provisions of Section 2 of the Interstate Agreements on Sexually Dangerous Persons Act.

Convictions that result from or are connected with the same act, or result from offenses committed at the same time, shall be counted for the purpose of this Section as one conviction. Any conviction set aside pursuant to law is not a conviction for purposes of this Section.

- (2) Except as otherwise provided in paragraph (2.5), “sex offense” means:

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The footnotes should be removed before the material is used.

<sup>1</sup> Before relying on the definitions as stated, the user is urged to check the Illinois General Assembly website, [www.ilga.gov](http://www.ilga.gov), for current statute.



- (i) A violation of any of the following Sections of the Criminal Code of 1961: 10-7 (aiding ~~and or~~ abetting child abduction under Section 10-5(b)(10-)), 10-5(b)(10) (child luring), 11-1.40 (predatory criminal sexual assault of a child), 11-6 (indecent solicitation of a child), 11-6.5 (indecent solicitation of an adult), 11-9.1 ~~—(public indecency when committed in a school, on the real property comprising a school, or on a conveyance, owned, leased, or contracted by a school to transport students to or from school or a school related activity)~~, 11-9 (sexual exploitation of a child), 11- ~~15.1 (soliciting for a juvenile prostitute)~~, 11-17.1 (keeping a place of 14.4 (promoting juvenile prostitution), 11-18.1 (patronizing a juvenile prostitute), 11- ~~19.1 (juvenile pimping)~~, 11-19.2 (exploitation of a child), ~~11~~ 20.1 (child pornography), 11-20.31B (aggravated child pornography), 11-21 (harmful material ), 12-14.1 (predatory criminal sexual assault of a child), 12-33 (ritualized abuse of a child), 11-20 (obscenity) (when that offense was committed in any school, on real property comprising any school, in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity) ~~), or in a public park)~~, 11-30 (public indecency) (when committed in a school, on real property comprising a school, in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or in a public park). An attempt to commit any of these offenses.
  - (ii) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age: ~~12-13~~ 11-1.20 (criminal sexual assault), ~~12-14~~ 11-1.30 (aggravated criminal sexual assault), ~~12-15~~ 11-1.50 (criminal sexual abuse), ~~12-16~~ 11-1.60 (aggravated criminal sexual abuse). An attempt to commit any of these offenses.
  - (iii) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:
    - 10-1 (kidnapping),
    - 10-2 (aggravated kidnapping),
    - 10-3 (unlawful restraint),
    - 10-3.1 (aggravated unlawful restraint).
 An attempt to commit any of these offenses.
  - (iv) A violation of any former law of this State substantially equivalent to any offense listed in clause (2)(i) of subsection (ed) of this Section.
- (2.5) For the purposes of ~~subsection~~ subsections (b-5) and (b-10) only, a sex offense means:
- (i) A violation of any of the following Sections of the Criminal Code of 1961:
    - 10-5(b)(10) (child luring),
    - 10-7 (aiding ~~and or~~ abetting child abduction under Section 10-5(b)(10)),
    - 11-1.40 (predatory criminal sexual assault of a child),
    - 11-6 (indecent solicitation of a child),
    - 11-6.5 (indecent solicitation of an adult),
    - ~~11-15.1 (soliciting for a juvenile prostitute)~~,
    - ~~11-17.1 (keeping a place of 14.4 (promoting juvenile prostitution)~~,

11-18.1 (patronizing a juvenile prostitute),

~~11-19.1 (juvenile pimping);~~

~~11-19.2 (exploitation of a child);~~

11-20.1 (child pornography),

11-20.31B (aggravated child pornography)

~~12-14.1 (predatory criminal sexual assault of a child);~~ or

12-33 (ritualized abuse of a child).

An attempt to commit any of these offenses.

- (ii) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age: ~~12-13~~ 11-1.20 (criminal sexual assault), ~~12-14~~ 11-1.30 (aggravated criminal sexual assault), ~~12-16~~ 11-1.60 (aggravated criminal sexual abuse), and subsection (a) of Section ~~12-15~~ 11-1.50 (criminal sexual abuse). An attempt to commit any of these offenses.

- (iii) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:

10-1 (kidnapping),

10-2 (aggravated kidnapping),

10-3 (unlawful restraint),

10-3.1 (aggravated unlawful restraint).

An attempt to commit any of these offenses.

- (iv) A violation of any former law of this State substantially equivalent to any offense listed in this paragraph (2.5) of this subsection.

- (3) A conviction for an offense of federal law or the law of another state that is substantially equivalent to any offense listed in paragraph (2) of subsection (~~ed~~) of this Section shall constitute a conviction for the purpose of this ~~Article~~ Section. A finding or adjudication as a sexually dangerous person under any federal law or law of another state that is substantially equivalent to the Sexually Dangerous Persons Act shall constitute an adjudication for the purposes of this Section.