

OK 29 IS

May 2022 June 2026

5:220-E

Professional Personnel

Exhibit - Unsatisfactory Performance Report for Substitute Teachers

To be submitted to the Building Principal. Please print.

Substitute Teacher's Name

ID #

School

Assignment

Classroom/Teacher's Name

Date(s) of substitution

Explanation of area(s) of concern:

Reported by: ☐ Student ☐ Staff ☐ Both

In the future, please do not assign this substitute to:

☐ Classroom/Teacher's

Name

☐ Grade Level

☐ Building

☐ Any Position

Reporter's Name (printed)

5:220-E

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Reporter's Signature

Date

DRAFT

OK as is

May 2022 June 2026

5:270-E

Educational Support Personnel

Exhibit - Notice of Employment

On District letterhead

To _____ Date _____

Please accept this letter as an acknowledgment that you ~~have been or are being offered~~ are employment with the School District under the terms and conditions as stated in this letter, ~~School~~ Board policy, and any applicable employee handbook and/or collective bargaining agreement. ~~If you wish to accept this offer~~ To acknowledge these conditions, sign below and return this letter to the central administrative office.

Job position or title _____

Date and time on which you are to report to work _____

Job location _____

Hours per day _____ Days per week _____

Your hourly rate is \$ _____

The remaining terms and conditions of your employment, as well as any employment benefits, are contained in Board policy and any applicable employee handbook and/or collective bargaining agreement. These items will be discussed during your orientation.

Board President or Secretary

Date

Superintendent

Date

For successful candidate/employee (*Sign and return to the central administrative office.*)

I understand that I am an employee-at-will and that my employment may be terminated at anytime with or without cause, subject to the terms and conditions of any applicable policy, employee handbook and/or collective bargaining agreement. I agree to comply with the Board's policies, the District's administrative ~~con-~~ procedures, and supervisors' instructions.

Employee

Date

5:270-E

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RENAMED & REWRITTEN

March 2026

6:235-E4

Instruction

Exhibit - Online Safety Resources

For students:

Federal Trade Commission – www.consumer.ftc.gov/features/kids-online

Tips for Safe Social Networking for Teens (2017) – www.connectsafely.org/social-web-tips-for-teens/

NetSmartz – www.missingkids.org/netsmartz/resources

DHS know2protect Kids & Teens – www.dhs.gov/know2protect/k2p-kids-teens

National Crime Prevention Council – <https://www.ncpc.org.sg/internetsafety/>

For families:

Connect Safely – <https://connectsafely.org/social-media-topic/>.

Raising Digital Citizens (2022) – www.staysafeonline.org/articles/raising-digital-citizens

Cyberbullying Research Center – <https://cyberbullying.org>

A few tips to keep your child safe online (2019) – www.consumer.ftc.gov/blog/2019/04/coppa-few-tips-keep-your-child-safe-online

Keeping Children Safe Online (2023) – www.cisa.gov/news-events/news/keeping-children-safe-online

Safer Social Media and Messaging Apps for Kids – www.common sense media.org/lists/safer-social-media-and-messaging-apps-for-kids

Cybersecurity Awareness Program Parent and Educator Resources (2021) – www.cisa.gov/resources-tools/resources/cybersecurity-awareness-program-parent-and-educator-resources

American Psychological Association – www.apa.org/topics/social-media-internet/social-media-parent-tips

American Academy of Pediatrics – www.aap.org/en/patient-care/media-and-children/center-of-excellence-on-social-media-and-youth-mental-health/

OK as is

November 2021-June 2026

7:190-E1

Students

Exhibit - Aggressive Behavior Reporting Letter and Form

Dear Parent(s)/Guardian(s):

Please be advised that your child engaged in behavior that, if repeated, could escalate into aggressive behavior, such as bullying. Illinois law requires school districts to notify the parent or guardian of a child who demonstrated behaviors that put him or her at risk for [engaging in aggressive behavior](#). [105 ILCS 5/10-20.14](#).

The [School](#) Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

This early notification is intended to help ~~all of~~ us work together to avoid repetition of the behavior.

Student _____ Incident date _____

Incident location _____ Incident time _____

Reported by _____ Reporting date _____

Description of the behavior: *(Reporters, be specific. Describe what happened, what harm resulted, the ~~child~~ student's explanation, and any known or suspected causes for what happened.)*

Follow-up conference: I or someone from my office will telephone you to schedule an in-person meeting or telephone conference to discuss what occurred and ways to help your child; (1) be aware of how others were affected by the behavior, and (2) ~~to~~ understand boundaries and manage conflict.

The following consequence(s) or intervention(s) is/are recommended:

- ☐ Counseling or other support services for your child.
- ☐ Providing opportunities for all individuals involved in an incident to reach a resolution.
- ☐ Enabling your child to make amends for the harm caused.
- ☐ Suggesting your child receive non-District affiliated services.
- ☐ [Insert other] _____

The District is committed to helping those involved learn from this experience.

Building Principal

Date

Students

Exhibit - Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code

Board policy 7:190, *Student Behavior*, and the *Student Conduct Code* were developed to help all students receive quality instruction in a safe and positive educational environment. Board policy 7:190, *Student Behavior*, is contained in the *Student Conduct Code*.

Please review and discuss the Board policy on *Student Behavior* and the *Student Conduct Code* with your child, sign this sheet, and return it to your child's school. Should you have any questions, please contact your child's Building Principal.

You may access electronic copies of ~~the~~ Board policy 7:190en, *Student Behavior*, and the *Student Conduct Code* on the District website: _____

Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing and complying with the rules contained within the Board policy on *Student Behavior* and the *Student Conduct Code*.

Acknowledgement

I acknowledge receiving the Board policy on *Student Behavior* and the *Student Conduct Code*, and I have reviewed them and understand the responsibilities contained in them.

Parent/Guardian: _____ Date: _____

I acknowledge receiving the Board policy on *Student Behavior* and the *Student Conduct Code*. I pledge to follow the *Student Behavior* policy and *Student Conduct Code* and to help maintain a safe and positive school environment.

Student: _____ Date: _____

OK as is

Students

Exhibit - Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a [School](#) District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct. [105 ILCS 5/10-22.6.](#)

Student _____

Incident Date _____

Student handbook rule(s) and/or Board policy violated: _____

Date and time of pre-suspension conference with student: _____

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information (date, time, location) regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

- I. **Your child's continued presence at school poses a threat to school safety.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following additional reasons: *(List explanation below.)*

II. Your child's continued presence at school poses a disruption to other students' learning opportunities. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct school, officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, or more of the following: *(List explanation below.)*

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following behavioral and disciplinary interventions have been exhausted. *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will ~~be given an~~have an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the Superintendent's office)*.

Building Principal

Date

cc: School Board

OK as
is

RENAMED

June 20232026

7:330-E

Students

Exhibit - Application for to Establish Noncurriculum Related Student Groups That Are Not School Sponsored to and Request for Free Use of School Premises for Meetings

[For high school and unit districts]

A student must complete this form to request to establish a noncurriculum related student group or club that is not school sponsored and to request the free use of school premises for a meeting of a student group that is not school sponsored. Only one student needs to complete the application. Submit the completed application to the Building Principal at least one week before the first meeting. When a copy of this form is returned to the student with the necessary approval signature, the group may use the designated school premises, at the identified time, for its meetings.

Student applicant

Student contact number

Student group name

Requested school premises to be used

Program/Meeting

Program/Activity date(s) and time(s)

Materials or equipment to be brought into facility, if any

The following rules apply to the free use of school premises by noncurriculum related non-school-sponsored student groups:

1. The meeting(s) must be student-initiated, meaning that a request to use school premises is being made by a student and the group or club is led by a student.
2. The meeting(s) must occur during non-instructional time identified by the Building Principal. This time is typically before classroom instruction begins or after it ends.
3. In scheduling the use of school premises, activities associated with the District's educational program have priority over the activities of any other organization. Otherwise, school premises will be available on a first-come, first-served basis.
4. The assigned room and its contents must be restored to its original condition and configuration after each use. Only modular furniture may be moved. Nothing shall be adhered or affixed to walls that will leave marks. Any decorations used shall be removed after the meeting. The contents of any assigned room are the property of the School-District or teacher and shall not be handled or removed.
5. Before any meeting, a member of the noncurriculum related non-school-sponsored student group must give the office the names of anyone attending the meeting who is neither a student nor a school staff member. All visitors must register at the school office before proceeding to any scheduled student meeting. Non-school individuals may not regularly attend meetings. Any visitors

7:330-E

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to school property are also expected to follow Board policy 8:30, *Visitors to and Conduct on School Property*.

6. All advertisements, including flyers or wall postings, must contain neutral content generally limited to club/group name, meeting time(s), and location(s) as well as the approval, with initials, of a teacher or administrator and include the following disclaimer: "This flyer was created by the [insert name of student group] and does not in any way represent the views or opinions of [insert District name]." Any advertisements must also comply with Board policy 8:25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*. The following mediums ~~are~~ may be available on request to announce group meetings:
 - Office bulletin board containing announcements
 - Public address system
 - Student newspaper
 - School or District website
7. No activity is allowed on school grounds that would violate the student disciplinary policy. Any student who engages in misconduct is subject to disciplinary action, including suspension and expulsion.
8. A school staff member ~~or other responsible adult~~ must be present in a supervisory capacity.
9. The Equal Access Act, 20 U.S.C. §4071 et seq., controls the free use of school premises by non-school-sponsored noncurriculum related student groups.
10. The use of school facilities by student groups or clubs directed and controlled by non-school persons ~~non-school-sponsored groups~~ is governed by Board policy 8:20, *Community Use of School Facilities*. Do not use this form to request meeting space for those groups or clubs.
- 9.11. The school retains the right to suspend the student group's or club's approval status and/or use of school premises or resources at any time for violations of these rules.

I agree to follow the rules stated in this application and all Board policies and administrative procedures related to the student group's use of the school's facilities.

Student applicant signature

Date

Note to office: after the Building Principal acts on this application, return a copy of it to the student making the request and keep the original in the office.

☐ **Approved**

☐ **Denied**

This non-school-sponsored student group may meet in the following location at the identified times with the assigned school staff member supervising the meeting:

Location and Assigned School Staff Member

Time

Building Principal or designee

Date