

DRAFT UPDATE

School Board

Powers and Duties of the School Board: Indemnification

The powers and duties of the School Board generally include:

- ~~1.~~ Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
- ~~2.~~ Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
- ~~3.~~ Employing a Superintendent and other personnel, making employment decisions, and dismissing personnel.
- ~~3.~~ Directing, through policy, the Superintendent, in his or her charge of the District's administration.
- ~~4.~~ Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation.
- ~~5.~~ Entering contracts using the public bidding procedure when required.
- ~~6.~~ Providing, constructing, controlling, supervising, and maintaining adequate physical facilities.
- ~~7.~~ Approving the curriculum, textbooks, and educational services.
- ~~8.~~ Evaluating the educational program and approving School Improvement and District Improvement Plans when they are required to be developed or revised.
- ~~9.~~ Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
- ~~10.~~ Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it.
- ~~11.~~ Establishing attendance units within the District and assigning students to the schools.
- ~~12.~~ Establishing the school year.
- ~~13.~~ Providing student transportation services-pursuant to State law.
- ~~14.~~ Entering into joint agreements with other boards of education to establish cooperative educational programs or provide educational facilities.
- ~~15.~~ Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member

Commented [AP1]: This policy is renamed to add emphasis to Indemnification.

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Commented [AP2]: Update 1: The major powers and duties list was amended.

OPTION: Boards that elect officers for 1-year terms and/or hold organizational meetings yearly, should substitute the following language for #1:
Annually organizing the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.

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during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

~~16-17.~~ Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

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

LEGAL REF.: 105 ILCS 5/2-3.25d, 5/10, 5/17-1, and 5/27-1.
115 ILCS 5/
325 ILCS 5/4.

CROSS REF.: 1:10 (School District Legal Status), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 5:90 (Abused and Neglected Child Reporting)

ADOPTED: ~~February 28, 2013~~

Commented [AP3]: Update 2: An Indemnification section was added as a separate subheading for emphasis.

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Operational Services

Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items not included in the budget require prior Board approval, except in an emergency. The Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$10,000 without prior Board approval.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
7. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/21B-80 to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

Commented [AP1]: This policy is updated in response to P.A. 98-716, which requires that all new employees present evidence of physical fitness to perform duties assigned and freedom from communicable disease. It also adds the restrictions on contractor's employees who have a specified criminal conviction (previously in 4:170, *Safety*).

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b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, and5/19b-1 et seq., and
5/24-5.
820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender: Criminal Background Check and/or Screening: Notifications)

ADOPTED: ~~February 28, 2013~~

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Meridian Community Unit School District #223

4:90

Operational Services

Activity Funds

The School 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 Superintendent or designee shall: (1) be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*, and State law, and (2) have all of the responsibilities listed in the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities listed in the Illinois State Board of Education rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.
23 Ill.Admin.Code §§100.20 and 100.80.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fund-Raising Activities)

ADOPTED: ~~October 22, 2009~~

Commented [AKL1]: After its 5-year review, the policy is edited to add authorized funds.

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General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code.

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. The District does not request of an applicant or employee access in any manner to his or her social networking website, including a request for passwords to such sites.

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4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

~~New employees~~Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, ~~including tuberculosis.~~ All. The physical fitness ~~examinations and tests for tuberculosis~~examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination ~~and tuberculin test~~ performed no more than 90 days before submitting evidence of it to the ~~Board~~District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

Please refer to the following current agreement:

"Contractual Agreement between Board of Education of Community Unit School District No. 223, Ogle and Winnebago Counties, Illinois and The Stillman Valley Education Association."

For employees not covered by this agreement:

The District's staff will provide a uniform, structured and specific orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. The orientation will be documented. Mandatory components of the orientation program will include:

1. Sexual Harassment, policy 5:20
2. Drug-Alcohol and Tobacco-Free Workplace, policy 5:50
3. Abused and Neglected Child Reporting, policy 5:90
4. Ethics, policy 5:120

Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

Commented [API]: This policy is updated to implement P.A. 98-716. A new or existing employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health or by order of a local public health official. As of August 2014, the Ill. Dept of Public Health does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings.

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LEGAL REF.: 105 ILCS 5/10-21.9 [and 5/24-5](#).
Employee Credit Privacy Act, 820 ILCS 70/.
Right to Privacy in the Workplace Act, 820 ILCS 55/.
Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.
Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*
820 ILCS 55/ and 70/.
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), [4:175 \(Convicted Child Sex Offender: Criminal Background Check and/or Screen; Notifications\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

ADOPTED: [April 22, 2014](#)

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Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. ~~Prior to a student teacher beginning any field experiences in the District, the Superintendent or designee will ensure that the District performs a complete criminal history records check pursuant to 105 ILCS 5/10-21.9; i.e. background check or background investigation.~~ No individual who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code is permitted to student teach or complete field or other clinical experience.

Before permitting an individual to student teach or participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a complete criminal history records check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154).

Each student teacher must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees), and the Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.

Commented [AP1]: Update 1: This new sentence clarifies that no one may serve as a student teacher who was convicted of a crime specified in the School Code.

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Commented [AP2]: Update 2: This new paragraph implements the requirement to conduct a criminal background check on individuals seeking to be a student teacher. It also implements P.A. 98-716, which requires all new employees, including student teachers, to furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

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LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS 5/21-14(e)(3)(E)(viii) ~~and~~, 5/10-22.34, and 5/24-5.
23 Ill.Admin.Code §25.875.

CROSS REF.: 5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender: Criminal Background Check and/or Screen: Notifications)

ADOPTED: November 14, 2013

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Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

There are four (4) types of educational support personnel positions: (1) full-time 12 month, (2) full-time student attendance day, (3) part-time 12 month and (4) part-time student attendance day. Within these categories, employees will be eligible for participation in the district group Medical, Dental, and Life benefits if they work a minimum of 600 hours per year. Medical, Dental, and Life benefits will be pro-rated for eligible employees based on a 2,000 hour work year. This means that a 2,000 hour per year employee (12 month, 8 hour per day employee) will receive individual Medical, Dental, and Life benefits paid by the district at the same rate as full-time certified employees. All other eligible employees will be offered these benefits on a pro-rated basis.

- A. **Medical Examination:** All ESP employees employed by the Board of Education will be required to provide evidence of a physical examination and a TB skin test to the Board and must have testing no more than 90 days before. The cost of the required physical examination will be paid by the District if taken at a clinic or other medical facility selected by the District or up to the District's cost for such physical exam if the employee elects to have such physical exam at another clinic or medical facility.
- B. **Sick Leave:** All ESP employees are eligible for 1 employee day sick leave for each month of employment per year (minimum 10, maximum 12) cumulative to 220 days. Employees with the 220 maximum days of accumulated sick leave will also be entitled to the annual 10 or 12 days sick leave for the current school year. A medical doctor certificate may be required from the employee by the Principal following any length of illness. After all paid sick leave options are exhausted; the pay deduction will be governed by the daily rate of pay. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household (spouse, parents, children, brothers, sisters, grandparents, parents-in-law, legal guardians, and brothers/sisters-in law).
- C. **Payment of Salary:** As of the commencement of the 2008-2009 school year, ESP student attendance day employees shall be paid per hours worked on any given 2 week time period at the next scheduled pay day. ESP student attendance day employees will no longer be given the option of receiving their salary distributed evenly over 26 pay periods, and any election to do so from any prior school year has been canceled by the District prior to the first paid day of the 2008-2009 school year."
- D. **Illinois Municipal Retirement Fund:** All ESP employees working 600 hours or more annually are eligible for IMRF benefits. For information regarding referral forms, temporary disability, rate of contribution, and all other benefits see your latest bulletin or inquire at the District business office and a bulletin will be provided for your study.
- E. **Liability Insurance:** (ALL ESP employees) The School District carries liability insurance protecting all employees against financial loss and expenses in case of alleged negligence or alleged wrongful act resulting in death, injury, or damage to or destruction of property while acting within the scope of school responsibilities under the direction of the School Board.
- F. **Worker's Compensation:** (ALL ESP employees) The School District carries Worker's Compensation Insurance for all employees. If an employee has an accident while at work or if it is proven that an illness has been contracted as a result of conditions at the place of employment, the employee is entitled to benefits under this coverage. Additional information may be obtained at the District business office.

Commented [AKL1]: OPTION: If the board wants to include in policy an IMRF requirement that public bodies have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement, insert the following sentence at the end of this paragraph:
This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

If the option is selected, 40 ILCS 5/7-139 will be added to the Legal References.

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- G. **Vacation:** (Full-time 12 month employees ONLY) A person shall be employed from July 1 to June 30 of the preceding year to be eligible for the full vacation benefit. If the employee is hired after July 1, the vacation benefit for the first year will be pro-rated for the first year of service only. After being employed one full year, the employee shall be granted two weeks paid vacation (10 days) to be taken during non-student attendance days preferably after school is completed and prior to August 15. Vacation days shall be arranged in advance with the building principal and approved by the superintendent. After completing sixteen (16) years, the employee shall be granted three (3) weeks (15 days) paid vacation. Vacation days are NOT cumulative and cannot be carried over to future years.

Notwithstanding anything to the contrary mentioned above, 9-month Executive Secretaries hired by the District prior to 1/10/1989 and 10-month Executive Secretaries hired by the District prior to 8/23/1995 receive 10 days paid vacation each school year. All other rules and restrictions regarding use and accumulation provided for in this vacation section specified above also apply to these individuals.

- H. **Medical, Dental, and Life Insurance:** Employees working a minimum of 600 hours yearly ONLY) Effective for employees hired after 8/14/97, pro-rated for employees working at least 600 hours per year based on 2,000 hours worked per year. The Board of Education shall provide a group Medical, Dental, and Life insurance plan and will pay the ESP employee's pro-rated, share of the cost for all 600 and above hour per year employees pro-rated based on 2,000 hours per year. The Board of Education will also pay a pro-rated share of the ESP employee's dependent Medical insurance coverage. Medical and/or dental coverage will not be offered to any support staff employee who is retired from a different employer and is eligible for Medical and/or dental insurance coverage and covered satisfactorily under such employer's existing plan (effective January 27, 2006).

Notwithstanding the above, bus drivers hired prior to 10/16/1990 will have 100% of their single employee insurance premiums paid, regardless of hours worked. All other rules and restrictions provided for in this insurance section specified above continue to apply to these individuals.

- I. **Paid Holidays:** (Full-time, 12 mo. employees ONLY) Holidays will be paid if:

1. The employee is employed during the holiday period.
2. The employee works on the last regular work day prior to the holiday period AND the first working day following a holiday period. (Exceptions for emergency shall be arranged IN ADVANCE with the building principal and approved by the superintendent.) Holidays may include:

New Year's Day, M. L. King's Birthday, Lincoln's Birthday, C. Pulaski Day, Easter (Good Friday), Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day. (12 days)

3. Forth of July ONLY. When this date falls on a Saturday or Sunday, it will be celebrated on the Friday before or the Monday after, whichever is closest.

Notwithstanding anything to the contrary mentioned above, 9-month Executive Secretaries hired by the District prior to 1/10/1989 and 10-month Executive Secretaries hired by the District prior to 8/23/1995 receive 12 Holidays each year, and Aides hired prior to 9/1/1991 receive paid Holidays through the regular school year. All other rules and restrictions provided for in this holiday section specified above continue to apply to these individuals.

4. Floating Holiday: If any of the holidays listed in I.2 above fall on student attendance days, that holiday or holidays may be used as a "floating holiday". The "floating holiday" is

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restricted to use on a non-student attendance day (non-school day) and must have the pre-approval of a supervisor.

- J. **Personal Leave Days:** (ALL Full-time, 1,000 or more hrs. per year, ESP employees) Each employee is entitled to two (2) employee personal leave days per year without loss of pay for matters which cannot be handled during non-school days or hours. Written notification of such leave shall be made to the building principal at least 24 hours prior to the planned personal leave day. The first and last three (3) school days and the day immediately preceding and following a legal holiday, vacation or school recess shall not be normally available for personal leave. Personal leave days not taken by June 30th are NOT cumulative and cannot be carried over to future years.

Notwithstanding the above, bus drivers hired prior to 10/8/1997, will receive 2 personal days each school year, regardless of hours worked. All other rules and restrictions provided for in this personal leave section specified above continue to apply to these individuals.

K. Total Attendance Incentive

All ESP employees covered by this Policy, except those who work a variable schedule, are eligible for the Attendance Incentive. Any payment due as determined by the following scale will be made in June for 9 month employees and in July for 12 month employees.

- 0 Absences**in contract year = 4 days pay at employee's rate
- .5-2 Absences**in contract year = 2 days pay at employee's rate
- 2.5-4 Absences**in contract year = 1 days pay at employee's rate

** Includes all absences (illnesses, personal leave, doctor/dentist appointments, family illness, unpaid leave, comp. time of at least day taken during student attendance days, etc.)

NOT INCLUDED are paid vacation days and/or school related absences where applicable.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
820 ILCS 147 and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED: ~~December 16, 2010~~

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Meridian Community Unit School District #223

7:20

Students

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; ~~origin; military status; unfavorable discharge status from military service~~; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, ~~sexual~~, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, ~~sexual violence~~, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, ~~including sexual violence~~, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. ~~The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.~~

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Commented [AKL1]: Update 1: This policy language was updated to list protected statuses from the anti-bullying statute word-for-word, despite some statuses being irrelevant to students in K-12.

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Commented [AP2]: Update 2: The term *sexual violence* was added throughout this policy due to a U.S. Dept. of Education guidance document stating that acts of sexual violence may also be discrimination under Title IX.

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An allegation that a student was a victim of any prohibited conduct perpetrated Building Principal, Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

P. J. Caposey, Asst. Superintendent

Name

207 W. Main St.

Address

Stillman Valley, IL 61084

815/645-2606

Telephone

Complaint Managers:

Jill Davis, District Staff Officer

Name

207 W. Main St.

Address

Stillman Valley, IL 61084

815/645-2606

Telephone

P. J. Caposey, Asst. Supt.

Name

207 W. Main St.

Address

Stillman Valley, IL 61084

815/645-2606

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Commented [AKL3]: OPTION: Email addresses may be added to the Nondiscrimination Coordinator and Complaint Manager information found in this policy as well as policies 2:260, 5:10 and 5:20. If the board would like to add these, please attach the email addresses to the PRESS Plus response form.

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LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.
34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited),
7:10 (Equal Educational Opportunities), 7:180 (~~Preventing~~Prevention of and
Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating
Violence Prohibited), 7:190 (Student Discipline), 7:240 (Conduct Code for
Participants in Extracurricular Activities)

ADOPTED: ~~December 16, 2010~~

REWRITTEN & TITLE CHANGED

The district's current bullying policy will not be in compliance with new legislation. This rewritten policy contains all components necessary for compliance with P.A. 98-669.

7:180

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

7:180

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Commented [AKL1]: All districts must have a policy on bullying (105 ILCS 5/27-23.7, amended by P.A.s 98-669 and 98-HB4207 (eff. 1-1-2015). Every 2 years, each district must review and re-evaluate this policy, make necessary and appropriate revisions, and file the updated policy with ISBE.
Issue 86, August 2014

Commented [AKL2]: This paragraph and its subparts 1-4 are directly from the bullying prevention statute (105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240). The protected statuses are mandated by the bullying prevention statute; the list of protected statuses is identical to the list in 7:20, *Harassment of Students Prohibited*.
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Commented [AKL3]: All definitions are directly from 105 ILCS 5/27-23.7, amended by P.A.s 98-669 and 98-HB4207 (eff. 1-1-2015).
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Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Commented [AKL4]: Each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 5/27-23.7(b) 1-12.
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Commented [AKL5]:
OPTION 1:
A board may augment the School Code requirement by using this alternative:
Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
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Complaint Manager:

Name

Address

Email

Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

Commented [AKL6]:

The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. A board may substitute or add the Nondiscrimination Coordinator, Building Principal, or other position.

Please enter the appropriate information on your Response Form or attach a separate sheet with additional information.

OPTION 2:

A board may also add a telephone number for making anonymous reports. Please enter the phone number on your Response Form.

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Commented [AKL7]: This sentence contains requirements found in 105 ILCS 5/27-23.7(d), amended by P.A. 98-HB4207 (eff. 1-1-2015).

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8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

Commented [AKL8]: OPTION 3:
 The statute requires that the bullying policy *be consistent with* other board policies. The list of policies may be deleted and the following alternative used:
 12. The District's bullying prevention plan must be consistent with other Board policies.
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- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED:

Commented [AKL9]: OPTION 4:

The bullying statute does not specify staff member duties regarding the prevention or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:

13. The Superintendent or designee shall fully inform staff members of the District’s goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

a. Communicating the District’s expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.

b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.

d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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Students

Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, has developed a conduct code, *The Target Program*, for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on ~~and/or~~ off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (23) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Extracurricular Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is "positive," the student will not participate in extracurricular activities until after a "follow-up" test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow-up" test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Performance Enhancing Drug Testing

The Illinois High School Association (IHSA) randomly tests the student athletes who qualify as individuals or as members of a team for selected State series competitions. The student athlete and his or her parent(s)/guardian(s) shall consent, in writing, to the random drug testing before participating in interscholastic athletics. Failure to sign the consent form renders the student athlete ineligible. The Superintendent or designee shall develop procedures to implement the District's compliance with this IHSA policy.

Commented [AP1]: This policy is amended in response to the increased focus on bullying and hazing.

Issue 86, August 2014

DRAFT UPDATE

The Target Program

Statement of Philosophy

Stillman Valley High School recognizes the use of alcohol, tobacco, and drugs as a significant health problem for many students, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of alcohol, drugs, and tobacco for some students affects academic growth, achievement, activities participation and the development of related skills. Others are affected by the misuse and abuse by family, teammates, schoolmates, or significant persons in their lives.

Stillman Valley High School, along with the National Federation of High School Associations, believes the close contact of coaches/advisors to students in activities provide a unique opportunity to observe, confront, and assist them.

It is the philosophy of Stillman Valley High School that students should be encouraged and supported in their efforts to develop and maintain an alcohol, drug, and tobacco free lifestyle.

Purpose

The purpose of *The Target Program* is:

1. To emphasize concerns for the health and safety of students while participating in activities and the long-term physical and emotional effects on their health.
2. To promote a sense of order and discipline among students.
3. To confirm and support existing state laws, which restrict the use of alcohol, drugs, and tobacco.
4. To establish standards for conduct for those students who are leaders and standard bearers among their peers.
5. To assist students who desire to resist peer pressure which directs them toward the use of alcohol, drugs, and tobacco or being present where such substances are being consumed, distributed, or used illegally.
6. To assist students who should be referred for assistance or evaluation regarding their use of alcohol, drugs, and tobacco.

The Target Program and Athletic/Activity Handbook cover:

1. Grades 9 -12.
2. In and out of school hours from the first day of fall pre-season practice through the completion of any spring state final.
3. In or out of any sport/activity seasons.
4. All high school clubs, organizations, athletic teams, and activities.

The Target Program and Athletic/Activity Handbook does not cover:

1. Students during the summer months.
2. Exceptions would be when students from Stillman Valley High School attend a summer sport/activity camp when Stillman Valley High School is used on the application form. Examples would be summer leagues or camps for basketball, poms, cheerleading, football, baseball, wrestling, volleyball, etc.

The administration, coaching/activity staff, and the board of education strongly support drug, alcohol, and tobacco free activities for the entire calendar year, not just the school year.

Possession: Drugs/Alcohol/Tobacco

Any student who is: **using, buying, selling, delivering, or in personal possession of:**

1. Illegal drugs which includes any type of mood altering drugs,

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2. Legal drugs taken inappropriately,
3. Tobacco,
4. Alcohol,
5. Any look-alike mood altering chemicals or paraphernalia, and/or is PRESENT where such illegal activity is being conducted, will be considered in POSSESSION according to the Stillman Valley High School Target Program. The question of present and therefore in possession will be determined for each student involved in the incident. Should an extracurricular participant find him/herself in a situation where illegal activities are taking place, that individual will be considered to be an active participant in those activities if he/she fails to leave the situation as soon as they become aware of those illegal activities.

Violations

When an investigation determines that a violation has occurred, the student will be suspended for at least ONE CALENDAR WEEK from all athletic contests and school activities that they are a member of including sponsored by organizations/activities listed in the athletic/activity handbook (homecoming dance, prom, and junior/senior banquet are not included). Students may practice with their team/activity, but will not be allowed to dress or participate in the competition/activity. The following process will be used in dealing with an alleged violation:

1. The principal or his/her administrative designee will investigate the alleged incident to get all the facts and determine whether a violation has occurred. The principal or his/her designee will notify the parents as early in the investigation process as possible.
2. If it is determined that a violation has occurred, the student and the parents or guardian will be informed of the violation of the TARGET policy.
3. The student and the parents or guardian will decide which option they will choose. This must be done in writing no later than seven days after parents have been notified of the violation. If this does not occur, Option 2 will be enforced.
4. If the student and the parents or guardian decide to take Option 1, agrees to schedule an appointment with a chemical dependency counselor with the scheduled suspension and must notify the principal or athletic director of the time and date of this appointment.
5. Violations cover a student's entire high school career.

First Offense

OPTION 1 - The student will be suspended for one calendar week. The student along with the parents or guardians agrees to be assessed by a student assistance Program (SAP) authorized and approved by the School Administration. (Refer to page 15-16 of the student handbook) The sole cost of this program will be the responsibility of the student and/or parent.

OPTION 2 - The student is suspended for six calendar months from being a member of all teams/activities.

PROBATION: A student may petition the principal or his/her designee if that student goes one calendar year without a second violation. If the student satisfies the probationary period and the petition is accepted, the student will be placed back at the zero violation step without the chance of probation. Probation is available only on the first offense. If probation is violated, the student will be placed at the second offense step.

The Assessment Process for Option 1

A student that chooses option one agrees to schedule an appointment with a chemical dependency counselor within the scheduled suspension and must notify the principal of the time and date of this appointment. The student must participate in the assessment process (the cost of any and all assessments will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended, it must be completed

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with an Illinois-certified chemical dependency counselor. The student must waive his or her rights of confidentiality so that verification of this assessment and a written report can be given to the principal. It is the responsibility of the student and parents to keep the principal apprised of the student's progress throughout this entire process. The student must follow the prescribed program or the consequences of option 2 will go into effect immediately.

Second Offense

OPTION 1 - The student will be suspended six calendar months from being a member of all teams/activities. The student along with the parents or guardians agrees to be assessed by a Student Assistance Program (SAP) authorized and approved by the School Administration. (Refer to page 15-16 of the student handbook) The sole cost of this program will be the responsibility of the student and/or parent.

OPTION 2 - The student is suspended for twelve calendar months from being a member of all teams/activities.

Third Offense

OPTION 1 - The student will be suspended twelve calendar months from being a member of all teams/activities. The student along with the parents or guardians agrees to be assessed by a Student Assistance Program (SAP) authorized and approved by the School Administration. (Refer to page 15-16 of the student handbook) The sole cost of this program will be the responsibility of the student and/or parent.

OPTION 2 - The student is suspended for the remainder of his/her high school career.

Fourth Offense

The student is suspended for the remainder of his/her high school career.

Procedure and Review Process

In any cases involving violations of *The Target Program*, the following procedure shall be used:

1. The principal or his/her administrative designee will investigate the alleged incident to get all the facts and determine whether a violation has occurred. The principal or his/her designee will notify the parents as early in the investigation process as possible.
2. If it is determined that a violation has occurred, the student and the parents or guardian will be informed of the violation of the TARGET policy.
3. If requested, the principal or his/her administrative designee will conduct a hearing pertaining to the violation involving the parents/guardian and student. The student and parents/guardian will be given an opportunity to respond to any or all of the violation charges.
4. If the parents/guardians are dissatisfied with any penalty decision, they may set up a review with the principal.
5. If the parents/guardians are dissatisfied with any penalty decision coming from the principal, they may set up a review with the board of education.

Review of the Athletic/Activity Handbook

The Target Program will be reviewed annually as part of the athletic/activity handbook.

**The Athletic/Activity Handbook policy has been constructed to work in conjunction with the policies and procedures in the student handbook. The student handbook will serve as the primary resource for the extracurricular board in the event of policy or procedural questions.

DRAFT UPDATE

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).

Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).

Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Discipline), 7:300 (Extracurricular Athletics)

ADOPTED: April 12, 2012