



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
POLICY COMMITTEE MEETING AGENDA
FRIDAY, JULY 23, 2021 AT **8:30 AM**

BOARD OF EDUCATION
Scott L. Anderson, *President*
Kevin Daly, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal
Peter D. Theodore

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Agenda of the Policy Committee Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, to be held in the Marvin Garlich Administration Building
6950 N. East Prairie Road
Lincolnwood, Illinois 60712,
on Friday, July 23, 2021.*

IN-PERSON PARTICIPATION: It is expected that all members of the Policy Committee, plus several staff, will be physically present at Marvin Garlich Administration Building, 6950 N. East Prairie Road, Lincolnwood, IL 60712.

1. CALL TO ORDER/ROLL CALL

POLICY COMMITTEE MEMBERS

Rupal Shah Mandal (BOE), Chair
Myra A. Foutris (BOE), Co-Chair
Becky Klinghofer, Community Member
Aaron M. LaRue, Community Member
Melissa Theodore, Community Member

ADMINISTRATOR/STAFF

Dr. Kimberly A. Nasshan, Superintendent of Schools
Renee Tolnai, Administrative Assistant

2. AUDIENCE TO VISITORS

3. APPROVAL OF MINUTES

a. Policy Committee Meeting Minutes - **JUNE 11, 2021**

Motion by member: _____ Seconded by: _____

4. OLD BUSINESS

- a. Policy 4:70 Resource Conservation
- b. Policy 5:210 Resignations
- c. Policy 6:235 Access to Electronic Networks

5. NEW BUSINESS

a. Press Plus Issue #107 - June 2021

I. 5-Year Review

- 1. 1:10 School District Legal Status
- 2. 1:20 District Organization, Operations, and Cooperative Agreements
- 3. 1:30 District Strategic Plan
- 4. 3:30 Chain of Command
- 5. 6:100 Using Animals in the Educational Program
- 6. 6:170 Title I Programs
- 7. 7:220 Bus Conduct

8. 7:230 Misconduct by Students with Disabilities

II. Draft Update

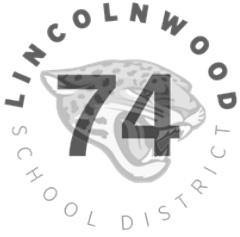
1. 2:10 School District Governance
2. 2:30 District Elections
3. 2:130 Board-Superintendent Relationship
4. 8:90 Parent Organizations and Booster Clubs
5. 7:280 Communicable and Chronic Infectious Disease
6. 6:260 Complaints About Curriculum, Instructional Materials, and Programs
7. 6:255 Assemblies and Ceremonies
8. 6:160 English Learners
9. 6:145 Migrant Students
10. 6:235 Access to Electronic Networks
11. 5:10 Equal Employment Opportunity and Minority Recruitment
12. 2:240 Board Policy Development

6. ADJOURNMENT

Motion by Member: _____ Seconded by: _____

Dr. Kimberly A. Nasshan, Superintendent of Schools

Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
POLICY COMMITTEE MEETING MINUTES
FRIDAY, JUNE 11, 2021 AT **8:30 AM**

BOARD OF EDUCATION
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ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Minutes of the Policy Committee Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, was held in the Marvin Garlich Administration Building
6950 N. East Prairie Road
Lincolnwood, Illinois 60712,
on Friday, June 11, 2021.*

1. CALL TO ORDER/ROLL CALL

Chair Shah Mandal called the June 11, 2021 Policy Committee meeting to order at 8:34 a.m.

POLICY COMMITTEE MEMBERS

Rupal Shah Mandal (BOE), Chair
Myra A. Foutris (BOE), Co-Chair
Becky Klinghofer, Community Member
Aaron M. LaRue, Community Member
Melissa Theodore, Community Member

ADMINISTRATOR/STAFF

Dr. Kimberly A. Nasshan, Superintendent of Schools

OTHERS PRESENT

Leah Brennan, Community Member

2. AUDIENCE TO VISITORS

The Policy Committee heard from Leah Brennan, Community Member, about the Committee membership process.

3. APPROVAL OF MINUTES

a. Policy Committee Meeting Minutes - **MAY 21, 2021**

A motion was made, seconded and passed to approve the May 21, 2021 Policy Committee meeting minutes.

4. OLD BUSINESS

a. Policy Committee Review of the Policy Manual

I. Policy 1:20 District Organization, Operations, and Cooperative Agreements

The Committee sent this policy to the June 24, 2021 Board of Education Consent Agenda.

II. Policy 4:70 Resource Conservation

5. The Committee kept this policy in Committee. The Committee would like to create an Administrative Procedure that will quantify and/or track the District's increased efforts for resource conservation.

I. Policy 7:90 Release During School Hours

The Committee sent this policy to the June 24, 2021 Board of Education Consent Agenda.

II. Policy 2:250 Access to District Public Records

The Committee sent this policy to the June 24, 2021 Board of Education Consent Agenda.

III. Policy 5:210 Resignations

The Committee kept this policy in Committee, and asked for it to be sent for legal review to determine language relevancy and for guidance with the current Collective Bargaining Agreement (CBA).

IV. Policy 6:235 Access to Electronic Networks

The Committee kept this policy in Committee for further review. The Administration will ask the Director of Technology to review to ensure the language is acceptable.

V. Policy 7:160 Student Appearance

The Committee sent this policy to the June 24, 2021 Board of Education Consent Agenda.

VI. Policy 7:200 Suspension Procedures

The Committee sent this policy to the June 24, 2021 Board of Education Consent Agenda.

VII. Policy 7:210 Expulsion Procedures

The Committee sent this policy to the June 24, 2021 Board of Education Consent Agenda.

6. NEW BUSINESS

None

7. ADJOURNMENT

A motion was made, seconded and passed to adjourn the Policy Committee meeting at 9:14 a.m.

The Policy Committee is scheduled to meet on the following dates at 8:30 a.m. in the Marvin Garlich Administration Building (*all dates are subject to change*):

- July 23, 2021
- August 20, 2021
- September 24, 2021
- October 22, 2021

Rupal Shah Mandal, Chair

Myra A. Foutris, Member

6/11/21 Policy Committee Meeting - Review of Policy Manual Project PC Kept in Committee - Asked to Create an AP

Operational Services

4:70 Resource Conservation

The School District will conserve energy resources by:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District.
4. Adherence to energy conservation measures.

LEGAL REF.:

[105 ILCS 5/10-20.19c.](#)

CROSS REF.: 4:60 (Purchases), 4:150 (Facility Management and Expansion Programs)

ADOPTED: September 7, 2017

REVISED:

REVIEWED:

Lincolnwood School District 74

6/11/21 Policy Committee Meeting - Review of Policy Manual Project PC kept in Committee for legal review - language continuity with CBA and relevancy.

Professional Personnel

5:210 Resignations

Please refer to the current "Agreement between the Board of Education, School District #74, Lincolnwood, Illinois, and the Lincolnwood Teacher's Association, Local 1274 IFT/AFT, AFL-CIO."

Termination of Employment by Teacher

1. A teacher who has entered into contractual continued service ("tenure") may resign at any time by obtaining concurrence of the Board of Education or by serving at least 30 days written notice upon the Secretary of the Board of Education or the Superintendent. If a tenured teacher provides at least 30 days written notice, he/she cannot unilaterally revoke the resignation.
2. A non-tenured teacher may resign outside of the school term without concurrence of the Board of Education. Once a non-tenured teacher has provided notice of resignation, he/she cannot unilaterally revoke the resignation.
3. No teacher may resign during the school term, without the concurrence of the Board of Education, in order to accept another teaching assignment.
4. If concurrence by the full Board of Education is impractical or time is of the essence, the Board President, in consultation with the Board's attorney, is authorized to instruct the Superintendent to issue a concurrence on behalf of the Board of Education.

Supplement to TRS Early Retirement Plan

1. To be eligible, the teacher/administrator must have completed at least fifteen (15) consecutive years of full time employment as a teacher/administrator in the Lincolnwood Public Schools immediately preceding retirement.
 2. The teacher/administrator must have Board approval and participate in the TRS Early Retirement Plan to receive a supplemental stipend.
 3. The stipend paid by the Board of Education shall be as follows:
 - a. The teacher/administrator will be required to pay the following early retirement penalties to the Illinois Teachers' Retirement System from the stipend:
 1. Any Board of Education contribution
 2. Any Teacher/Administrator contribution
 - b. The total stipend shall not exceed the GREATER of :
 1. The total TRS early retirement penalties as outlined in section 3a above plus 15%. (i.e. maximum penalty assessed by TRS is $135\% + 15\% = 150\% \times$ final salary)

or

 - 2. An amount equal to $1.25 \times$ final salary as listed on the Lincolnwood Teachers' Salary Schedule. The salary will **not** include any extra duty pay.
 - c. The Board of Education shall increase a teacher's administrator's final year salary by an advance payment amount of up to five thousand dollars (\$5,000), herein after referred to as the "Advance", providing the teacher/administrator notifies the Superintendent, in writing, of the intention of retiring by May 15 of the year prior to the retirement date.

The amount of money a teacher/administrator receives from the District during his/her first year of retirement shall be reduced by the Advance.
 - d. Any monies remaining from the stipend after the TRS required penalties will be paid to the employee over five (5) years as long as the teacher/administrator remains eligible for the program.
4. The District reserves the right to grant early retirement to a maximum of three (3) individuals in any given year. Early retirements will be granted on the following basis:

The earliest an eligible teacher/administrator may elect retirement is May 1 in the year preceding the final school year of teaching.

During the month of May, early retirements will be granted on the following basis:

- a. First priority shall be based on years of service in Lincolnwood.
- b. Second priority shall be based on total years of professional teaching service.
- c. Unsuccessful applicants will receive first priority the following year, however, they will need to reapply the following May to be eligible.
- d. If seven (7) or more teachers/administrators applied for the District Plan of Retirement in any given year the

procedure described from (a) through (c) would be repeated.

After the month of May, all early retirement request will be awarded on a first come first serve basis.

5. Payments shall be made in two installments each year during the months of January and July. The individual shall be considered to be a self-employed contractor.
6. Upon the death of an individual who has retired under this policy, the District will pay the unpaid portion in a lump sum to the retiree's designated beneficiary or, if none is designated, to his/her estate, and the contract shall then be terminated.
7. Teachers/Administrators electing early retirement shall have no right thereafter to regular employment in the District regardless of whether the retiree subsequently discontinues participation in this program.
8. The retirement stipend (Section 9.5 of the Contract) shall be paid the school year preceding the year of retirement, if the teacher/administrator gives the Superintendent written notice of his/her intention to participation in the early retirement plan by May 15 of that school year.
9. Notwithstanding any of the foregoing provisions, the Board reserves the right to terminate the early retirement program at any time with respect to persons who are not participating in the retirement program in the school year when the termination becomes effective. Individuals on early retirement hereunder, or those who during the year have been approved for early retirement, will be allowed to continue despite the termination of the program with respect to all other employees.

LEGAL REF.:

[105 ILCS 5/24-14.](#)

Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1 2006).

ADOPTED: September 10, 2002

REVISED: April 6, 2011

REVIEWED: April 6, 2011

Lincolnwood School District 74

6/11/21 Policy Committee Meeting - Review of Policy Manual Project PC kept in Committee-asked for Chris Edman, Director of Tech to

Instruction review for relevancy and continuity.

6:235 Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy. Each Building Principal shall act as the "system administrator" for his or her building.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Prohibited Conduct When Using the District Computer Network

- A. Students may be subject to discipline, including, but not limited to, suspension, expulsion or loss of network privileges, for the following conduct:
 1. Invading the privacy of individuals, including, but not limited to, the unauthorized release of any student's or school staff's personal identifying information (such as personal addresses or telephone numbers).
 2. Using the Internet in any way that is not reasonably related to the Lincolnwood School District's educational goals and objectives. This includes, but is not limited to:
 - a. Chain Letters.
 - b. Unauthorized intentional downloads to a single computer, network drive or external storage media, of movies or video files (unless specifically assigned); MP3s; shareware; freeware; pirated software; or other .exe or application files.
 - c. Registration to receive email from listserves or other free subscription services for anyone other than the 8 originating user.

- d. Participation in non-district posted chat rooms or sites, including but not limited to, Yahoo! Messenger or Yahoo! Chat, MIRC, ICQ, AOL Instant Messenger, MSN Messenger, myspace.com, facebook.com.:
- 3. Viewing, sending or displaying offensive messages or pictures.
- 4. Viewing, sending or displaying sexually explicit messages or pictures.
- 5. Viewing, sending or displaying obscene language.
- 6. Harassing, insulting, or attacking others.
- 7. Damaging or attempting to damage computers, computer systems, computer networks, hardware, or software.
- 8. Violating copyright laws.
- 9. Using another's password.
- 10. Trespassing in another's folder, work, or files.
- 11. Employing the network for commercial purposes.
- 12. Posting anonymous messages.
- 13. Any behavior that causes a material disruption to the educational environment.

B. In addition to disciplinary consequences, legal action may be taken where appropriate.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

No Child Left Behind Act, [20 U.S.C. §6777](#).

Children's Internet Protection Act, [47 U.S.C. §254](#)(h) and (l).

Enhancing Education Through Technology Act, [20 U.S.C §6751](#) *et seq.*

[47 C.F.R. Part 54, Subpart E](#), Universal Service Support for Schools and Libraries.

[720 ILCS 5/26.5](#).

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: September 10, 2002

REVISED: September 6, 2012

REVIEWED: September 6, 2012

Document Status: 5-Year-Review - Needs Review

SECTION 1- School District Organization

1:10 School District Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The Board of Education constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.:

[Ill. Constitution, Art. X, Sec. 1.](#)

[105 ILCS 5/10-1 et seq.](#)

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the Board of Education; Indemnification)

ADOPTED: October 6, 2011

REVISED:

REVIEWED:

Document Status: 5-Year-Review - Needs Review

SECTION 1- School District Organization

1:20 District Organization, Operations, and Cooperative Agreements

The District is organized and operates as an Elementary District serving the needs of children in grades Kindergarten to 8 and others as required by the School Code.

The District participates in the following joint programs:

- Niles Township District for Special Education
- The Village of Lincolnwood

LEGAL REF.:

[23 Ill.Admin.Code §1.210](#)

ADOPTED: October 6, 2011

REVISED: May 20, 2015

REVIEWED: May 20, 2015

Document Status: 5-Year-Review - Needs Review

SECTION 1- School District Organization

1:30 District Strategic Plan

Please refer to the following Strategic Plan.

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

ADOPTED: September 10, 2002

REVISED:

REVIEWED: April 4, 2018

Document Status: 5-Year-Review - Needs Review

General School Administration

3:30 Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels must be followed, and no level may be by-passed except in emergency situations.

Progression for Addressing Concerns

In order that a concern of a parent or employee be addressed by the appropriate official(s), the Board of Education requires the following procedure:

If parents have a concern about their child, they will:

- a. first contact the child's teacher;
- b. if not satisfied, contact the Building Principal who will submit a written report to the Superintendent with respect to the contact and any follow-up activity;
- c. if not satisfied, contact the Superintendent who will prepare a written report with respect to the contact and any follow-up activity;
- d. if not satisfied: 1) submit a written communication to the Board of Education as set forth in 2:140 herein; or 2) attend a Board of Education meeting and address the Board of education at the audience to visitors' segment of the meeting; or 3) request a closed session meeting to address the Board of Education if allowable under 2:200 herein.
- e. Parents will be provided with copies of the written reports required in b and c above irrespective of whether requested by the parent. The written reports shall contain sequential identification numbers in chronological order and will be submitted to the Board of Education as directed by the Board of Education.

If an employee has a concern, he/she will:

- a. First contact the Principal or immediate supervisor who will submit a written report to the Superintendent with respect to the contact and any follow-up activity;
- b. if not satisfied: contact the Superintendent who will prepare a written report with respect to the contact and any follow-up activity; and
- c. if not satisfied, 1) submit a written communication to the Board of Education as set forth in 2:140 herein; or 2) attend a Board of Education meeting and address the Board of Education at the audience to visitors' segment of the meeting; or 3) request a closed session meeting to address the Board of Education if allowable under 2:200 herein.
- d. Employee shall be provided with copies of the written reports required in a and b above irrespective of whether requested by the employee. The written reports shall contain sequential identification numbers in chronological order and will be submitted to the Board of education as directed by the Board of Education.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

ADOPTED: September 10, 2002

REVISED: December 4, 2007

REVIEWED: April 4, 2018

Document Status: 5-Year-Review - Needs Review

Instruction

6:100 Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.:

[105 ILCS 5/2-3.122](#), [5/27-14](#), and [112/](#).

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: July 18, 2006

REVISED: September 1, 2016

REVIEWED: September 1, 2016

Document Status: 5-Year-Review - Needs Review

Instruction

6:170 Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

LEGAL REF.:

Title I of the Elementary and Secondary Education Act, [20 U.S.C. §6301-6514](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Certification), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: September 5, 2013

REVISED: February 2, 2017

REVIEWED: March 1, 2018

Document Status: 5-Year-Review - Needs Review

Students

7:220 Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.:

Family Educational Rights and Privacy Act, [20 U.S.C. §1232g](#); [34 C.F.R. Part 99](#).

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [10/](#).

[720 ILCS 5/14-3\(m\)](#).

[23 Ill.Admin.Code Part 375](#), Student Records.

CROSS REF.: 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADOPTED: September 10, 2002

REVISED: June 30, 2016

REVIEWED: June 30, 2016

Document Status: 5-Year-Review - Needs Review

Students

7:230 Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students and Students with Section 504 Plans

The District shall comply with the *Individuals With Disabilities Education Act Section 504 of the Rehabilitation Act of 1973*, and the Illinois State Board of Education's *Regulations* when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.:

Individuals With Disabilities Education Improvement Act of 2004, [20 U.S.C. §§1412, 1413](#), and [1415](#).

Gun-Free Schools Act, [20 U.S.C. §7151](#) *et seq.*

[34 C.F.R. §§300.101, 300.530 - 300.536](#).

[105 ILCS 5/10-22.6](#) and [5/14-8.05](#).

[23 Ill.Admin.Code §226.400](#).

[Honig v. Doe](#), 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

ADOPTED: December 2, 2008

REVISED: June 30, 2016

REVIEWED: June 30, 2016

Document Status: Draft Update

Board of Education

2:10 School District Governance

The District is governed by a Board of Education consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

Official action by the Board of Education may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, at which a quorum is must be physically present at the meeting. [PRESSPlus1](#)

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.:

5 ILCS 120/~~1.02~~, Open Meetings Act.

[105 ILCS 5/10-1](#), [5/10-10](#), [5/10-12](#), [5/10-16.5](#), [5/10-16.7](#), and [5/10-20.5](#).

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure)

ADOPTED: October 6, 2011

REVISED:

REVIEWED:

PRESSPlus Comments

PRESSPlus 1. Updated to reflect changes to 5 ILCS 120/7(e), amended by P.A. 101-640, permitting public bodies to meet without a quorum physically present during a public health emergency. **Issue 107, June 2021**

New Press Plus Issue #107/June 2021 for 7/23/21 Policy Committee

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 2 - Board of Education \

Document Status: Draft Update

Board of Education

2:30 District Elections

Elections conducted by the School District are non-partisan elections governed by the general election laws of the State and include the election of Board of Education members, various public policy propositions, and advisory questions. Board of Education members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to [Article 28](#) of the Election Code, or (b) advisory questions of public policy according to [Section 9-1.5](#) of the School Code.

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer.

LEGAL REF.:

10 ILCS 5/1-3, 5/2A, [5/9](#), 5/10-9, 5/22-17, 5/22-18, and 5/28.

105 ILCS 5/9 and ~~5/9-1.5~~. [PRESSPlus1](#)

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office),

ADOPTED: September 10, 2002

REVISED: April 3, 2014

REVIEWED: April 4, 2018

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 107, June 2021**

New Press Plus Issue #107/June 2021 for 7/23/21 Policy Committee

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 2 - Board of Education \

Document Status: Draft Update

Board of Education

2:130 Board-Superintendent Relationship

The Board of Education directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. [PRESSPlus1](#) The Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District chief executive officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's day-to-day operations.

LEGAL REF.:

[105 ILCS 5/10-16.7](#) and [5/10-21.4](#).

CROSS REF.: 3:40 (Superintendent)

ADOPTED: December 5, 2006

REVISED:

REVIEWED: April 4, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Statutory text, previously contained in the sample policy's footnotes, was moved into the policy as a result of **PRESS** Advisory Board feedback. **Issue 107, June 2021**

Document Status: Draft Update

Community Relations

8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parent(s)/guardian(s) of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts. [PRESSPlus1](#)
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The School Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supercede an organization or club's recommendation.
8. Parent Organizations and Booster Clubs must hold public annual elections.
9. District 74 employees may not hold a position relating to financial responsibility within a Parent Organization and Booster Club.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative.

The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

ADOPTED: September 10, 2002

REVISED: September 1, 2016

REVIEWED: September 1, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 107, June 2021**

New Press Plus Issue #107/June 2021 for 7/23/21 Policy Committee

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:280 Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. The Superintendent will develop procedures for communicable and chronic infectious diseases for the Board's consideration.

LEGAL REF.:

[105 ILCS 5/10-21.11.](#)

~~410 ILCS 315/2a.~~ [PRESSPlus1](#)

23 Ill.Admin.Code §§ 1.610 and 226.300.

77 Ill.Admin.Code Part 690.

~~Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.,~~ [Individuals With Disabilities Education Improvement Act of 2004.](#)

~~Rehabilitation Act, Section 504,~~ 29 U.S.C. §794(a), [Rehabilitation Act of 1973, Section 504.](#)

ADOPTED: April 6, 2011

REVISED:

REVIEWED: May 3, 2018

Comments: P

PRESSPlus Comments

PRESSPlus 1. Repealed by P.A. 98-353. **Issue 107, June 2021**

New Press Plus Issue #107/June 2021 for 7/23/21 Policy Committee

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

Document Status: Draft Update

Instruction

6:260 Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to Board of Education policy 7:15, *Student and Family Privacy Rights*. [PRESSPlus1](#)

Persons who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. Persons with all other suggestions or complaints about curriculum, instructional materials, ~~and/or~~ programs should complete a ~~eCurriculum eObjection~~ form ~~and/or use the Uniform Grievance Procedure~~. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a ~~eCurriculum eObjection~~ form.

LEGAL REF.:

20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: October 18, 2012

REVISED:

REVIEWED: March 1, 2018

PRESSPlus Comments

PRESSPlus 1. 20 U.S.C. §1232h(c)(1)(C)(i). Updated in response to a five-year review. **Issue 107, June 2021**

New Press Plus Issue #107/June 2021 for 7/23/21 Policy Committee

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

Document Status: Draft Update

Instruction

6:255 Assemblies and Ceremonies

Assemblies must be approved by the Building Principal and Administrative Team, and be consistent with the District's educational objectives.

The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.:

Lee v. Weisman, 505 U.S. 577 (1992).

Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000).

Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), reh'g denied, 983 F.2d 234 (5th Cir., 1992) and cert. granted, judgement vacated, 505 U.S. 1215 (1992), remand, 977 F.2d 963, reh'g denied, 983 F.2d 234 (5th Cir., 1992), and cert. denied, 508 U.S. 967 (1993). [PRESSPlus1](#)

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

ADOPTED: September 10, 2002

REVISED: May 3, 2018

REVIEWED: May 3, 2018

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 107, June 2021**

Document Status: Draft Update

Instruction

6:160 English Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (6) specific exit requirements of the program, (7) how the program will meet their child's individualized education program, if applicable, and (8) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. [PRESSPlus1](#)

LEGAL REF.:

[20 U.S.C. §§6312, 6314, 6315](#), and [6318](#).

[20 U.S.C. §6801](#) *et seq.*

[34 C.F.R. Part 200](#).

[105 ILCS 5/14C-1](#) *et seq.*

[23 Ill.Admin.Code Part 228](#).

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: December 9, 2015

REVISED: February 2, 2017

REVIEWED: February 2, 2017

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/14C-10 requires school districts to establish parent advisory committees for transitional bilingual

education programs. See 2:150-AP, *Superintendent Committees*, available at **PRESS Online** by logging in at www.iasb.com. **Issue 107, June 2021**

New Press Plus Issue #107/June 2021 for 7/23/21 Policy Committee

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

Document Status: Draft Update

Instruction

6:145 Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law. [PRESSPlus1](#)

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible:
 - a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services, and
 - b. Professional development programs, including mentoring, for District staff.
 - c. Family literacy programs, and
 - d. The integration of information technology into educational and related programs.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.:

[20 U.S.C. §6318.](#)

20 U.S.C. §6391 et seq., Education of Migratory Children.

34 C.F.R. §200.810 et seq.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: October 4, 2012

REVISED: February 2, 2017

REVIEWED: February 2, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 107, June 2021**

Document Status: Draft Update

Instruction

6:235 Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to: [PRESSPlus1](#)

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent or designee shall develop an implementation plan for this policy. Each Building Principal shall act as the "system administrator" for his or her building.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. [Students and staff members](#) [Users of the District's electronic networks](#) have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Prohibited Conduct When Using the District Computer Network

- A. Students may be subject to discipline, including, but not limited to, suspension, expulsion or loss of network privileges, for the following conduct:
1. Invading the privacy of individuals, including, but not limited to, the unauthorized release of any student's or school staff's personal identifying information (such as personal addresses or telephone numbers).
 2. Using the Internet in any way that is not reasonably related to the Lincolnwood School District's educational goals and objectives. This includes, but is not limited to:
 - a. Chain Letters.
 - b. Unauthorized intentional downloads to a single computer, network drive or external storage media, of movies or video files (unless specifically assigned); MP3s; shareware; freeware; pirated software; or other .exe or application files.
 - c. Registration to receive email from listserves or other free subscription services for anyone other than the originating user.
 - d. Participation in non-district posted chat rooms or sites, including but not limited to, Yahoo! Messenger or Yahoo! Chat, MIRC, ICQ, AOL Instant Messenger, MSN Messenger, myspace.com, facebook.com.:
 3. Viewing, sending or displaying offensive messages or pictures.
 4. Viewing, sending or displaying sexually explicit messages or pictures.
 5. Viewing, sending or displaying obscene language.
 6. Harassing, insulting, or attacking others.
 7. Damaging or attempting to damage computers, computer systems, computer networks, hardware, or software.
 8. Violating copyright laws.
 9. Using another's password.
 10. Trespassing in another's folder, work, or files.
 11. Employing the network for commercial purposes.
 12. Posting anonymous messages.
 13. Any behavior that causes a material disruption to the educational environment.
- B. In addition to disciplinary consequences, legal action may be taken where appropriate.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any ~~student or staff member~~ user [PRESSPlus2](#) to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

~~No Child Left Behind Act, 20 U.S.C. §6777~~ [20 U.S.C. §7131, Elementary and Secondary Education Act.](#)

~~Children's Internet Protection Act, 47 U.S.C. §254(h) and (l)~~, [Children's Internet Protection Act.](#)

~~Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.~~

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

[115 ILCS 5/14\(c-5\), Ill. Educational Labor Relations Act.](#)

720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional

Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), [7:345 \(Use of Educational Technologies; Student Data Privacy and Security\)](#)

ADOPTED: September 10, 2002

REVISED: September 6, 2012

REVIEWED: September 6, 2012

PRESSPlus Comments

PRESSPlus 1. Updated in response to the expanded use of educational technologies in schools and for other continuous improvements. **Issue 107, June 2021**

PRESSPlus 2. This policy only requires staff and students to sign the *Authorization*; however, all users of the District's Electronic Networks, including board members and volunteers, are bound by this policy and its implementing procedure and should be familiar with their content. The District's administrative procedure, 6:235-AP1, *Acceptable Use of the District's Electronic Networks* (available at PRESS Online by logging in at www.iasb.com), rather than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. **Issue 107, June 2021**

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic violence, sexual violence, or gender violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; [PRESSPlus1](#) or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Dr. David L. Russo, Asst. Superintendent
District Office
6950 N. East Prairie Rd., Lincolnwood, IL 60712
drusso@sd74.org
847-675-8234

Complaint Managers:

Dr. David L. Russo, Asst. Superintendent	Erin Curry, Principal
District Office	Rutledge Hall
6950 N. East Prairie Rd., Lincolnwood, IL 60712	6850 N. East Prairie Road , Lincolnwood, IL 60712
drusso@sd74.org	ecurry@sd74.org
847-675-8234	847-675-8236

The Superintendent shall also 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.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights

based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

[42 U.S.C. §2000e](#)(k), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[Ill. Constitution, Art. I](#), §§17, 18, and 19.

105 ILCS 5/10-20.7, [5/10-20.7a](#), [5/10-21.1](#), [5/10-22.4](#), [5/10-23.5](#), 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-102, 103, [103.1](#), and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: September 10, 2002

REVISED: September 3, 2020

REVIEWED: September 3, 2020

PRESSPlus 1. Updated in response to 775 ILCS 5/2-103.1, added by P.A. 101-656, prohibiting an employer from disqualifying or taking other adverse action against applicants/employees based on conviction records unless certain conditions and notification requirements are met.

See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record* and 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, available by logging in to **PRESS Online** at www.iasb.com. The exhibits were added with **PRESS** Issue 107 to assist districts with implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, requiring employers to provide an applicant with preliminary and final written notice before disqualifying the applicant based on a conviction record.

For more detail and discussion about the impacts of P.A. 101-656, see 5:30, *Hiring Process and Criteria*, at f/ns 5 and 6, and 5:30-AP2, *Investigations*, available at **PRESS Online** by logging in at www.iasb.com. **Issue 107, June 2021**

New Press Plus Issue #107/June 2021 for 7/23/21 Policy Committee

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 2 - Board of Education \

Document Status: Draft Update

Board of Education

2:240 Board Policy Development

Board governance requires written policies. Written policies ensure legal compliance, establish board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the process for monitoring progress toward District ends.

Policy Development

A Board Policy Committee will consider all policy suggestions, and provide information and recommendations to the Board.

Anyone may propose new policies, changes to existing policies, or elimination of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others may be made to the Board President or the Superintendent. Suggestions from members of the Board of Education may be first introduced to the policy committee or at a meeting of the Board of Education.

The Superintendent is also responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will be affected by a proposed policy and obtaining their advice and suggestions, and (3) if requested by the Board, having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the school attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except appropriate for a consent agenda because no Board discussion is required, or to meet emergency conditions or special events. Further Board consideration **will may** be given at a subsequent meeting(s) and after opportunity for community input.

This is the procedure:

1st Reading on the Board of Education Agenda – a policy is brought forward from the Policy Committee as a new policy or an existing policy with changes. At this time, the policy is a discussion item and will be brought forward at the next month's Board of Education meeting. Between the 1st Reading and 2nd Reading, there is time for Board members and/or community members to ask questions.

2nd Reading/Adoption on the Board of Education Agenda (the next month) – a policy brought forward from the Policy Committee for a 2nd Reading is now a Discussion/Adoption item which means the policy will be discussed if necessary and then will have a motion to adopt.

Minor housekeeping changes on Policies per IASB recommendations – on Consent Agenda only of the Board of Education meeting.

The Board of Education policies are available for public inspection in the administrative office during regular office hours. Copy requests should be made under the District's Access to Public Records Policy.

Board Policy Review and Evaluation

The Board of Education will monitor its policies and consider whether any modifications are required.

Words Importing Gender [PRESSPlus1](#)

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

Superintendent Implementation

The Board will support any reasonable interpretation of Board of Education policy made by the Superintendent. If reasonable minds differ, the Board will review policy and consider the need for further clarification.

In the absence of Board of Education policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

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The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy not established by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

[105 ILCS 5/10-20.5.](#)

CROSS REF.: 2:150 (Committees), 3:40 (Superintendent), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED: January 12, 2016

REVISED:

REVIEWED: August 1, 2019

PRESSPlus Comments

PRESSPlus 1. Optional. Updated in response to subscriber feedback and evolving diversity, equity, and inclusion work at IASB. Consult the board attorney to determine whether inclusion of a subhead related to gender neutral/inclusive pronouns is appropriate for the district. This subhead's text mirrors language from the Ill. Statute on Statutes importing words applying the masculine gender to include the female gender. See 5 ILCS 70/1.04.

For students, State law prohibits gender-based discrimination, including transgender and gender non-conforming students. 775 ILCS 5/5-101(A)(11); 775 ILCS 5/1-103(O-1); and 23 Ill.Admin.Code §1.240. Title IX of the Education Amendments of 1972 (20 U.S.C. §1681) also prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a). See also policy 7:10, *Equal Educational Opportunities*.

For employees, the Equal Employment Opportunities Act (a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's sex, which includes sexual orientation and/or transgender status. See 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009, Pub.L. 111-2; [Bostock v. Clayton Cnty.](#), 140 S.Ct. 1731 (2020); and [Hively v. Ivy Tech](#), 853 F.3d 339 (7th Cir. 2017). See also policy 5:10, *Equal Employment Opportunity and Minority Recruitment. Issue 107, June 2021*