

**Board Policy Task List**

Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 2:105	Ethics Gift Ban	Once	Appoint an Ethics Advisor for the School District	Superintendent	Board Attorney Appointed	July 1, 2011
Policy 2:120	Board Member Development	On-going	Maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training	Asst. to Superintendent/ Communication Coordinator	Policy sheet updated on website	As Needed
Policy 2:140	Communications To and From the Board	On-going	Ensure that the home page of the District's website contains an active electronic link to the email address(es) for the Board	Communication Coordinator	Electronic binder updated	May 1, 2017
Policy 2:260	Uniform Grievance Procedure	Once	Appoint Two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed as one of the Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.	Superintendent	Appointed Dr. Alison Hawley and Anthony Cozzi as Complaint Managers	August 20, 2018
Policy 4:10	Fiscal and Business Management	Annual	Shall present to the Board of Education, no later than the first regular meeting in August, a tentative budget with appropriate explanation.	Director of Finance/Superintendent	Budget Presented by Anthony Cozzi, Director of Finance and Facilities	August 20, 2018 - Draft #2 September 17, 2018 Adopted Budget

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Policy 4:80	Accounting and Audits	Annual	Shall Annually, on or before October 15, submit an original and one copy of the audit to the appropriate intermediate Service Center of Schools	Director of Finance	Audit Submitted	Annually
Policy 4:120	School Wellness and Food Services	Annual	Shall develop administrative procedures and implement and measure the implementation of this policy	Director of Finance	Wellness plans, protocol developed	Reviewed Annually
Policy 4:140	Waiver of Student Fees	Annual	Shall ensure that application for fee waivers are widely available and distributed according to State law and IL State Board of Education (ISBE) rule, and that provisions for assisting parents/guardians in completing the application are available.	Director of Finance	Fee Waiver Packets made available to families	August, 2018
Policy 4:160	Environmental Quality of Buildings and Grounds	Annual	Shall notify employees and parents/guardians of students as required by the Structural Pest Contract Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.	Director of Finance and Facilities	Notification provided through Student/Parent Handbook	August, 2018

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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 4:170	Safety	Annual	The Board or its designee will Annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan.	Safety Committee	Meeting held each Spring, plans/protocol revised as necessary	May, 2018
Policy 4:170	Safety	Annual	Shall implement a written plan for responding to medical emergencies at the District physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the IL Dept. of Public Health. The plan shall provide at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to state law requirements	Safety Committee	AED's installed and plan submitted, testing conducted annually	Device testing last conducted Spring, 2018

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Policy 4:175	Convicted Child Sex Offender; Screening; Notifications	Annual	Notifications to Parents/Guardians. Shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law.	Superintendent	Notification to Parents provided through Student/Parent handbook	August, 2018
Policy 4:180	Pandemic Preparedness	On-going	Shall (1) learn and understand the roles that the federal, state, and local government would play in an epidemic; (2) form a pandemic planning team consisting of appropriate district personnel and community members.... And (3) build awareness of the final plan among staff, students, and community.	Superintendent	Pandemic response plan completed	October 16, 2014
Policy 5:10	Equal Employment Opportunity and Minority Recruitment	Once	Shall appoint a Nondiscrimination Coordinator for Personnel	Superintendent	Appointed E. Condon	January 17, 2017

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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 5:10	Equal Employment Opportunity and Minority Recruitment	On-going	Shall use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as by posting required notices and including this policy in the appropriate handbooks	Human Resource Specialist	Notices posted and provided	Annually and As Needed
Policy 5:20	Workplace Harassment Prohibited	Once	Shall insert into this policy the titles, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complain Managers	Superintendent	Appointed E. Condon	August 20, 2018
Policy 5:20	Workplace Harassment Prohibited	Annual	Shall use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.	Superintendent	Notification provided through handbooks and communication documents	Annually
Policy 5:30	Hiring Process and Criteria	On-going	Shall develop and maintain job descriptions for each position or job category	Human Resource Specialist	Job descriptions updated and reviewed	As Needed

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Policy 5:35	Compliance with the Fair Labor Standards Act	Annual	Shall ensure that all job positions are identified as "exempt" or "nonexempt" according to FLSA and that employees are informed.	Superintendent/Human Resource Specialist	To be completed	
Policy 5:40	Communicable and Chronic Infectious Disease	Once	Shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with state and federal law, IDPH and BOE policies	Superintendent	Administrative Procedures established	September 21, 2015; February 2, 2009
Policy 5:50	Drug and Alcohol Free Workplace; Tobacco Prohibition	Annual	To make employees aware of the drug and alcohol restriction	Superintendent	Notification provided through handbooks and communication documents	August, 2018
Policy 5:90	Abused and Neglected Child Reporting	Annual	Shall provide staff development opportunities for District employees in the detection, reporting and prevention of child abuse and neglect.	Superintendent	Staff Development Training Completed through Global Compliance Network	Annually

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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 5:100	Staff Development Program	Annual	Shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290	Superintendent	Staff Development Training Completed through Global Compliance Network, student education contracted with external providers	Annually
Policy 5:125	Personal Technology and Social Media; Usage and Conduct	On-going - As Needed	Administration shall periodically review this Policy in consultation with staff members for appropriate updating and presenting recommendations and revisions to the Board	Superintendent	Review by Technology Committee	As Needed
Policy 5:150	Personnel Records	On-going - As Needed	Shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.	Superintendent/Human Resource Specialist	Protocol Established	As Needed

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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 5:170	General Copyright Restrictions and Copyright Restrictions Involving the Development of Instructional Materials and Computer Programs by Employees	Annual	Shall manage the development of instructional and other materials and computer programs by employees during the scope of their employment in accordance with Illinois and federal laws and Board Policy	Director of Technology	To be completed	
Policy 5:190	Teacher Qualifications	Annual	Shall monitor compliance with State and federal law requirement that teachers be appropriately licensed	Human Resource Specialist	Upon Hiring	As Needed
Policy 5:190	Teacher Qualifications	On-going	Ensure Parents/guardians of students in schools receiving Title funds are notified of their right to request their students' classroom teachers' professional qualifications	Director of Special Education	To be completed	



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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 5:292	Reduction-In-Force	Annual	By February 1st, a tentative seniority listing by category of position of all full time educational support personnel employees shall be prepared and posted in appropriate locations in the District	Human Resource Specialist	List is generated and sent out to all employees	January, 2018
Policy 6:10	Educational Philosophy and Objectives	On-going	Superintendent regularly reports to the Board of Education regarding the educational program.	Superintendent/Principals	Reporting provided at Board of Education and Committee of the Whole Meetings	As Needed
Policy 6:15	School Accountability	Annual	Superintendent shall make regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined by State law.	Superintendent	Student Achievement/Assessment Report delivered annually	December, 2018
Policy 6:100	Using Animals in the Educational Program	Annual	Shall inform students of (1) their right to refrain from performing, participating in , or observing dissection, (2) which courses contain a dissection unit, and (3) m in advance with the Principal which of those courses offers an alternative project.	Superintendent	Communicated through Student/Parent Handbook	August, 2018

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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 6:135	Accelerated Placement Program	Annual	Shall notify the community, parent(s)/guardian(s), students, and school personnel about leveled programming, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement.	Superintendent/Principals	Communicated through Student/Parent Handbook	August, 2018
Policy 6:170	Title I Programs	Annual	Shall develop a District-Level parent and Family Engagement Compact according to Title I requirements	Director of Curriculum and Instruction	Meeting held with parent representatives	To be Completed
Policy 6:235	Computer Network and Internet Safety, Access and Use	Annual	Shall enforce, establish and implement administrative procedures to address students' use of Internet	Director of Technology	Communicated through Student/Parent Handbook	August, 2018
Policy 7:10	Equal Educational Opportunities - Administrative Implementations	Annual	Shall use reasonable measures to inform staff members and students of this policy and grievance procedure.	Superintendent	Communicated through Student/Parent Handbook	August, 2018

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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 7:15	Student and Family Privacy Rights - Notification of Rights and Procedures	Annual	Shall notify students' parents/guardians of this policy at the beginning of the school year within a reasonable period after any substantive change in this policy	Superintendent	Communicated through Student/Parent Handbook	August, 2018
Policy 7:20	Harassment of Students Prohibited- Making a Complaint; Enforcement	Annual	Shall insert into this policy the titles, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Compliant Managers	Superintendent	Communicated through Student/Parent Handbook	August, 2018
Policy 7:20	Harassment of Students Prohibited- Making a Complaint; Enforcement	Annual	Shall use reasonable measures to inform staff members and students of this policy, such as by including it in the appropriate handbooks	Superintendent	Communicated through Student/Parent Handbook	August, 2018
Policy 7:50	School Admissions and Student Transfers to and From Non-District Schools	Once	Will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools	Superintendent	Registrar Appointed	March, 2015

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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 7:90	Release During School Hours	As Needed	Shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reasons	Superintendent	Conducted as Needed	As Necessary
Policy 7:149	Search and Seizure	Annual	Shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105ILCS75/:	Superintendent	Communicated through Student/Parent Handbook	August, 2018
Policy 7:180	Prevention of and Response to Bullying, Intimidation, and Harassment	Annual	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.	Superintendent	Professional Development provided through Global Compliance Network	Annually
Policy 7:190	Student Behavior - Student Handbook	Annual	With input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies.	Superintendent	Communicated through Student/Parent Handbook	August, 2018

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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 7:270	Administering Medicines to Students	Annual	Shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name fo the District and administer them as necessary according to State law	Superintendent/school nurse	Epinephrine Injectors acquired annually	August, 2018
Policy 7:270	Administering Medicines to Students	Annual	Shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and administer them as necessary according to State law	Superintendent	Opioid antagonists acquired annually	August, 2018
Policy 7:290	Suicide and Depression Awareness and Prevention	Annual	Shall inform each school district employee about this policy and ensure its posting on the Districts website. Shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District	Superintendent/Building principals	Designated district employees informed through annual Global Compliance Network training - Policy communicated to families via Student/Parent Handbook	August, 2018

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Policy Number	Policy Name	Frequency	Task to be Completed	By Whom	Action Taken	Date Completed
Policy 7:340	Student Records	Annual	Shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/ guardians of their rights regarding student records	Superintendent	Principals appointed to role of official records custodians	February 19, 2018
Policy 8:10	Public Relations	Annual	Shall plan and implement a District communications plan.	Superintendent/ Communications Coordinator	Plan completed annually and shared with Board of Education Communications Committee	September, 2018
Policy 8:10	Public Relations	Annual	Will at least annually, (1) prepare a report of each community engagement initiative, and/or (2) prepare a final report of each community engagement initiative	Superintendent	To be Completed	