



NEOLA of ILLINOIS

TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

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NEW POLICY - VOLUME 15, NO. 1

NEW SUPERINTENDENT MENTORING

The School District will develop and maintain a new superintendent mentoring program that satisfies the requirements established by State law. The program will be required for all individuals who are in the first school year of employment as a superintendent in Illinois, if employment began on or after July 1, 2009, and have not previously served as a school district superintendent in the State. ~~(+) Any individual who has previously served as an assistant superintendent for this District for five (5) or more years with an administrator's certificate and who, on or after July 1, 2009 begins serving as the superintendent in this District (+) may (+) shall participate in the program.~~ The new superintendent shall participate in the program for the duration of his/her first two (2) school years as a superintendent and must complete the program in accordance with the requirements established by the State Board of Education by rule.

A recognized mentor is an individual who has been an Illinois superintendent for three (3) or more years and has completed mentor training. The mentor will assist the new superintendent in the development of his/her professional growth and will provide guidance during the new superintendent's first two (2) years of service.

A mentor will be assigned to a new superintendent based on the following factors:

- A. similarity of grade level or type of school
- B. learning needs of the new superintendent
- C. geographical proximity of mentor to new superintendent
- D. similarity of student demographics
- E. similarity of academic achievement

The new superintendent shall identify areas for improvement and professional growth in collaboration with the mentor *and present a professional growth plan to the Board.*

Each mentor and new superintendent should complete a survey of progress on Form 1225 F1 by May 15th of the school year.

105 ILCS 5/2-3.53b



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New
~~REVISED~~ **POLICY - VOLUME 15, NO. 1**

LEAVE PURSUANT TO VICTIMS' ECONOMIC SECURITY
AND SAFETY ACT

In accordance with the Victims' Economic Security and Safety Act ("VESSA"), an employee may take unpaid leave from work for up to twelve (12) work weeks per twelve (12) month period for any one (1) or more of the following reasons:

- A. seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- B. obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

The leave time may be taken intermittently or on a reduced work schedule. Both part-time and full-time employees are eligible to take leave pursuant to this policy.

The following definitions are used in this policy:

- A. A "qualified individual" is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.



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- B. "Domestic or sexual violence" means domestic violence, sexual assault or stalking.
- ~~C. Domestic violence includes acts or threats of violence, not including acts of self defense, as defined in subdivision (3) of Section 103 of the Illinois Domestic Violence Act of 1986, 750 ILCS 60/101 et seq., sexual assault, or death to the person, or the person's family or household member, if the conduct causes the specific person to have such distress or fear.~~
- C. ***"Domestic violence" means abuse, as defined in Section 103 of the Illinois Domestic Violence Act of 1986, by a family household member, as defined in Section 103 of the Illinois Domestic Violence Act of 1986.***
- D. "Employment benefits" means all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an employee benefit plan.
- ~~E. "Family or household member" means a spouse, parent, son, daughter, and persons jointly residing in the same household.~~
- E. ***"Family or household member" for employees with a family or household member who is a victim of domestic or sexual violence, means a spouse, parent, son, daughter, other person related by blood or by prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.***
- ~~F. "Parent" means the biological parents of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.~~
- ~~G. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child or a person standing in loco parentis, who is under eighteen (18) years of age, or is eighteen (18) years of age or older and incapable of self-care because of mental or physical disability.~~



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- H. "Sexual assault" means any conduct proscribed by the Criminal Code, in Sections 12-13, 12-14, 12-14.1, 12-15, and 12-16.
- I. "Stalking" means any conduct proscribed by the Criminal by the Criminal Code, in Sections 12-7.3, ~~and~~ 12-7.4, **and 12-7.5.**
- J. "Victim services organization" means a nonprofit, nongovernmental organization that provides assistance to victims of domestic or sexual violence or to advocates for such victims, including a rape crisis center, an organization carrying out a domestic violence program, an organization operating a shelter or providing counseling services, or a legal services organization or other organization providing assistance through legal process.
- K. "Twelve (12) month period" means a rolling twelve (12) month period measured backward from the date leave is taken and continuous with each additional leave day taken.

The employee shall provide the District with at least forty-eight (48) hours' advance notice of the employee's intention to take leave pursuant to this policy, unless providing such notice is not practicable. If an unscheduled absence occurs, the District will not take any action against the employee if the employee, within a reasonable period after the absence, provides certification, ***upon request of the District.***

Certification that the employee or a member of the employee's household is a victim of sexual or domestic violence and that the leave is being taken for one of the purposes listed above (A-E) must be provided for any leave taken pursuant to this policy. Certification must be provided as soon as reasonably possible, but in most cases, within 7 days of the request. The employee can satisfy the certification requirement by providing:

- A. sworn statement;
- B. documentation that shows that the employee has sought assistance in addressing domestic or sexual violence from a victim services organization, or other entity or professional from whom the employee has sought assistance;
- C. court or police records or other corroborating information.



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Any information submitted by an employee shall be kept in confidence by the District and will not be disclosed unless the employee consents in writing to the disclosure or unless otherwise required by applicable Federal or State law. While on leave, the employee will be required to periodically report to the District on his/her status and intention about returning to work. *as defined by District procedures*

While the employee is taking leave pursuant to this policy, the District will maintain all group health care plan benefits, as if the employee had been employed continuously. The employee must pay his/her portion of the premium during the leave. An employee's group health care coverage may cease if his/her premium payment is more than thirty (30) days late. The District may recover the premium from the employee if the employee fails to return after the period of leave for which the employee is entitled has expired; or if the employee fails to return to work for a reason other than (1) the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this section; or (2) other circumstances beyond the control of the employee.

This policy does not entitle an employee to take unpaid leave that exceeds, or is in addition to, unpaid leave time allowed under the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. When the employee's need for leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act, or for short-term or long-term disability, those leaves will run concurrently with leave taken pursuant to this policy. An employee may elect to substitute accrued paid vacation, sick or personal time for any part of the Victims' Economic Security and Safety leave. Such substitution will not extend the twelve (12) week period. ***Employees are not required to substitute available paid or unpaid leave for VESSA leave.***

An employee who takes leave pursuant to this policy will be restored to his/her position held when the leave began or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Any employment benefit accrued prior to taking leave pursuant to this policy will not be lost. However, while on leave pursuant to this policy, the employee is not entitled to accrue seniority or other employment benefits. If the employee takes leave because of his/her own medical condition, a return to work certification will be required.



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The District will attempt to provide reasonable accommodations for employees who are entitled to protection under the Act, unless such accommodations would create an undue hardship. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility or work requirement; a transfer, reassignment, or modified schedule, or leave; a changed telephone number or seating assignment; installation of a lock or other safety procedure, **or assistance in documenting domestic or sexual violation that occurs at the workplace or in work-related settings**, in response to an actual or threatened domestic or sexual violence. If an employee wants to request a reasonable accommodation pursuant to this policy, s/he should contact the Director of Human Resources.

The Superintendent shall ensure that the policy and notice drafted by the Illinois Department of Labor is posted properly.

~~Public Act 93-591~~
820 ILCS 180/1 et seq.

Oak Park Elementary School District #97
Bylaws & Policies

3430.04 - ~~CIVIL AIR PATROL~~ MILITARY LEAVE

An employee of the School District who is a member of the United States Armed Forces, the Army National Guard, the Air National Guard, any reserve component of the United States Armed Forces or of the Illinois State Militia, the Illinois National Guard, or the Public Health Service commissioned corps, shall be granted leave from his/her public employment for any period actively spent in military service, including: basic training, special or advanced training, annual training, voluntary or involuntary active duty, full-time National Guard duty, and any other training or duty required by the United States Armed Forces. All seniority and benefits available to that employee or similarly situated employees shall continue to accrue during the employee's military leave.

The School District shall not require an employee to first use all sick or vacation time prior to taking leave pursuant to this policy. An employee of the School District shall be re-employed, upon proper notice to the School District, to the position in the School District commensurate with the various Illinois and Federal requirements current as of the employee's return to work.

If the military leave for a full time employee is related to a reserve component of the United States Armed Forces or of the Illinois State Militia, the School District shall pay the regular compensation to the School District employee for any mobilization to active duty and leaves due to annual training. During leaves for basic training, and for up to sixty (60) days of special or advanced training, and for any other training or duty required by the United States Armed Forces, the School District will pay the difference between the employee's military base pay and his/her regular compensation from the School District.

An employee of the School District who is a member of the civilian auxiliary of the United States Air Force, ~~known as~~ or the Civil Air Patrol, and who is performing a civil air patrol mission, is eligible for unpaid Civil Air Patrol Leave if s/he has been employed by the District for at least twelve (12) months and has completed at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave. **In order to receive these Civil Air Patrol benefits, an employee must give at least fourteen (14) days notice to the District.**

~~The length of Civil Air Patrol Leave the employee is entitled to is determined by the number of employees employed by the School District as outlined in State Law, not to exceed thirty (30) days of unpaid leave.~~

The School District ~~may~~ will require certification from the ~~proper~~ applicable military authority to verify the Employee's eligibility for ~~the leave~~ any of the applicable military leaves. Furthermore, the employee should give proper notice regarding his/her return to active employment with the School District. The School District will provide employees the full extent of their rights pursuant to applicable Illinois and Federal laws regarding notice.

~~An employee shall not be required to exhaust all accrued vacation, personal, compensatory, sick, disability, or any other leave that may be granted to the employee prior to taking Civil Air Patrol Leave.~~

~~Any employee who is granted leave shall, at the expiration for the leave, be entitled to be restored by the employer to the position held by the employee when the leave commenced or to a position with equivalent status, employee benefits, pay and other terms and conditions of employment, unless the employee is not restored to such position for conditions unrelated to the Civil Air Patrol Leave.~~

~~During Civil Air Patrol Leave taken in accordance with State Law, the employer shall make it possible for the employee to continue his/her benefit's at the employee's expense.~~

The School District encourages employees who know of upcoming military leaves covered under these policies to provide as much advance notice as possible prior to these leaves. The School District also urges its employees to familiarize themselves with the various Illinois and Federal Statutes regarding military leave.

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

~~An employee must give at least fourteen (14) days notice to the District of his/her intent to take a Civil Air Patrol Leave if the leave consists of five (5) or more consecutive work days. Whenever possible, the employee shall consult with his/her supervisor in order to not unduly disrupt the District's operations by taking such a leave. If the employee intends to take leave of less than five (5) consecutive work days, the employee shall give advance notice as is practical. Taking Civil Air Patrol Leave shall not result in the loss on any employee benefit accrued before the date on which the leave began.~~

5 ILCS 325/0.0 et seq., (Illinois Military Leaves of Absence Act)
5 ILCS 330/1 et seq., (Illinois Public Employee Armed Services Rights Act)
20 ILCS 1805/30 (Military Code of Illinois)
105 ILCS 5/10-20.7b (Illinois School Code)
330 ILCS 60/ et seq., (Illinois Service Member's Employment Tenure Act)
820 ILCS 148/5 et seq., (Illinois Civil Air Patrol Leave Act)
38 U.S.C. 4310 et seq., (Uniformed Services Employment and Reemployment Rights Act)

Adopted 4/28/09



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New
REVISED POLICY - VOLUME 15, NO. 1

LEAVE PURSUANT TO VICTIMS' ECONOMIC SECURITY
AND SAFETY ACT

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domestic partner, guardian
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as defined by District procedures

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The Superintendent shall ensure that the policy and notice drafted by the Illinois Department of Labor is posted properly.

~~Public Act 93-591~~

820 ILCS 180/1 et seq.

Oak Park Elementary School District #97
Bylaws & Policies

4430.04 - ~~CIVIL AIR PATROL~~ **MILITARY LEAVE**

An employee of the School District who is a member of the United States Armed Forces, the Army National Guard, the Air National Guard, any reserve component of the United States Armed Forces or of the Illinois State Militia, the Illinois National Guard, or the Public Health Service commissioned corps, shall be granted leave from his/her public employment for any period actively spent in military service, including: basic training, special or advanced training, annual training, voluntary and involuntary active duty, full-time National Guard duty, and any other training or duty required by the United States Armed Forces. All seniority and benefits available to that employee or similarly situated employees shall continue to accrue during the employee's military leave.

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~~An employee shall not be required to exhaust all accrued vacation, personal, compensatory, sick, disability, or any other leave that may be granted to the employee prior to taking Civil Air Patrol Leave.~~

~~Any employee who is granted leave shall, at the expiration for the leave, be entitled to be restored by the employer to the position held by the employee when the leave commenced or to a position with equivalent status, employee benefits, pay and other terms and conditions of employment, unless the employee is not restored to such position for conditions unrelated to the Civil Air Patrol Leave.~~

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The School District encourages employees who know of upcoming military leaves covered under these policies to provide as much advance notice as possible prior to these leaves. The School District also urges its employees to familiarize themselves with the various Illinois and Federal Statutes regarding military leave.

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

~~An employee must give at least fourteen (14) days notice to the District of his/her intent to take a Civil Air Patrol Leave if the leave consists of five (5) or more consecutive work days. Whenever possible, the employee shall consult with his/her supervisor in order to not unduly disrupt the District's operations by taking such a leave. If the employee intends to take leave of less than five (5) consecutive work days, the employee shall give advance notice as is practical. Taking Civil Air Patrol Leave shall not result in the loss on any employee benefit accrued before the date on which the leave began.~~

5 ILCS 325/0.0 et seq., (Illinois Military Leaves of Absence Act)

5 ILCS 330/1 et seq., (Illinois Public Employee Armed Services Rights Act)

20 ILCS 1805/30 (Military Code of Illinois)

105 ILCS 5/10-20.7b (Illinois School Code)

330 ILCS 60/ et seq., (Illinois Service Member's Employment Tenure Act)

820 ILCS 148/5 et seq., (Illinois Civil Air Patrol Leave Act)

38 U.S.C. 4310 et seq., (Uniformed Services Employment and Reemployment Rights Act)

Adopted 4/28/09

Oak Park Elementary School District #97

Bylaws & Policies

5610 - SUSPENSION AND EXPULSION

NON-DISABLED STUDENTS

The Board of Education recognizes that exclusion from the educational programs of the District, whether by suspension or expulsion, is a serious sanction. Prior to any suspension or expulsion, the District will provide appropriate due process as required by State and Federal law.

For purposes of this policy, "suspension" shall be the short-term removal (not more than ten (10) school days) of a student from a regular District program and loss of access to any school activity, whether conducted on or off District property, or to school property during the period of suspension.

"Expulsion" shall be the long-term exclusion or permanent exclusion by the Board of a student from the schools of this District for a period not to exceed two (2) calendar years as determined on a case by case basis. School district administrators may recommend that a student be expelled for serious misconduct but only the Board of Education has the authority to expel students for a determined period of time for such offenses. Such exclusion includes access to any school activity, whether conducted on or off District property, and to any District property. A student may be expelled for **serious** misconduct or disobedience as defined and described in school disciplinary rules or for misconduct that is **serious** by any standard. **When a student is guilty of serious misconduct the District shall notify the student's parents/guardian of the serious misconduct immediately.**

A student who is determined to have brought ~~a weapon one of the following objects to or any item intended to be used as a weapon to~~ school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school **shall be expelled for a period of not less than one (1) year: or who is determined to have possessed a firearm at a school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one (1) year, except that the expulsion period may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Any such modification by the Superintendent or the Board shall be in writing. For the purpose of this policy, the term "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, or billy clubs, or (3) "look likes" of any weapon as defined in this policy. See Weapons Policy [5772](#)**

- A. A firearm, defined as any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Illinois Criminal Code of 1961.
- B. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any object that is used or attempted to be used to cause bodily harm, including look-alikes of any of these weapons or the firearms as defined in paragraph (A) above.

The expulsion periods in paragraphs A. and B. above may be modified by the Superintendent or designee, and the Superintendent's or designee's determination may be modified by the Board on a case-by-case basis. Any such modification by the Superintendent or designee or the Board shall be in writing.

The Superintendent **or designee** shall, as required by the applicable provisions of the School Code and Federal law, report all firearms related incidents occurring in a school or on school grounds to the local law enforcement authorities and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police. The Superintendent **or designee** shall also refer any student who brings a firearm or weapon (as defined by 18 U.S.C. 921(a)) to school to the criminal justice or juvenile delinquency system.

A student may be given a short-term suspension of up to ten (10) school days by the Superintendent, principal, assistant principal, or dean of students. An appeal of a suspension shall be addressed to the Board.

The Superintendent **or designee** may recommend and the Board may expel a student from school for gross disobedience or misconduct. In all cases, appropriate due process rights described in Policy [5611](#) will be observed.

In the event that a transfer student was suspended or expelled from any other public or private school, the District may require the student to complete the entire term of the suspension or expulsion prior to being admitted.

As a condition of enrollment, the parents or guardian may be required to sign a release that provides the District with relevant student discipline information from the prior school. Based on this information, the District **may** require the student to complete the remainder of an existing suspension or expulsion.

Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code.

SUSPENSION AND EXPULSION OF DISABLED STUDENTS

When the disabled student is guilty of serious misconduct the District shall notify the student's parents/guardian of the serious misconduct immediately (~~within twenty-four (24) hours~~) and whether the student will be suspended and the time and location of a meeting of the student's Individual Educational Placement (IEP) team. This information shall be confirmed in writing and the parents/guardian shall be advised as follows:

- A. that a written report of the student's serious misconduct has been prepared and is attached to the student's records;
- B. that the IEP team shall meet as soon as possible to determine whether a **casual causal** relationship exists between the student's handicapping condition and the student's serious misconduct;
- C. that the student's parents/guardian are requested to attend the IEP team meeting and the date, time and location of the meeting;
- D. that no later than ten (10) days after the student's serious misconduct occurred and the review of the student's serious misconduct by the IEP team, a report regarding the student's appropriate placement shall be given to the District Administrator and parents/guardian;

- E. that during the time the IEP team meets and a report is given to the District Administrator, one (1) or a combination of the following disciplinary actions may be taken against the student:
1. restricted to a study carrel;
 2. restricted to an alternative classroom;
 3. restricted from participation in extracurricular activities;
 4. suspended from attending school for up to ten (10) days.
- F. The IEP team may determine that the student's serious misconduct is **not** causally related to the student's handicapping condition, therefore, the student shall be disciplined under the District's discipline policy for regular students. Disciplinary action taken against the student may include but not be limited to:
1. expulsion
 2. suspension (in-school and out-of-school)
 3. removal from the classroom
 4. denial of privileges
 5. probation
 6. detention

The IEP team may determine that the student's serious misconduct is causally related to the student's handicapping condition and ask that the parents/guardian accept a change in the educational placement of their child. At the same time the parents/guardian shall be informed of their right to object and of the procedures to be followed to make such an objection.

Should the parents/guardian object to the proposed change in the educational placement of their child, and should the District contend that the student's behavior poses a continuing physical danger to himself/herself or to others in the school, the District shall seek a court order for the purpose of either changing the student's placement or suspending the student for more than ten (10) days.

105 ILCS 5/10.14, 5/10-22.6, 5/2-3.13a
18 U.S.C. 921(a)
20 U.S.C. 7151

Revised 4/25/07

Oak Park Elementary School District #97

Bylaws & Policies

6144 - INVESTMENTS

In accordance with the Illinois Public Funds Investment Act, 30 ILCS 235/0/01 et seq. (the "Act", the School District shall maintain a set of procedures for the investment of School District funds that includes the following elements:

- A. a listing of authorized investments
- B. the standard of care that must be maintained by the persons investing the public funds
- C. investment and diversification guidelines that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio
- D. guidelines regarding collateral requirements, if any, for the deposit of public funds in a financial institution made pursuant to the Act, and, if applicable, guidelines for contractual arrangements for the custody and safekeeping of that collateral
- E. a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District
- F. performance measures that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the School District's investment portfolio
- G. appropriate quarterly review of the investment portfolio, its effectiveness in meeting the School District's needs for safety, liquidity, rate of return, and diversification and its general performance
- H. written reports of investment activities by the Treasurer for submission to the Board of Education and the Superintendent as referenced in Section L, including information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date
- I. a procedure for the selection of investment advisors, money managers, and financial institutions
- J. a policy regarding ethics and conflicts of interest

The Assistant Superintendent for Finance and Operations of the School District shall establish and submit, subject to the review of the Treasurer, such procedures for the Board's approval and shall periodically review and propose needed amendments thereto.

Such procedures and this policy shall be kept available at all times for public review at the School District's administrative offices.

DETAILS FOR INVESTMENT

- A. Scope

This investment policy applies to all funds of the District. These funds are accounted for in the District's annual financial report and includes all current funds, and any other funds that may be created, except for District pension funds to the extent the deposit and investment of such funds is otherwise regulated under the Illinois Pension Code. All transactions involving the District's funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule".

B. Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The District's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return of Investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return of investments.
4. Maintaining the Public's Trust - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the School Treasurer.

C. Investment Instruments

The District may invest its funds only in those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;

Investments in Federal National Mortgage Association issues are limited to short-term discount notes.

2. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
3. Certificates of deposit with Federally insured institutions that are collateralized or insured at levels acceptable to the District ~~in excess of the \$100,000 to the insured maximum limit~~ provided by the Federal Deposit Insurance Corporation coverage ~~limit~~;
4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2 (h) of the Act;
5. Commercial paper meeting the following requirements:
 - a. The corporation must be organized in the United States.
 - b. The corporation's assets must exceed \$500,000,000.
 - c. The obligations at the time of purchase must be rated within the two (2) highest classifications by at least two (2) standard rating services.
 - d. The obligations cannot have a maturity longer than 180 days.
 - e. Not more than thirty-three percent (33%) of the total investment fund can be invested

in commercial paper at any time.

- f. The total investment in any one (1) corporation cannot exceed ten percent (10%) of the corporation's outstanding obligations.
6. The Illinois Public Treasurer's Investment Pool;
7. The Illinois School District Liquid Asset Fund;
8. Any other investment instruments now permitted by the Act or hereafter permitted by reason of amendment of the Act;
9. Investments may be made only in those savings banks or savings and loan association the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
10. Investment products that are considered as derivatives are specifically excluded from approved investments.

D. Diversification

It is the policy of the District to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the Treasurer. The diversification shall be as follows, based upon the categories in Section C above:

1. up to 100 % of C1
2. up to 90% of C2 and C3
3. up to 60% of C6 and C7
4. up to 33% of C4 and C5

E. Collateralization

1. It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any investment instruments acceptable under the Act. The collateral must be placed in safekeeping at or before the time the District buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
3. Safekeeping of Collateral
 - a. Third party safekeeping is required for all collateral. To accomplish this, the securities must be held at one (1) or more of the following locations:
 - 1) at a Federal Reserve Bank or its branch office; or
 - 2) at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
 - b. Safekeeping will be documented by an approved written agreement between the Board of Education and the governing board of the bank that complies with FDIC regulation. This may be in the form of a safekeeping agreement.
 - c. Substitution or exchange of securities held in safekeeping for the District can be

approved exclusively by the Treasurer of Assistant Superintendent for Finance and Operations, and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

F. Safekeeping of Securities

1. Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities must be held only at one (1) or more of the following locations:
 - a. at a Federal Reserve Bank or its branch office;
 - b. at another custodial facility, which shall be a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved; or
 - c. in an insured account at a primary reporting dealer.
2. Safekeeping will be documented by an approved written agreement between the Board of Education and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
3. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

G. Qualified Financial Institutions and Intermediaries

1. Depositories - Demand Deposits
 - a. Any financial institution selected by the District shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.
 - b. The District will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the District will not maintain funds in any institutions that does not first agree to post required collateral for funds or purchase private insurance in excess of FDIC insurable limits and in amounts acceptable to the District.
 - c. To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two (2) statements of condition which it is required to furnish to the comptroller of Currency or other regulatory body as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer within forty-five (45) days of the end of each quarter.
 - d. Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Treasurer on an annual basis. Fees for services shall be substantiated by a monthly account analysis.
 - e. Each financial institution acting as a depository for the District must enter into a depository agreement with an authorized school district official that incorporates this policy by reference.
 - f. The District will recognize and provide consideration to local institutions.
 - g. The District will recognize and provide consideration to CRA ratings and other indicators of community support.
2. Banks and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the District's competitive certificate of deposit purchase program must:

- a. provide wire transfer and certificate of deposit safekeeping services;
 - b. be a member of FDIC system and be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits and in amounts required by the District; and
 - c. meet at all times the financial criteria as established in the investment policy of the District.
3. Intermediaries

Any financial intermediary selected to be eligible for the District's competitive investment program must:

- a. provide wire transfer and deposit safekeeping services;
- b. maintain appropriate Federal and State registrations for the type of business in which they are engaged;
- c. provide an annual audit upon request;
- d. maintain an office within the State of Illinois and be licensed to conduct business in this State; and
- e. be familiar with the Board of Education's policy and accept financial responsibility for any investment not appropriate according to the policy.

H. Management of Program

1. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure:
 - a. Treasurer
 - b. Assistant Superintendent for Finance and Operations
 - c. Fiscal Services Administrator

These documents include:

- a. Wire Transfer Agreement
 - b. Depository Agreement
 - c. Safekeeping Agreement
 - d. Custody Agreement
 - e. Collateral Agreement
2. Management responsibility for the investment program is hereby delegate to the Treasurer and the Assistant Superintendent for Finance and Operations, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for the execution under the direction of the Treasurer of specific financial transactions, including: investment transactions, check

signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

3. The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer who shall periodically review them for their consistency with District policy and State law and who shall be assisted in this function by District legal counsel and auditors. These agreements include but are not limited to:
 - a. Wire Transfer Agreement
 - b. Depository Agreement
 - c. Safekeeping Agreement
 - d. Custody Agreement
 - e. Collateral Agreement
4. The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall meet the criteria set forth in Section G(3) above and shall be approved by the Board of Education.
5. All wire transfers shall require a secondary authorization by the Treasurer, Assistant Superintendent for Finance and Operations, or Fiscal Services Administrator.
6. The Treasurer shall be further authorized to enter into joint investment agreements as authorized under Section 8-7 of the School Code.

I. Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section B of this document for all funds. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the Constant Maturity Treasury index closest to the portfolio's weighted average maturity.

J. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personally business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act, no officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the District is authorized to invest, or the sellers, sponsors or managers of those investments.

K. Indemnification

Investment officers and employees of the District acting in accordance with this Investment Policy and such written operational procedures as may be established by the District, and who otherwise exercise due diligence and act with reasonable prudence, shall be relieved of personal liability for an individual security's credit risk or market changes.

L. Reporting

The Treasurer shall submit to the Board of Education and the Superintendent a monthly

investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, performance evaluation against a Constant Maturity Treasury index or other appropriate benchmark, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

M. Amendment

The Assistant Superintendent for Finance and Operations shall review annually the effectiveness of this policy in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance. The Assistant Superintendent for Finance and Operations' recommendations shall be review by the Treasurer. Any substantive changes will be submitted to the Board of Education for approval.

15 ILCS 505/17
30 ILCS 235/0.01 et seq.
30 ILCS 235/2
205 ILCS 5/1 et seq.
12 U.S.C. 2001 et seq.
15 U.S.C.A. 780-5
1201 U.S.C. 1701 et seq.

Adopted 6/27/07



NEOLA of ILLINOIS

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BOARD OF EDUCATION

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FINANCES

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REVISED POLICY - VOLUME 15, NO. 1

PREVAILING WAGE COORDINATOR

It is the purpose of this policy to comply with State and Federal regulations concerning prevailing wage rate.

The Illinois Department of **Labor Industrial Relations** will determine the prevailing wage rate in the locality where the work is to be performed.

The Superintendent ^{or designee} shall designate a Prevailing Wage Coordinator for this District.

The Prevailing Wage Coordinator will submit to the Superintendent, ^{or designee} ~~for Board of Education approval~~, procedures for monitoring compliance with prevailing wage laws. S/He will request the Illinois Department of **Labor Industrial Relations** to establish the prevailing wage rate in this District for school construction or renovation projects. A schedule of those wages must be attached to the specifications for the work, and printed on any bidding blanks. ~~A copy of the bidding blank must be filed with the Department of Industrial Relations prior to the award of any contract.~~ Thereafter, any contract which is awarded, **including those that have been awarded without a public bid**, must include a provision that each laborer, workman, or mechanic employed by the contractor will be paid at a rate not less than the prevailing wage rate. ~~On the first pay date, the~~ **The** contractors and subcontractors must provide each employee with written notification of his/her job classification and the prevailing wage rate for his/her job classification **or post in a conspicuous location at its business location where laborers, workers and mechanics regularly visit the current prevailing wage rates for each county in which the contractor is performing work.** ~~unless the employee is covered by a collective bargaining agreement.~~

Act 130

820 ILCS 130/1 et seq.



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NEW POLICY - VOLUME 15, NO. 1

RADON TESTING

Due to the health risks associated with exposure to radon in indoor air, the District has decided to test every occupied school building every 5 years pursuant to rules established by the Illinois Emergency Management Agency ("IEMA"). For new schools, the District will use radon resistant new construction techniques, as established by the United States Environmental Protection Agency in Radon Prevention in the Design and Construction of Schools and Other Large Buildings.

Other Large Buildings

Test results will be made available to the public on the District's website ~~() in response to a FOIA request.~~ Test results will be reported to the Illinois State Board of Education.

~~{ } The District will designate one or more employees to attend an IEMA approved, Internet based training course to obtain an exemption from the licensing requirements for radon professionals. If an exemption is not received, the District will use a licensed radon professional to conduct measurements.~~

~~{ } The District may use a screening test from a test kit sold at a hardware store, department store, home improvement store, or over the Internet. The kit must be provided by a laboratory licensed in accordance with the Radon Industry Licensing Act.~~

105 ILCS 5/10-20.46

Oak Park Elementary School District #97

Bylaws & Policies

7510 - ACCESS TO SCHOOL FACILITIES FOR COMMUNITY GROUPS

Since the schools are funded by the people of the District for the public good, the Board believes that school facilities should be made available to community groups for appropriate use so long as such use does not interfere with the primary function of the school, the education of the District's children. By the adoption of this policy, the Board does not intend to create any sort of designated open public forum, but rather to allow only those uses which it deems to be consistent with the use of the facilities for public school purposes.

Therefore, the Superintendent **or designee** may grant access to community groups to use school facilities for meetings during times when such facilities are not being used for school purposes. Such access will be only for temporary, short-term use. Permission shall not be granted unless and until the community group agrees in writing to each of the following:

- A. to provide to the Superintendent **or designee** information regarding the group and its planning activities on school property sufficient for the Superintendent **or designee** to apply the provisions of this policy;
- B. to present to the Superintendent **or designee** written proof that the group has adequate insurance to protect against the risk of liability arising from the use requested;
- C. to hold the District, the Board, and its agents and employees harmless from all liability arising from the group's use of the property;
- D. not to publish or otherwise disseminate to the public any direct or indirect suggestion that the activities conducted by the group on school premises are sanctioned, sponsored, or endorsed by the District, the Board of Education, or the Superintendent **or designee**;
- E. to the extent practicable, not to permit any items identifiable to the community group, which the Superintendent **or designee** may permit the group to temporarily store items on school premises, to be readily visible to students attending school during regular school hours;
- F. to assume any property tax liability which may be imposed upon the District's real property as a result of the group's use;
- G. to permit the attendance at the group's activities on school premises any representative of the District which the Superintendent **or designee** may, at his/**her** discretion, assign to monitor those activities;
- H. to comply with all applicable Federal, State, and local civil and criminal laws and administrative requirements relating to the group's use of school facilities;
- I. to promptly pay the cost as determined by the Superintendent **or designee** or to promptly make all repairs to District property required as the result of the group's use, excepting ordinary wear and tear;
- J. to promptly pay the District whatever fee has been set by the Board;
- K. not to sell, deliver, or use alcoholic beverages on school premises;
- L. not to permit the use of tobacco products on school premises;

- M. not to permit the sale, delivery, possession, or use of such drugs, weapons, or other items the sale, delivery, possession, or use of which is prohibited by law;
- N. not to permit animals on school premises, except those specifically trained for assisting handicapped persons;
- O. to ensure that all minors participating in group activities are supervised by adults.

The Board shall make District grounds and/or facilities available, at no charge, for civil defense shelters for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent or designee should meet with the Village of Oak Park to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent **or designee** may revoke previously granted access if it appears that the group has materially violated any of the promises it made prior to access being granted. The Superintendent **or designee** may deny access if s/he reasonably believes that a group cannot or will not fulfill the promises required by this policy. The Superintendent **or designee** may deny access if the use requested is for a time, duration, number of persons, physical activity, or portion of school facilities which the Superintendent **or designee** does not wish to make available to community groups generally. The Board of Education reserves the right to assign, adjust, or cancel the use of school facilities at any time.

The Superintendent **or designee** shall in no event grant, deny, or revoke access based upon the viewpoint of the expression of the community group. However, no access shall be granted to community groups to engage in the following types of activities on school premises which the Board deems to be inconsistent with the use of the premises for public school purposes:

- A. partisan political;
- B. profit-making.

For purposes of this Policy, the term "community group" refers to an adult-led group of ten (10) or more persons organized for social, educational, civic, cultural, welfare, recreational, philosophical, or community service purposes whose membership or the participants at whose meetings and activities are to a significant degree residents of the District. The membership or participation of children or District students or the lack of such membership or participation has no bearing on whether a group shall be considered a "community group" under this policy.

Parent-teacher organizations, school foundations, alumni organizations, booster clubs, or other groups not legally associated with the Board of Education, but which are organized and operating exclusively for the purpose of assisting the Board, administration, staff, students, and parents of the District service the educational needs of the District's student body shall not be considered "community groups" under this policy and may be granted priority access to District facilities under such conditions as the Board determines.

Recognized community groups may use school facilities free of charge when such use does not require the District to incur costs for staff overtime. Otherwise, a fee shall be charged for the use of school facilities pursuant to schedules which shall be approved annually by the Board.

Community recreation organizations that charge fees for participation in their programs will also be expected to pay appropriate costs for using school facilities.



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NEW POLICY - VOLUME 15, NO. 1

NETWORK ACCESS FROM PERSONALLY-OWNED COMPUTERS

AND/OR OTHER WEB-ENABLED DEVICES

[SELECT EITHER OPTION #1 OR OPTION #2]

Option #1

District students and employees, as well as contractors, vendors, ~~and agents~~ ^{and visitors} of the District, shall not be permitted to ~~access the District's server and internal network, while on-site at a District facility, from their personal computers and/or web-enabled devices of any type.~~

Exceptions to this policy must be approved in advance, in writing, by the Superintendent ^{or designee.}

[END OF OPTION #1]

Connect or install any type of Internet device (PC, laptop, smartphone, etc.) not maintained by the District into any secure subnet (zone) of the District's network.



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Option #2

District

- Board members,
 - employees,
 - students,
 - _____, as well as
 - contractors,
 - vendors,
 - agents,
- of the District

may use their personal computer

- or web-enabled device of any type

to access the District's server and internal network while they are on-site at any District facility, provided the computer

- and web-enabled device

meets the established standards for equipment used to access said server and network, and the individual granted access complies, without exception, with the established standards for appropriate use of the District's server and network.

The necessary standards for connecting to the District's server and network shall be developed. Access to the standards for connecting to the District's server and network using a personal computer

- or web-enabled device of any sort

shall be provided upon request for all to whom this policy applies.



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Establishment, and subsequent enforcement, of the standards is intended to minimize the potential exposure to the District from damages, including, but not limited to, the loss of sensitive District data, illegal access to confidential data, damage to the District's intellectual property, damage to the District's public image, and damage to the District's critical internal systems, from unauthorized use.

Any

- Board member,
- employee,
- student
- contractor,
- vendor,
- agent

of the District who violates the established standards, who violates the District's Acceptable Use policy, or who accesses the server and network without authorization

- shall
- may

be subject to disciplinary action, up to and including expulsion, if a student, termination of employment if a District employee, denial of access if a Board member, or cancellation of the contract with the District if a contractor, vendor or agent. Further, the

- Board member
- employee
- student
- contractor



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vendor

agent

of the District who violates the established standards or who violates the District's Acceptable Use policy

shall

may

be denied access to the District's server and network in the future.

[END OF OPTION #2]



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NEW POLICY - VOLUME 15, NO. 1

REMOTE ACCESS TO THE DISTRICT'S NETWORK

Access to the District's Website (www. op97.org) is encouraged.

The following resources shall be available on the District's website:

- the District's calendar of events
- (gradebook program)
- (required State report)
- Board agendas and minutes
- Board policies
- District employment opportunities

The Board encourages employees, parents, students, and community members to check the District's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system). If a user name and password, or login procedure, is necessary to access a resource, information shall be provided on the website explaining who is eligible for a user name and password, how to obtain a user name and password, and detailed instructions concerning the login process.



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Access to the District Network through Server

[NOTE: Please choose one (1) of the following options.]

Option #1

- Board members
- District employees,
- Students,
- , well as
 - contractors,
 - vendors,
 - agents

of the District,

are not permitted to use their personally-owned ~~or District-owned computer or workstation~~

and/or web-enabled devices of any type

to remotely (i.e. away from District property or facilities) access the District's server and connect to the District's ~~Network~~ *network without an authorized user name and password,*

Any exceptions to this policy must be approved in advance, in writing, by the Superintendent.

[END OF OPTION #1]



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BOARD OF EDUCATION

_____ **SCHOOL DISTRICT**

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Option #2

Board members

District employees

Students

_____, as well as

_____ contractors,

_____ vendors,

_____ agents

_____ of the District,

are permitted to use their personally-owned or District-owned computer or workstation

_____ and/or web-enabled devices of any type

to remotely (i.e. away from District property and facilities) access the District's server and thereby connect to the District's Network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources () **and completing assigned coursework.**



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Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

- A. his/her device computer/device must have, at the minimum, the anti-virus software specified in the District's standards for remote access and connection
- B. the individual may only access the Network using his/her assigned user name and password

The individual must not allow other persons, including family members, to use his/her user name and password to login into the Network. The user may not go beyond his/her authorized access.

- C. his/her device may not be connected to any other network at the same time s/he is connected to the Network, with the exception of personal networks that are under the complete control of the user
- D. the individual may not access non-District e-mail accounts (e.g. Hotmail, Gmail, Yahoo, AOL, and the like) or other external resources while connected to the Network
- E. his/her device may not, at any time while the individual is using remote access to connect to the Network, be reconfigured for the purpose of split tunneling or dual homing
- F. use of the Network is contingent upon the individual abiding by the terms and conditions of the District's Network and Internet Acceptable Use and Safety policy and guidelines

Users may be required to sign the applicable agreement form (Form 7540.03 F1 or Form 7540.04 F1) prior to being permitted to use remote access.

Additional standards and regulations for remotely accessing and connecting to the District network shall be developed and published in AG 7543 - Standards and Regulations for Remote Access and Connection.



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Any user who violates this policy may be denied remote access and connection privileges.

[END OF OPTION #2]

Any employee who violates this policy may be disciplined, up to and including termination; any () **contractor** () **vendor** () **agent** who violates this policy may have his/her contract with the District terminated; and () **any student who violates this policy** may be disciplined up to and including suspension or expulsion.



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NEW POLICY - VOLUME 15, NO. 1

INTEGRATED PEST MANAGEMENT

In accordance with Illinois regulations, the District will use this Integrated Pest Management Program. It is the policy of this School District to implement Integrated Pest Management procedures to effectively manage pests and minimize exposure of students, faculty, and staff to pesticides.

Pests

Section 3.07 of the Structural Pest Control Act (the "Act") defines "pests" to "include arthropods (insects, spiders, mites, ticks and related pests), wood infesting organisms, rats, mice, nuisance birds and any other obnoxious or undesirable animals in, or under structures, but does not include bacteria or other micro-organisms on or in living man or other living animals." 225 ILCS 235/3.07. It is the policy of the School District to control pests in the school environment.

Pesticides

Section 3.22 of the Act defines "general use pesticide" as "any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest." 225 ILCS 235/3.25. It is the policy of this School District to control pesticides in the school environment to limit exposure for students, faculty and staff.

Integrated Pest Management

Integrated Pest Management ("IPM") is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. Current, comprehensive information on the life cycles of pests and their interactions with the environment are used, in conjunction with available pest control methods including pesticides, to manage pest damage by the most economical means and with the least amount of hazard to people, property and the environment. The choice of using a pesticide will be based on a review of all available options and a determination that these options alone are not acceptable, feasible or adequate. Non-chemical pest management methods will be used when possible.



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IPM Coordinator

the director of buildings and grounds

The School District shall appoint _____[↑] as IPM coordinator who shall have primary responsibility for ensuring that the School District's IPM policy is carried out.

Integrated Pest Management Procedures

- A. The IPM Coordinator will periodically inspect and monitor pest management issues and receive reports from staff regarding these issues.
- B. The School District will establish pest tolerance thresholds and response times for common pests. If pest populations exceed the threshold level then control measures will be taken.
- C. The School District shall primarily use non-chemical prevention methods, such as sanitation and exclusion, and nontoxic, biological, cultural or mechanical pest management methods for reducing pest population, whenever possible.
- D. When other pests prevention and non-chemical control measures have failed to reduce pests below tolerance thresholds or it is determined that a pesticide must be used, then pesticides will be used.
- E. When a pesticide must be used, products that are the least harmful to human health and the environment will be used. The application of pesticides is subject to all applicable Federal and State laws and regulations and District policies.
- ~~X~~ Pesticides will be used only if containerized baits, or for spot treatments targeting insect infestations or problem areas where a minimal amount of material can be used. Routine spraying of pests is prohibited. Rodent baits shall not be used unless in tamper resistant bait boxes. Routine general spraying of non-target pests is prohibited.



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- G. Only individuals trained in the principles and practices of the IPM or appropriately licensed or certified in the commercial control pesticides business under the Act may apply pesticides on District property.
- H. The IPM Coordinator will review this program, on at least an annual basis, and update it as deemed appropriate.

Education and Notice Procedures

- A. Parents/Guardians will be informed annually about the School District's policy.
- B. The School District shall notify students' parents, faculty, and staff of upcoming pesticide treatments ~~in accordance with Policy _____~~.
- C. School District staff and faculty will receive information and/or training on their role in the IPM plan.

Recordkeeping

- A. A pest management log will be maintained for each property.
 - B. Pesticide use records will also be maintained.
 - C. A logbook containing:
 - 1. inspection sheets;
 - 2. pest sighting/surveillance techniques and action taken;
 - 3. a copy of the material safety data sheet for each pesticide product used on site, and the date and amount of each application; and/or
- ~~(+) diagrams of pest activity and location of trapping devices and bait stations will be maintained.~~

225 ILCS 235/1 et seq.



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REVISED POLICY - VOLUME 15, NO. 1

FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

~~The Board shall also provide a breakfast program in each school in accordance with procedures established by the Department of Education and State law if at least forty percent (40%) of the school's students are eligible for free or reduced price lunches based on the count on October 31st of the previous school year or if at least forty percent (40%) of the school's student are classified as low income according to the Fall Housing Data from the previous year.~~

The Board shall also provide a breakfast program in each school in accordance with procedures established by the Department of Education and State law.

if at least forty percent (40%) of the school's students are eligible for free or reduced-price lunches based on the count in October of the previous school year or if at least forty percent (40%) of the school's students are classified as low-income according to the Fall Housing Data from the previous year.

To implement a school breakfast program in a cafeteria, the State Board of Education may make a monetary grant to the District Board. Priority is given if the school is on the Early Academic Warning List and the application is submitted by August of each year.

Where a school is not required to have a breakfast program, the Board shall provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.

↓
*in the event
that parents/guardians
from the school
request provision.*



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The school will not have a school breakfast program because the costs of implementing and operating a program would not be covered by the expense reimbursement. The District shall petition its regional superintendent by February 15th of each year to request the exemption. The petition includes all legitimate costs associated with implementing and operating the school breakfast program. The regional superintendent shall convene a public hearing to hear testimony from the District and interested community members.

In accordance with the Child Hunger Relief Act, the Board will provide a summer food service program () breakfast () lunch breakfast and lunch in each of the District's schools where at least fifty percent (50%) of the students are eligible for free or reduced-price school meals and where the school has a summer school program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, sale, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

Lunches and breakfasts sold by the school may be purchased by students and staff members ~~and community residents~~ in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the _____ and the Food Service Coordinator. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

↓
Assistant Superintendent for Finance and Operations



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Assistant Superintendent for finance and operations and the food service coordinator.

A periodic review of the food-service accounts shall be made by the Assistant Superintendent for finance and operations and the food service coordinator. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the **food service program, () the school, () or a student activity fund.**

The Superintendent shall establish administrative guidelines for the conduct of the school lunch () **and breakfast** program that shall include provisions for:

- the maintenance of sanitary, neat premises free from fire and health hazards;
- the preparation and consumption of food;
- the purchase of foods and supplies in accordance with law;
- the accounting and deposition of food-service funds;
- the safekeeping and storage of food and food equipment.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours/meal periods. The District shall serve only nutritious food as determined by the Food Service Department and shall not purchase with food service funds and shall not serve, in any food service area during meal-serving hours, foods of minimally nutritious value, such as carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy and candy-coated popcorn. Additionally, in schools with classes in grade 5 or below, no confections, candy or potato chips shall be served during meal periods. ~~(-) For school with grades K-12, the items mentioned in the previous sentence may be sold only if the children in grades 5 and below are separated from the older children during meal periods.~~ If a doctor licensed to practice medicine in accordance with State law provides a written request for such foods for a student, an exception will be made for that student. Foods and beverages unassociated with the food-service program may be vended in accordance with Board Policy 8540.

23 Ill. Admin. Code 305.5 et seq.
105 ILCS 5/10-22.26
105 ILCS 125/1 et seq.
105 ILCS 126/1 et seq.
7 C.F.R. 210, 215, 220, 240