Regular Meeting

Monday, April 20, 2026 6:00 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **Meeting Call to Order**

2. **Public Open Forum**

3. **Action Items Reports**

3.A. Consent Agenda

3.A.1) Minutes:
Minutes Regular Board meeting March 16, 2026

3.A.2) Treasurers Report

3.A.3) Payment of Bills

3.A.4) Payment of Bills — Northern Kane County Regional Vocational System

3.A.5) Personnel Report

3.A.6) Approval of Amended Calendar due to cold day January 23, 2026

3.A.7) Approval of Donation to the CHS Boys Track and Field Activity Fund

3.A.8) Change in Location for 2027 Prom

3.B. Approval of Best Buddies Overnight Trip July 17–July 20, 2026

3.C. Approval of Skills USA Overnight State Competition, 4/23/2026-4/26/2026

3.D. Approval of Admin / Non EA Salaries 2026-2027

3.E. Approval of Board Policy Manual

3.F. Approval of Textbook Adoption:
1. Heritage Spanish
2. Spanish 1
3. AP Psychology
4. AP American Government

3.G. Approval of First Day of School Medical Exclusion

3.H. Approval of Farm Lease

3.I. Approval of Honorable Dismissal of Educational Support Employees

3.J. Approval of Honorable Dismissal of Part-Time Educational Support Personnel Employees

3.K. Approval of Consolidated District Plan

3.L. Approval of Resolution 5:20-E Resolution to Prohibit Sexual Harassment

4. **Presentations**

5. **Committee Reports**
   1. **Facilities**
   2. **CCC Committee**
6. **Information Items**

6.A. FOIA Report

7. **Agenda Items for May 18, 2026, Board Meeting**
   1. **Copy Paper Bid**
   2. **Fuel Bid**
8. **Executive Session** ***The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body [5 ILCS 120/2(c)(1)] AND Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal,or when the public body finds that an action is probable or imminent [5 ILCS 120/2(c)(11)].***
   Adjourn to Closed Session : Collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2(c)(2)].
9. **Return to Open Agenda**

10. **Approval Authorizing Issuance of a Notice of Remedial Warning**
11. **Adjourn**

Central Community Unit School District 301
Board of Education Minutes DRAFT

Where:	Central CUSD #301 District Office	Meeting:	Regular
Date:	March 16, 2026	Time: 6:03 p.m.	

Board Members Present

Andrew Dogan	Y
Jeff Gorman	Y
Chad Herst	Y
Scott Mrkvicka	Y
Morgan Pappas	Y
Danielle Ward	Y
Ryan Wasson	Y

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1. BOE Meeting

1. A Meeting Call to Order - President Wasson called the meeting to order at 6:03 p.m.

1.B Roll Call -Roll call was taken. 6:04 p.m.

1.C Pledge of Allegiance

1.D. Approval of the Agenda- The Agenda was Approved as presented

Motion by Pappas, second by Ward, to approve the agenda as presented.
Voting yes: Gorman, Herst, Mrkvicka, Pappas, Ward, Dogan, Wasson

Voting no: None
Absent:

2. Public Open Forum

2.A Recognition of Visitors – President Wasson greeted all in attendance.

2.B Public Comments - There were no Public Comments

3. Action Reports

A. Consent Agenda-
1. Minutes Regular Meeting February 16, 2026
2. Treasurer's Report
3. Payment of Bills.

4. Payment of Bills - Northern Kane County Regional Vocational System.
5. Personnel Report.

Motion by Pappas, second by Ward, to approve the agenda as presented
Voting yes: Herst, Mrkvicka, Pappas, Ward, Dogan, Gorman, Wasson

Voting no: None
Absent:

B. Approval the Resolution for Dismissal of PT Teachers

Motion by Gorman, second by Pappas, to approve The Resolution for the Dismissal of PT Teachers
Voting yes: Mrkvicka, Pappas, Ward, Dogan, Goman, Herst, Wasson

Voting no: None
Absent:

C. Approval of Resolution for Dismissal of 1st, 2nd, 3rd Year Teachers

Motion by Dogan, second by Pappas, to approve the Resolution for the Dismissal of 1st, 2nd, and 3rd Year Teachers
Voting yes: Pappas, Ward, Dogan, Gorman, Herst, Mrkvicka, Wasson

Voting no: None
Absent:

D. Approval of the Fox Valley Center Joint Agreement

Motion by Dogan, second by Pappas, to approve the Fox Valley Center Joint Agreement
Voting yes: Pappas, Ward, Dogan, Gorman ,Herst, Mrkvicka, Wasson

Voting no: None
Absent:

E. DECA International Career Development Conference, 4/24/2026-4/29/2027

Motion by Ward, second by Herst, to approve The DECA International Career Development Conference 4/24/2026 - 4/29/2026
Voting yes: Dogan, Gorman, Herst, Mrkvicka, Pappas, Ward, Wasson

Voting no: None
Absent:

F. Mid-Valley Special Education Cooperative Classroom Use Agreement

Motion by Mrkvicka, second by Pappas, to approve the Mid-Valley Special Education Cooperative Classroom Use Assessment
Voting yes: Herst, Mrkvicka, Pappas, Ward, Dogan, Gorman, Wasson

Voting no: None
Absent:

4. Presentation

A. First Day Exclusion: Joyce Turnipseed

The Board heard a presentation recommending a shift in the district's health exclusion deadline. Currently following the state-mandated date of October 15, the district is considering moving to a first-day exclusion policy.
This would require students in Early Childhood, Kindergarten, 6th grade, and 9th grade to be compliant with required physicals and immunizations before they are allowed to start the first day of school.The goal is to move the administrative burden from October to before school starts and to avoid the educational disruption of excluding students mid-semester. This year, approximately 40 to 50 students were excluded in mid-October, which was disruptive to learning.The district is working with local resources like VNA to block off specific days during the summer for D301 students to get necessary healthcare requirements. A final vote on this policy is expected in April.

B. Instructional Updates: Stephen Buchs
Mr. Buchs shared the following 4 books to the Board for discussion, they will be posted for 30 days and be brought up for a vote at the April Board meeting.

1. Spanish for Heritage Speakers
Course Context: A brand new course launching this fall for native speakers to provide a more tailored educational experience than "Spanish 101."

- **Resource:** *Galleria* (Published by Vista Higher Learning).
- **Format:** Students will use an "e-version" with "Super Site" access for interactive activities. The district will purchase one tactile classroom set (30 books) to avoid students having to carry them.
- **Cost & Term: $5,566.21** for a **one-year** contract. The shorter term is a fiscal precaution until enrollment numbers stabilize for future levels.
- **Enrollment:** 42 students (two sections)

2. AP American Government

- **Resource:** Recommended AP-aligned textbook.
- **Format:** Includes both physical textbook sets for teachers and 6-year ebook licenses for students.

- **Cost & Term: $34,629.43** for a **six-year** adoption. A multi-year contract was chosen here to decrease the "cost per seat," as enrollment for this course remains consistently high.
- **Enrollment:** Approximately 199 students.

3. Spanish 1

- **Resource:** *Senderos* (Published by Vista Higher Learning).
- **Format:** Similar to the Heritage course, this includes "Super Site" online materials. The district is requesting four classroom sets (two for Central Middle School and two for the High School) so students have tactile books in class and digital access at home.
- **Cost: $52,445.80**.

4. AP Psychology

- **Resource:** Selected for its alignment with the College Board's course exam and scientific practice foundations.
- **Format: Physical textbooks only.** Unlike the other selections, this resource is not available in an electronic version. Students in this course will be required to carry the physical book with them.
- **Quantity:** 150 textbooks.

Member Gorman questioned the dollar amounts on the quotes attached to the agenda. Mr. Buchs explained that he spoke to the representatives earlier in the afternoon and was able to dramatically lower the investment costs

Before the next presentation Dr. Schumacher thanked Dan Poloway, Pam Porto and their teams for the great job they did with the inclement weather we had this morning. He also thanked the teachers for coming in today with the challenge of other districts being closed.

C. Architects Update: Wold and STR Present: Matt Verdun, Alan Amburst and, Jennifer Costanzo

Architects from Wold and STR presented findings from recent district-wide facility assessments.

- **Building Conditions:** The assessment identified 770 maintenance issues across the district, primarily typical items for buildings reaching the 20-year mark, such as masonry tuckpointing and sealant replacements.
- **Capacity and Mobiles:** The Board discussed the ongoing master facility plan, emphasizing the need to look at building capacity **without relying on mobile classrooms** to get an accurate picture of the district's needs.
- **Next Steps:** A core team, including the incoming superintendent, Amy, will be formed to guide decision-making on future facility reorganization and expansion.

5. COMMITTEE REPORTS

A. Policy Committee: Andy Dogan

Member Dogan, who is a member of the Policy Committee, shared the following
The Policy Committee has met twice over the last couple of weeks to review updates to the Policy Manual. The District is in the process of moving to IASB's Press Plus Service which will help keep the Policy Manual up to date and in line with current laws and regulations of the Illinois School Code.
Dr. Schumacher added that the district currently uses Press, but Press Plus contains an online service that makes policies easier to search and update.

B. DLT Committee: Jeff Gorman
Member Gorman, who is a member of the DLT Committee, shared that the committee went over E-Learning plans. Dr. Schumacher asked which other districts were the favorites of the ones they have discussed. Kaneland and Geneva were the top two choices. Amy MacCrindle, incoming superintendent, was introduced to the DLT Committee and she spoke with them briefly.

C. CAT Committee: Morgan Pappas
Vice President Pappas shared updates from the CAT Meeting, Including the discussion of District Safety and Security. There was discussion around student Chrome Books possibly not going home in the evening and for the summer (Grades K-5) to try and reduce wear and tear and the amount of Chromebooks that are lost each year. Kim Paulus discussed the Advanced learning program that will be rolled out for 4th grade and the excitement behind the upcoming changes. The committee also discussed the upcoming American Sign Language and the Heritage Spanish programs to come.

D. CCC Committee: Stephen Buchs
Mr Buchs discussed the 7 course proposals that were discussed at CCC including High School AP Art History and 6 possible implementation courses for 6th and 7th Grade, allowing students to choose one of their high interest classes. This will be voted on soon.

6. INFORMATION ITEMS
The FOIA report is inclosed in the Board Packet

7. OLD BUSINESS
The Board discussed the possibility of hosting a Board Town Hall / Coffee Discussion in the future but decided it would be best to wait until our new Superintendent came onboard to participate.

8. Anticipated Agenda Items April 20, 2026 BOE Meeting.
A. Policy Manual Adoption
B. Textbook Adoption for Heritage Spanish, American Government, Spanish 1, and AP Psychology.
C. IASB New Superintendent Workshop
D. High School Schedule start times of Middle School and High School Schedule

9. EXECUTIVE SESSION 7:11 PM

Adjourn to closed session: The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body [5 ILCS 120/2(c)(1)]

Collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2(c)(2)].

Motion by Mervicka, Second by Hurst to Adjourn to closed Session
Voting yes: Herst, Mrkvicka, Pappas, Ward, Dogan, Gorman, Wasson

Voting no: None
Absent:

10. RETURN TO OPEN SESSION 8:24 PM

Motion by Mervicka, Second by Pappas to Adjourn to closed Session
Voting yes: Herst, Mrkvicka, Pappas, Ward, Dogan, Gorman, Wasson

Voting no: None
Absent:

11. Adjourn

Motion by Mrkvicka, second by Pappas to Adjourn. Approved unanimous voice vote at 8:26 p.m.

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Board President Ryan Wasson Board Secretary Scott Mrkvicka

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Tim Kilrea, Dr. Kyle Schumacher, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: April 20, 2026

RE: Board Financial Report

- The Revenue and Expenditure Summary Reports are included in the board packet. Revenues are currently at 48.29% compared to 46.79% a year ago. Expenditures are trending at 60.64% as compared to 63.31% a year ago.
- The district received impact fees for $73,929.65 for 8 home starts for February. Transition fees came in for $2,095.02 this month.
- The bills payable reports for both Central 301 and Northern Kane are typical for the month of April.

Impact Fee Analysis

Date	City/Village	Amount	Houses	Transition Fees	Fund	YTD	YTD
FY26		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/16/2025	City of Elgin (June)	34,900.14	6	0.00	Debt Svc		
8/26/2025	City of Elgin (July)	106,970.60	15	0.00	Debt Svc		
9/10/2025	City of Elgin (Aug)	56,942.37	12	0.00	Debt Svc		
10/15/2025	City of Elgin (Sept)	48,600.25	9	25,235.00	Debt Svc		
11/25/2025	City of Elgin (Oct)	65,840.79	12	0.00	Debt Svc		
12/5/2025	Kane Co Land Cash	910.00	1	0.00	Debt Svc		
12/22/2025	City of Elgin (Nov)	52,173.63	14	12,910.02	Debt Svc		
2/2/2026	City of Elgin (Dec)	73,887.03	10	21,630.00	Debt Svc		
2/18/2026	City of Elgin (Jan)	87,150.90	13	2,795.42	Debt Svc/Cap Proj		
3/23/2026	City of Elgin (Feb)	73,929.65	8	2095.02	Capital Projects	601,305.36	100
Total FY26		**$ 601,305.36**	**100**	**$ 64,665.46**			
	Budget FY26-Cap Proj	500,000.00		10,000.00			
	Budget FY26-Debt Svc	513,225.00					
FY25		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/17/2024	City of Elgin (June)	164,660.10	13	0.00	Debt Svc		
8/28/2024	City of Elgin (July)	165,604.06	22	2,095.02	Debt Svc		
10/8/2024	City of Elgin (Aug)	93,879.90	12	3,605.00	Debt Svc		
10/22/2024	City of Elgin (Sept)	23,652.29	4	0.00	Debt Svc		
11/21/2024	City of Elgin (Oct)	88,637.86	10	0.00	Debt Svc/Cap Proj		
12/9/2024	City of Elgin (Nov)	76,224.49	8	0.00	Capital Projects		
2/3/2025	City of Elgin (Dec)	35,632.56	5	0.00	Capital Projects		
2/18/2025	City of Elgin (Jan)	51,293.99	9	0.00	Capital Projects		
3/20/2025	City of Elgin (Feb)	76,470.91	9	0.00	Capital Projects	776,056.16	92
4/16/2025	City of Elgin (Mar)	43,456.93	7	0.00	Capital Projects		
5/14/2025	City of Elgin (Apr)	74,032.01	14	0.00	Capital Projects		
6/18/2025	City of Elgin (May)	40,102.53	5	0.00	Capital Projects		
Total FY25		**$ 933,647.63**	**118**	**$ 5,700.02**			
	Budget FY25-Cap Proj	783,875.00		50,000.00			
	Budget FY25-Debt Svc	516,125.00					
FY24		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/24/2023	City of Elgin (June)	176,832.85	23	10,815.00	Debt Svc		
8/4/2023	City of Elgin (July)	180,868.94	20	0.00	Debt Svc		
9/18/2023	City of Elgin (Aug)	138,819.68	15	0.00	Debt Svc		
10/10/2023	City of Elgin (Sept)	77,817.32	11	0.00	Debt Svc/Cap Proj		
11/10/2023	City of Elgin (Oct)	123,632.15	13	0.00	Capital Projects		
12/12/2023	City of Elgin (Nov)	153,710.28	16	0.00	Capital Projects		
1/10/2024	City of Elgin (Dec)	77,969.08	11	0.00	Capital Projects		
2/13/2024	City of Elgin (Jan)	94,529.94	12	0.00	Capital Projects		
3/19/2024	City of Elgin (Feb)	21,883.24	3	0.00	Capital Projects	1,046,063.48	124
4/11/2024	City of Elgin (Mar)	8,042.63	1	0.00	Capital Projects		
5/14/2024	City of Elgin (Apr)	123,055.96	19	39,655.00	Capital Projects		
6/20/2024	City of Elgin (May)	324,743.93	34	0.00	Capital Projects		
Total FY24		**$ 1,501,906.00**	**178**	**$ 50,470.00**			
	Budget FY24-Cap Proj	486,350.00		30,000.00			
	Budget FY24-Debt Svc	513,650.00					

Treasurer's Report

March **2025-2026** **Central Cmty USD 301, IL**

Account Description	Beginning Balance	Debit	Credit	Ending Balance
10 - EDUCATIONAL FUND				
IMPREST-DISTRICT	3,860.90	0.00	0.00	3,860.90
IMPREST-CHS	2,458.85	0.00	0.00	2,458.85
CHECKING-EDUCATION	3,654,640.64	5,835,341.07	5,824,454.08	3,665,527.63
CHECKING-PAYROLL	1,314.21	3,181,709.65	3,181,534.08	1,489.78
FLEX ACCOUNT	10,644.74	16,319.31	21,532.66	5,431.39
PETTY CASH	1,380.00	0.00	0.00	1,380.00
INVESTMENT-SWEEP	20,111,263.02	50,010.54	3,512,517.16	16,648,756.40
CHS ACTIVITY CHECKING	303,088.13	34,576.06	36,566.08	301,098.11
ELEM/MS ACTIVITY CHECKING	44,935.93	2,589.00	1,171.75	46,353.18
Totals for Fund: 10 - EDUCATIONAL FUND	**24,133,586.42**	**9,120,545.63**	**12,577,775.81**	**20,676,356.24**
20 - OPERATIONS AND MAINTENANCE				
CHECKING-O&M	847,099.43	502,938.10	465,780.73	884,256.80
CHECKING-PAYROLL	1,992.96	192,488.84	192,991.81	1,489.99
INVESTMENT-SWEEP	1,993,840.30	20,799.62	500,000.00	1,514,639.92
Totals for Fund: 20 - OPERATIONS AND MAINTENANCE	**2,842,932.69**	**716,226.56**	**1,158,772.54**	**2,400,386.71**
30 - DEBT SERVICE, BOND & INTEREST				
CHECKING-DEBT SERVICE	401,118.01	0.00	0.00	401,118.01
INVESTMENT-SWEEP	1,644,178.39	4,088.56	0.00	1,648,266.95
Totals for Fund: 30 - DEBT SERVICE, BOND & INTEREST	**2,045,296.40**	**4,088.56**	**0.00**	**2,049,384.96**
40 - TRANSPORTATION FUND				
CHECKING-TRANSPORTATION	44,240.43	503,739.52	318,792.26	229,187.69
CHECKING-PAYROLL	1,217.74	227,750.37	227,668.54	1,299.57
INVESTMENT-SWEEP	6,685,696.58	16,625.27	500,000.00	6,202,321.85
Totals for Fund: 40 - TRANSPORTATION FUND	**6,731,154.75**	**748,115.16**	**1,046,460.80**	**6,432,809.11**
50 - IMRF/SOCIAL SECURITY				
CHECKING-IMRF/SS	224,597.45	182,095.64	255,801.41	150,891.68
CHECKING-PAYROLL	0.00	81,078.93	81,078.93	0.00
INVESTMENT-SWEEP	2,917,038.96	13,114.67	100,000.00	2,830,153.63
Totals for Fund: 50 - IMRF/SOCIAL SECURITY	**3,141,636.41**	**276,289.24**	**436,880.34**	**2,981,045.31**
60 - CAPITAL PROJECTS				
CHECKING-CAPITAL PROJECT	2,257,543.85	73,929.65	0.00	2,331,473.50
INVESTMENT-SWEEP	3,327,631.12	8,274.79	0.00	3,335,905.91

Treasurer's Report

March **2025-2026** **Central Cmty USD 301, IL**

Account Description	Beginning Balance	Debit	Credit	Ending Balance
60 - CAPITAL PROJECTS				
Totals for Fund: 60 - CAPITAL PROJECTS	**5,585,174.97**	**82,204.44**	**0.00**	**5,667,379.41**
70 - WORKING CASH FUND				
CHECKING-WORKING CASH	526.21	0.00	0.00	526.21
INVESTMENT-SWEEP	3,385,974.38	8,419.88	0.00	3,394,394.26
Totals for Fund: 70 - WORKING CASH FUND	**3,386,500.59**	**8,419.88**	**0.00**	**3,394,920.47**
80 - TORT FUND				
CHECKING-TORT	5,587.07	20,000.00	19,516.18	6,070.89
INVESTMENT-SWEEP	569,807.16	1,416.93	20,000.00	551,224.09
Totals for Fund: 80 - TORT FUND	**575,394.23**	**21,416.93**	**39,516.18**	**557,294.98**

	Beginning Balance	Debit	Credit	Ending Balance
Grand Totals:	**48,441,676.46**	**10,977,306.40**	**15,259,405.67**	**44,159,577.19**

Central Community Unit School Dist. 301
Revenue Summary Report
March 2026

	2025-26 Original Budget	% of Fund	March MTD	2025-26 FYTD	Remaining Budget	FYTD Percent
10-Education Fund						
Total Local Revenue	49,652,520.00	58.54%	352,296.52	25,246,303.39	24,406,216.61	50.85%
Total State Revenue	32,483,886.00	38.30%	1,493,918.93	12,406,524.79	20,077,361.21	38.19%
Total Federal Revenue	2,688,103.00	3.17%	472,912.48	2,214,602.10	473,500.90	82.39%
Total Education Fund	**84,824,509.00**	**100.00%**	**2,319,127.93**	**39,867,430.28**	**44,957,078.72**	**47.00%**
20-O&M Fund						
Total Local Revenue	8,545,700.00	73.70%	22,227.62	4,267,732.48	4,277,967.52	49.94%
Total State Revenue	3,050,000.00	26.30%	-	-	3,050,000.00	0.00%
Total O&M Fund	**11,595,700.00**	**100.00%**	**22,227.62**	**4,267,732.48**	**7,327,967.52**	**36.80%**
30-Debt Service Fund						
Total Local Revenue	6,215,055.00	100.00%	4,088.56	5,327,671.84	887,383.16	85.72%
Total Debt Service Fund	**6,215,055.00**	**100.00%**	**4,088.56**	**5,327,671.84**	**887,383.16**	**85.72%**
40-Transportation Fund						
Total Local Revenue	3,523,800.00	54.79%	16,745.27	1,788,917.23	1,734,882.77	50.77%
Total State Revenue	2,907,410.00	45.21%	-	1,318,780.12	1,588,629.88	45.36%
Total Other Revenue	-	-	-	750.00	(750.00)	0.00%
Total Transportation Fund	**6,431,210.00**	**100.00%**	**16,745.27**	**3,108,447.35**	**3,322,762.65**	**48.33%**
50-IMRF/SS Fund						
Total Local Revenue	2,112,620.00	100.00%	13,114.67	1,149,087.04	963,532.96	54.39%
Total IMRF/SS Fund	**2,112,620.00**	**100.00%**	**13,114.67**	**1,149,087.04**	**963,532.96**	**54.39%**
60-Capital Projects Fund						
Total Local Revenue	592,000.00	100.00%	82,204.44	178,345.86	413,654.14	30.13%
Total Capital Projects Fund	**592,000.00**	**100.00%**	**82,204.44**	**178,345.86**	**413,654.14**	**30.13%**
70-Working Cash Fund						
Total Local Revenue	181,600.00	100.00%	8,419.88	144,663.33	36,936.67	79.66%
Total Working Cash Fund	**181,600.00**	**100.00%**	**8,419.88**	**144,663.33**	**36,936.67**	**79.66%**
80-Tort Fund						
Total Local Revenue	1,042,600.00	100.00%	1,416.93	520,775.32	521,824.68	49.95%
Total Tort Fund	**1,042,600.00**	**100.00%**	**1,416.93**	**520,775.32**	**521,824.68**	**49.95%**
Revenue-All Funds						
1000 Total Local Revenue	71,865,895.00	63.60%	500,513.89	38,623,496.49	33,242,398.51	53.74%
3000 Total State Revenue	38,441,296.00	34.02%	1,493,918.93	13,725,304.91	24,715,991.09	35.70%
4000 Total Federal Revenue	2,688,103.00	2.38%	472,912.48	2,214,602.10	473,500.90	82.39%
7000 Total Other Revenue	-	0.00%	-	750.00	(750.00)	0.00%
Total Revenue-All Funds	**112,995,294.00**	**100.00%**	**2,467,345.30**	**54,564,153.50**	**58,431,140.50**	**48.29%**

Central Community Unit School Dist. 301
Revenue Detail Report
March 2026

Account Number	Description	2025-26 Original Budget	March MTD	2025-26 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000	TAXES	36,560,690.00	-	17,659,303.27	18,901,386.73	48.30%
10R000 1140 0000	SPECIAL ED TAXES	8,239,230.00	-	3,835,472.96	4,403,757.04	46.55%
10R001 1510 0000	INTEREST	770,000.00	50,010.54	743,341.57	26,658.43	96.54%
10R002 1611 0000	LUNCH, STUDENTS	1,243,000.00	142,509.50	1,001,119.69	241,880.31	80.54%
10R000 1711 0000	ATHLETIC ADMISSION	94,000.00	26,092.00	94,773.00	(773.00)	100.82%
10R000 1720 0000	ATHLETIC PART FEE	160,000.00	31,340.00	145,348.00	14,652.00	90.84%
10R002 1720 0000	OTHER FEES	298,000.00	27,249.55	242,177.94	55,822.06	81.27%
10R000 1799 0000	ACTIVITY ACCOUNTS REVENUE	687,600.00	37,165.06	317,404.96	370,195.04	46.16%
10R000 1811 0000	TEXTBOOK INCOME	855,000.00	21,940.95	567,820.27	287,179.73	66.41%
10R000 1830 0000	TECHNOLOGY FEES	330,000.00	2,639.60	183,672.61	146,327.39	55.66%
10R000 1930 0000	TRANSITION FEES	10,000.00	2,095.02	64,665.46	(54,665.46)	646.65%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND	270,000.00	9,779.30	293,012.01	(23,012.01)	108.52%
10R000 1970 0000	DRIVERS ED B-T-W	47,000.00	1,450.00	34,250.00	12,750.00	72.87%
10R002 1991 0000	CAREER PATHWAYS	63,000.00	-	37,500.00	25,500.00	59.52%
10R000 1999 0000	OTHER LOCAL REVENUES	25,000.00	25.00	26,441.65	(1,441.65)	105.77%
Total Local Revenue		**49,652,520.00**	**352,296.52**	**25,246,303.39**	**24,406,216.61**	**50.85%**
10R000 3001 0000	EVIDENCE-BASE FUNDING	13,014,070.00	1,455,824.00	11,646,592.00	1,367,478.00	89.49%
10R002 3001 0000	EVIDENCE BASED FUNDING-ALOP	113,000.00	11,262.09	89,511.14	23,488.86	79.21%
10R000 3100 0000	SPECIAL ED - PRIVATE FACILITY	650,000.00	-	300,616.91	349,383.09	46.25%
10R000 3120 0000	SPECIAL ED - ORPHANAGE	41,000.00	-	84,483.86	(43,483.86)	206.06%
10R000 3220 0000	CAREER & TECHNICAL EDUCATION	213,650.00	136.71	187,691.47	25,958.53	87.85%
10R000 3235 0000	CTE AGRICULTURE EDUCATION	4,871.00	-	700.00	4,171.00	14.37%
10R002 3235 0000	CTE FFA 3 CIRCLES GRANT	32,245.00	6,586.00	23,809.00	8,436.00	73.84%
10R000 3360 0000	STATE FREE LUNCH & BREAKFAST	2,850.00	209.56	1,973.70	876.30	69.25%
10R000 3370 0000	DRIVER ED	35,000.00	8,706.57	26,369.71	8,630.29	75.34%
10R000 3998 0000	TRS-ON BEHALF PAYMENTS	18,306,000.00	-	-	18,306,000.00	0.00%
10R000 3999 0000	OTHER STATE REVENUE	67,000.00	11,194.00	44,777.00	22,223.00	66.83%
10R001 3999 0000	LIBRARY GRANT	4,200.00	-	-	4,200.00	0.00%
Total State Revenue		**32,483,886.00**	**1,493,918.93**	**12,406,524.79**	**20,077,361.21**	**38.19%**
10R000 4210 0000	NAT'L SCHOOL LUNCH PROGRAM	450,000.00	51,594.13	284,754.57	165,245.43	63.28%
10R000 4300 0000	TITLE I LOW INCOME	170,709.00	6,860.00	171,339.00	(630.00)	100.37%
10R000 4400 0000	TITLE IV-A SSAE GRANT	21,112.00	-	20,173.00	939.00	95.55%
10R000 4600 0000	IDEA PRESCHOOL	8,629.00	1,826.00	8,882.00	(253.00)	102.93%
10R000 4620 0000	IDEA FLOW THROUGH	987,993.00	363,917.00	981,617.00	6,376.00	99.35%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	590,000.00	41,337.94	451,204.49	138,795.51	76.48%
10R000 4745 0000	CARL PERKINS	20,408.00	-	14,166.05	6,241.95	69.41%
10R000 4905 0000	TITLE III IEP GRANT	8,200.00	-	3,217.00	4,983.00	39.23%
10R000 4909 0000	TITLE III ELL-TBE/TPI LIPLEPS	49,795.00	1,357.00	48,291.00	1,504.00	96.98%
10R000 4932 0000	TITLE II-TEACHER QUALITY	91,257.00	-	8,282.00	82,975.00	9.08%
10R000 4991 0000	MEDICAID MATCHING-ADMIN OUTREACH	60,000.00	6,020.41	48,056.29	11,943.71	80.09%
10R000 4992 0000	MEDICAID MATCHING-FEE FOR SVC	230,000.00	-	174,619.70	55,380.30	75.92%
Total Federal Revenue		**2,688,103.00**	**472,912.48**	**2,214,602.10**	**473,500.90**	**82.39%**
Total Education Fund		**84,824,509.00**	**2,319,127.93**	**39,867,430.28**	**44,957,078.72**	**47.00%**
20R000 1111 0000	TAXES	7,989,700.00	-	3,814,440.04	4,175,259.96	47.74%
20R000 1230 0000	CORP PERSONAL PROPERTY TAX	183,000.00	9,980.65	102,767.94	80,232.06	56.16%
20R001 1510 0000	INTEREST	178,000.00	10,818.97	181,017.60	(3,017.60)	101.70%
20R001 1720 0000	PARKING FEES	34,000.00	-	30,650.00	3,350.00	90.15%
20R000 1910 0000	RENTALS	65,000.00	1,250.00	124,736.16	(59,736.16)	191.90%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	6,000.00	-	-	6,000.00	0.00%
20R000 1999 0000	OTHER REVENUE	90,000.00	178.00	14,120.74	75,879.26	15.69%
Total Local Revenue		**8,545,700.00**	**22,227.62**	**4,267,732.48**	**4,277,967.52**	**49.94%**
20R000 3001 0000	EVIDENCE-BASE FUNDING	3,000,000.00	-	-	3,000,000.00	0.00%
20R000 3925 0000	SCHOOL MAINTENANCE GRANT	50,000.00	-	-	50,000.00	0.00%
Total State Revenue		**3,050,000.00**	**-**	**-**	**3,050,000.00**	**0.00%**
Total O&M Fund		**11,595,700.00**	**22,227.62**	**4,267,732.48**	**7,327,967.52**	**36.80%**

Central Community Unit School Dist. 301
Revenue Detail Report
March 2026

Account Number	Description	2025-26 Original Budget	March MTD	2025-26 FYTD	Remaining Budget	FYTD Percent
30R000 1112 0000	TAXES	5,595,030.00	-	4,639,096.41	955,933.59	82.91%
30R001 1510 0000	INTEREST	106,800.00	4,088.56	175,350.43	(68,550.43)	164.19%
30R000 1930 0000	IMPACT FEES	513,225.00	-	513,225.00	-	100.00%
Total Local Revenue		**6,215,055.00**	**4,088.56**	**5,327,671.84**	**887,383.16**	**85.72%**
Total Debt Service Fund		**6,215,055.00**	**4,088.56**	**5,327,671.84**	**887,383.16**	**85.72%**
40R000 1113 0000	TAXES	3,345,800.00	-	1,596,516.15	1,749,283.85	47.72%
40R000 1415 0000	FIELD TRIP FEES	7,000.00	120.00	716.00	6,284.00	10.23%
40R001 1510 0000	INTEREST	154,000.00	16,625.27	190,354.33	(36,354.33)	123.61%
40R000 1950 0000	PRIOR YEAR REFUND	2,000.00	-	616.40	1,383.60	30.82%
40R000 1999 0000	OTHER REVENUE	15,000.00	-	714.35	14,285.65	4.76%
Total Local Revenue		**3,523,800.00**	**16,745.27**	**1,788,917.23**	**1,734,882.77**	**50.77%**
40R000 3500 0000	STATE AID, REGULAR	1,632,180.00	-	775,438.08	856,741.92	47.51%
40R000 3510 0000	STATE AID, SPECIAL ED	1,275,230.00	-	543,342.04	731,887.96	42.61%
Total State Revenue		**2,907,410.00**	**-**	**1,318,780.12**	**1,588,629.88**	**45.36%**
40R000 7300 0000	SALE OR COMPENSATION FOR ASSET	-	-	750.00	(750.00)	0.00%
Total Other Revenue		**-**	**-**	**750.00**	**(750.00)**	**0.00%**
Total Transportation Fund		**6,431,210.00**	**16,745.27**	**3,108,447.35**	**3,322,762.65**	**48.33%**
50R000 1114 0000	IMRF TAXES	998,710.00	-	481,360.49	517,349.51	48.20%
50R000 1151 0000	SOC SEC/MEDICARE TAXES	998,710.00	-	481,360.49	517,349.51	48.20%
50R000 1230 0000	CORP PERSONAL PROPERTY TAX	20,300.00	-	35,105.45	(14,805.45)	172.93%
50R001 1510 0000	INTEREST	94,900.00	13,114.67	151,260.61	(56,360.61)	159.39%
Total Local Revenue		**2,112,620.00**	**13,114.67**	**1,149,087.04**	**963,532.96**	**54.39%**
Total IMRF/SS Fund		**2,112,620.00**	**13,114.67**	**1,149,087.04**	**963,532.96**	**54.39%**
60R001 1510 0000	INTEREST	92,000.00	8,274.79	90,265.50	1,734.50	98.11%
60R000 1930 0000	IMPACT FEES	500,000.00	73,929.65	88,080.36	411,919.64	17.62%
Total Local Revenue		**592,000.00**	**82,204.44**	**178,345.86**	**413,654.14**	**30.13%**
Total Capital Projects Fund		**592,000.00**	**82,204.44**	**178,345.86**	**413,654.14**	**30.13%**
70R000 1115 0000	TAXES	111,400.00	-	53,201.79	58,198.21	47.76%
70R001 1510 0000	INTEREST	70,200.00	8,419.88	91,461.54	(21,261.54)	130.29%
Total Local Revenue		**181,600.00**	**8,419.88**	**144,663.33**	**36,936.67**	**79.66%**
Total Working Cash Fund		**181,600.00**	**8,419.88**	**144,663.33**	**36,936.67**	**79.66%**
80R000 1120 0000	TAXES	1,013,600.00	-	483,805.80	529,794.20	47.73%
80R001 1510 0000	INTEREST	19,000.00	1,416.93	14,191.52	4,808.48	74.69%
80R000 1999 0000	REFUND PRIOR YEAR EXPENDITURES	10,000.00	-	22,778.00	(12,778.00)	227.78%
Total Local Revenue		**1,042,600.00**	**1,416.93**	**520,775.32**	**521,824.68**	**49.95%**
Total Tort Fund		**1,042,600.00**	**1,416.93**	**520,775.32**	**521,824.68**	**49.95%**
	Revenue-All Funds					
1000	Total Local Revenue	71,865,895.00	500,513.89	38,623,496.49	33,242,398.51	53.74%
3000	Total State Revenue	38,441,296.00	1,493,918.93	13,725,304.91	24,715,991.09	35.70%
4000	Total Federal Revenue	2,688,103.00	472,912.48	2,214,602.10	473,500.90	82.39%
7000	Total Other Revenue	-	-	750.00	(750.00)	0.00%
	Total Revenue-All Funds	**112,995,294.00**	**2,467,345.30**	**54,564,153.50**	**58,431,140.50**	**48.29%**

Central Community Unit School Dist. 301
Expenditure Summary by Fund Report
March 2026

	2025-26 Original Budget	% of Fund	March MTD	2025-26 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
10-Education							
1000 Salaries	38,107,294.00	44.05%	3,142,721.35	27,704,071.68	-	10,403,222.32	72.70%
2000 Benefits	11,418,998.00	13.20%	904,321.08	8,156,502.80	-	3,262,495.20	71.43%
3000 Purchased Services	4,069,367.00	4.70%	131,325.80	2,524,126.76	190,801.90	1,354,438.34	66.72%
4000 Supplies	4,329,109.00	5.00%	902,906.62	2,514,669.40	110,222.12	1,704,217.48	60.63%
5000 Capital Outlay	256,500.00	0.30%	6,746.21	235,209.00	169,002.00	(147,711.00)	157.59%
6000 Other/Dues/Fees	27,676,996.00	32.00%	414,619.96	4,092,771.64	179,028.83	23,405,195.53	15.43%
7000 Non-Capital Equipment	642,946.00	0.74%	270,394.36	632,700.37	8,514.08	1,731.55	99.73%
Total Education Fund	**86,501,210.00**	**100.00%**	**5,773,035.38**	**45,860,051.65**	**657,568.93**	**39,983,589.42**	**53.78%**
20-O&M							
1000 Salaries	2,517,711.00	22.29%	192,198.01	1,882,331.10	-	635,379.90	74.76%
2000 Benefits	645,523.00	5.71%	52,047.65	465,224.61	-	180,298.39	72.07%
3000 Purchased Services	1,642,150.00	14.54%	70,515.54	1,058,519.11	30,826.61	552,804.28	66.34%
4000 Supplies	2,269,200.00	20.09%	139,929.69	1,553,159.44	158,553.08	557,487.48	75.43%
5000 Capital Outlay	3,795,000.00	33.59%	-	2,584,384.92	-	1,210,615.08	68.10%
6000 Other/Dues/Fees	208,100.00	1.84%	390.00	5,580.80	100.00	202,419.20	2.73%
7000 Non-Capital Equipment	220,000.00	1.95%	10,338.09	135,315.65	18,578.29	66,106.06	69.95%
Total O&M	**11,297,684.00**	**100.00%**	**465,418.98**	**7,684,515.63**	**208,057.98**	**3,405,110.39**	**69.86%**
30-Debt Service							
3000 Purchased Services	2,000.00	0.02%	-	950.00	475.00	575.00	71.25%
6000 Other/Bonds	9,903,725.00	99.98%	-	9,541,850.00	-	361,875.00	96.35%
Total Debt Service	**9,905,725.00**	**100.00%**	**-**	**9,542,800.00**	**475.00**	**362,450.00**	**96.34%**
40-Transportation							
1000 Salaries	2,719,945.00	41.86%	222,864.75	2,083,506.15	-	636,438.85	76.60%
2000 Benefits	189,670.00	2.92%	24,211.00	227,319.07	-	(37,649.07)	119.85%
3000 Purchased Services	2,938,100.00	45.21%	22,947.14	2,264,900.66	1,662.80	671,536.54	77.14%
4000 Supplies	522,000.00	8.03%	44,501.57	326,204.10	22,063.95	173,731.95	66.72%
5000 Capital Outlay	60,000.00	0.92%	-	35,592.70	-	24,407.30	0.00%
6000 Other/Dues/Fees	63,500.00	0.98%	566.45	7,941.23	30.00	55,528.77	0.00%
7000 Non-Capital Equipment	5,000.00	0.08%	-	-	-	5,000.00	0.00%
Total Transportation	**6,498,215.00**	**100.00%**	**315,090.91**	**4,945,463.91**	**23,756.75**	**1,528,994.34**	**76.47%**
50-IMRF/SS							
2000 Benefits	2,113,509.00	100.00%	173,705.77	1,601,643.34	-	511,865.66	75.78%
Total IMRF/SS	**2,113,509.00**	**100.00%**	**173,705.77**	**1,601,643.34**	**-**	**511,865.66**	**75.78%**
60-Capital Projects							
5000 Capital Outlay	590,000.00	100.00%	-	-	-	590,000.00	0.00%
Total Capital Projects	**590,000.00**	**100.00%**	**-**	**-**	**-**	**590,000.00**	**0.00%**
70-Working Cash							
6000 Transfers	-		-	-	-	-	0.00%
Total Working Cash	**-**	**0.00%**	**-**	**-**	**-**	**-**	**0.00%**
80-Tort							
3000 Purchased Services	1,370,000.00	100.00%	19,516.18	1,195,870.82	-	174,129.18	87.29%
Total Tort	**1,370,000.00**	**100.00%**	**19,516.18**	**1,195,870.82**	**-**	**174,129.18**	**87.29%**
Total Expenditures	**118,276,343.00**		**6,746,767.22**	**70,830,345.35**	**889,858.66**	**46,556,138.99**	**60.64%**
Expenditures Across All Funds							
1000 Salaries	43,344,950.00	36.65%	3,557,784.11	31,669,908.93	-	11,675,041.07	73.06%
2000 Benefits	14,367,700.00	12.15%	1,154,285.50	10,450,689.82	-	3,917,010.18	72.74%
3000 Purchased Services	10,021,617.00	8.47%	244,304.66	7,044,367.35	223,766.31	2,753,483.34	72.52%
4000 Supplies	7,120,309.00	6.02%	1,087,337.88	4,394,032.94	290,839.15	2,435,436.91	65.80%
5000 Capital Outlay	4,701,500.00	3.98%	6,746.21	2,855,186.62	169,002.00	1,677,311.38	64.32%
6000 Other/Dues/Fees/Bonds	37,852,321.00	32.00%	415,576.41	13,648,143.67	179,158.83	24,025,018.50	36.53%
7000 Non-Capital Equipment	867,946.00	0.73%	280,732.45	768,016.02	27,092.37	72,837.61	91.61%
Total Expenditures Across all Funds	**118,276,343.00**	**100.00%**	**6,746,767.22**	**70,830,345.35**	**889,858.66**	**46,556,138.99**	**60.64%**

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Bills Payable-CHS Imprest

03/01/2026 - 03/31/2026

Vendor Name	Check Amount

This section returned no records

Bills Payable-CHS Imprest

Fund	Total
This section returned no records	

Bills Payable-DO Imprest

03/01/2026 - 03/31/2026

Vendor Name	Check Amount

This section returned no records

Bills Payable-DO Imprest

Fund	Total
This section returned no records	

Bills Payable-Central 301

03/17/2026 - 04/20/2026

Vendor Name					Check Amount
4IMPRINT,					2,394.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1066051	Credit for Taxes	03/19/2026	-167.61		
				10 E 001 2640 4100 00 399900 0000	*-167.61*
14820448	HR Job Fair Recruitment Items	03/05/2026	2,562.21		
				10 E 001 2640 4100 00 399900 0000	*2,562.21*
A DISCOUNT T,					1,398.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
20265440	STEAM Night Staff Shirts	03/11/2026	633.00		
				10 E 008 2410 4100 00 000000 0000	*633.00*
20265448	T-Shirts	03/30/2026	630.00		
				10 E 004 1110 4100 00 000000 0000	*630.00*
20265453	Unisex Fine Jersey T-Shirts	04/03/2026	135.00		
				10 E 002 2212 4100 00 000000 0000	*135.00*
ACCO BRANDS USA LLC,					3,046.10
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
4731253917	Laminator Repair	12/17/2025	157.00		
				10 E 010 1110 3100 00 000000 0000	*157.00*
4731562276	Laminator Bundle	03/20/2026	2,889.10		
				10 E 010 2410 7100 00 000000 0000	*2,889.10*
ADVANCE AUTO PARTS,					59.80
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2454-531779	Oil Filters, Clamps	03/10/2026	59.80		
				40 E 001 2550 4100 00 000000 0000	*59.80*
ADVOCATE SHERMAN OCCUPATIONAL HEALTH,					2,170.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
22201503	School Bus Driver Physicals	02/22/2026	777.00		
				40 E 001 2550 3190 00 000000 0000	*777.00*
22491615	School Bus Driver Physicals	03/22/2026	1,393.00		
				40 E 001 2550 3190 00 000000 0000	*1,393.00*

Bills Payable-Central 301

Vendor Name					Check Amount
AGUINAGA, JACOB					193.94
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	193.94		
				10 E 001 2660 3320 00 000000 0000	*193.94*
AKERS, SARA					450.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDT 6030	02/24/2026	450.00		
				10 E 010 1110 2300 00 000000 0000	*450.00*
ALLEGIANT TECHNOLOGY,					264.48
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
200015630	December Fax Services	11/30/2025	53.52		
				10 E 001 2410 3250 00 000000 0000	*53.52*
200016514	January Fax Services	12/31/2025	52.77		
				10 E 001 2410 3250 00 000000 0000	*52.77*
200017253	February Fax Services	01/31/2026	52.73		
				10 E 001 2410 3250 00 000000 0000	*52.73*
200017922	March Fax Services	02/28/2026	52.73		
				10 E 001 2410 3250 00 000000 0000	*52.73*
200018652	April Fax Services	03/31/2026	52.73		
				10 E 001 2410 3250 00 000000 0000	*52.73*
ALLEN'S CORNER GARAGE & TOWING SERVICE,					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
13252	Transport Van to B&G Shop	03/31/2026	300.00		
				20 E 001 2540 3100 00 000000 0000	*300.00*
ALPHA BAKING COMPANY,					2,290.47
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260260068018	Bread	03/09/2026	37.56		
				10 E 011 2560 4100 00 000000 0000	*37.56*
260260068019	Bread	03/09/2026	28.60		
				10 E 010 2560 4100 00 000000 0000	*28.60*
260260071022	Bread	03/12/2026	87.64		
				10 E 011 2560 4100 00 000000 0000	*87.64*
260260075013	Bread	03/16/2026	91.20		
				10 E 011 2560 4100 00 000000 0000	*91.20*

Bills Payable-Central 301

Vendor Name					Check Amount
ALPHA BAKING COMPANY,					2,290.47
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260260075014	Bread	03/16/2026	42.90		
				10 E 010 2560 4100 00 000000 0000	*42.90*
260260078021	Bread	03/19/2026	68.64		
				10 E 011 2560 4100 00 000000 0000	*68.64*
260260082016	Bread	03/23/2026	39.27		
				10 E 011 2560 4100 00 000000 0000	*39.27*
260260082017	Bread	03/23/2026	84.70		
				10 E 008 2560 4100 00 000000 0000	*84.70*
260260082018	Bread	03/23/2026	45.28		
				10 E 010 2560 4100 00 000000 0000	*45.28*
260260096015	Bread	04/06/2026	45.58		
				10 E 010 2560 4100 00 000000 0000	*45.58*
260274061025	Bread	03/02/2026	42.90		
				10 E 004 2560 4100 00 000000 0000	*42.90*
260274064023	Bread	03/05/2026	289.74		
				10 E 002 2560 4100 00 000000 0000	*289.74*
260274065017	Bread	03/06/2026	28.60		
				10 E 005 2560 4100 00 000000 0000	*28.60*
260274068024	Bread	03/09/2026	93.94		
				10 E 003 2560 4100 00 000000 0000	*93.94*
260274069020	Bread	03/10/2026	126.60		
				10 E 002 2560 4100 00 000000 0000	*126.60*
260274075026	Bread	03/16/2026	189.90		
				10 E 002 2560 4100 00 000000 0000	*189.90*
260274075027	Bread	03/16/2026	48.36		
				10 E 003 2560 4100 00 000000 0000	*48.36*
260274075028	Bread	03/16/2026	42.90		
				10 E 004 2560 4100 00 000000 0000	*42.90*
260274078019	Bread	03/19/2026	151.92		
				10 E 002 2560 4100 00 000000 0000	*151.92*
260274078020	Bread	03/19/2026	28.60		
				10 E 005 2560 4100 00 000000 0000	*28.60*

Bills Payable-Central 301

Vendor Name					Check Amount
ALPHA BAKING COMPANY,					2,290.47
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260274082025	Bread	03/23/2026	278.02		
				10 E 002 2560 4100 00 000000 0000	*278.02*
260274082026	Bread	03/23/2026	28.13		
				10 E 003 2560 4100 00 000000 0000	*28.13*
260274082027	Bread	03/23/2026	71.88		
				10 E 004 2560 4100 00 000000 0000	*71.88*
260274082028	Bread	03/23/2026	56.90		
				10 E 005 2560 4100 00 000000 0000	*56.90*
260274096026	Bread	04/06/2026	240.71		
				10 E 002 2560 4100 00 000000 0000	*240.71*
AMALGAMATED BANK OF CHICAGO,					475.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
64430326	Bond Series 2017 Admin Fee	03/01/2026	475.00		
				30 E 001 5400 3190 00 000000 0000	*475.00*
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
11CJ-VMYC-399V	Items for SPED Students	03/13/2026	86.03		
				10 E 001 1200 4100 00 462000 0000	*86.03*
11CT-17WN-MX3X	AED Batteries	03/18/2026	44.97		
				10 E 002 2130 4100 00 000000 0000	*44.97*
11V1-VWD1-DCHJ	Tech Supplies	03/12/2026	23.98		
				10 E 001 2660 4100 00 000000 0000	*23.98*
11WK-3PQP-MLDK	Math Instructional Supplies	03/18/2026	60.33		
				10 E 011 1120 4110 00 000000 0000	*60.33*
11WK-3PQP-T94V	General Supplies	03/18/2026	14.95		
				10 E 004 2220 4300 00 399900 0000	*14.95*
11Y1-RPJV-LRPV	Principal Supplies	03/14/2026	194.66		
				10 E 011 2410 4100 00 000000 0000	*194.66*
11Y1-RPJV-MHTV	Office Supplies	03/14/2026	6.56		
				10 E 010 2410 4100 00 000000 0000	*6.56*
134P-6HWT-QNXX	Nurse Supplies	03/19/2026	218.40		
				10 E 003 2130 4100 00 000000 0000	*218.40*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1373-YQ67-49NV	Job Fair Supply Transport Wagon	03/31/2026	79.59		
				10 E 001 2640 4100 00 399900 0000	*79.59*
13DM-3C44-D4KK	English Supplies	03/30/2026	116.09		
				10 E 002 1130 4100 00 000000 0000	*116.09*
13DM-3C44-NLN4	Classroom Supplies	03/30/2026	11.90		
				10 E 010 1110 4100 00 000000 0000	*11.90*
13TH-L6QX-H7GL	SS Instructional Supplies	03/20/2026	98.92		
				10 E 011 1120 4110 00 000000 0000	*98.92*
13YH-QTG9-LN1N	Kitchen Supplies	04/07/2026	289.25		
				10 E 002 2560 4900 00 000000 0000	*47.36*
				10 E 003 2560 4900 00 000000 0000	*18.91*
				10 E 004 2560 4900 00 000000 0000	*47.36*
				10 E 005 2560 4900 00 000000 0000	*18.91*
				10 E 008 2560 4900 00 000000 0000	*81.34*
				10 E 010 2560 4900 00 000000 0000	*56.46*
				10 E 011 2560 4900 00 000000 0000	*18.91*
141J-M13T-DGTT	LMC Book	04/06/2026	15.99		
				10 E 003 2220 4300 00 399900 0000	*15.99*
141J-M13T-JPLP	Nurse Supplies	04/06/2026	32.39		
				10 E 011 2130 4100 00 000000 0000	*32.39*
143M-Q39D-CPTC	Tech Supplies	03/12/2026	49.50		
				10 E 001 2660 4100 00 000000 0000	*49.50*
1469-PGT9-C4N1	ML Supplies	03/20/2026	223.52		
				10 E 002 1800 4100 00 000000 0000	*223.52*
14G9-HVPL-HMKX	Musical Supply Credit	03/30/2026	-28.40		
				10 E 002 1130 4900 00 000000 0000	*-28.40*
14K4-GXQV-6KPQ	Library Books	04/07/2026	570.35		
				10 E 002 2220 4300 00 000000 0000	*476.89*
				10 E 002 2220 4300 00 399900 0000	*93.46*
14NJ-HXP1-QJNV	PE Supplies	03/23/2026	115.57		
				10 E 003 1120 4100 00 000000 0000	*115.57*
14PH-XFXF-F3MT	Social Studies Supplies	03/09/2026	121.46		
				10 E 003 1120 4100 00 000000 0000	*121.46*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
14PT-Q1W4-DKL9	General Supplies	03/26/2026	439.21		
				10 E 004 1110 4100 00 000000 0000	*439.21*
14PT-Q1W4-DPCP	STEAM Night Supplies	03/26/2026	31.97		
				10 E 008 1110 4100 00 000000 0000	*31.97*
14RP-H3T6-WT3H	Admin Meeting Activity Supplies	01/22/2026	16.65		
				10 E 001 2310 4100 00 000000 0000	*16.65*
14WG-FWJL-NTD4	Science Supplies	03/18/2026	5.13		
				10 E 002 1130 4100 00 000000 0000	*5.13*
161G-H36P-MCJF	Library Supplies	04/01/2026	28.99		
				10 E 008 2220 4100 00 000000 0000	*28.99*
161G-H36P-VTCQ	Science Supplies	04/01/2026	18.00		
				10 E 003 1120 4100 00 000000 0000	*18.00*
16C3-N6NT-LML1	Coyote Reading Madness Supplies	03/11/2026	35.92		
				10 E 008 1110 4100 00 000000 0000	*35.92*
16DF-3DHD-G73J	Musical Supply Credit	03/30/2026	-49.49		
				10 E 002 1130 4900 00 000000 0000	*-49.49*
16JJ-DJNR-4K3P	Library Supplies	02/28/2026	479.00		
				10 E 004 2220 4100 00 000000 0000	*479.00*
16LN-Q$NQ-J3YP	Science Supplies	03/07/2026	546.25		
				10 E 002 1130 4100 00 000000 0000	*546.25*
16TD-19MM-VDW7	ELA Supplies	04/04/2026	13.12		
				10 E 003 1120 4100 00 000000 0000	*13.12*
16XK-MRP6-Q7HM	English Supplies	03/18/2026	17.96		
				10 E 002 1130 4100 00 000000 0000	*17.96*
17CF-77T3-YXLV	2026-27 Classroom Supplies	03/30/2026	128.28		
				10 E 010 1110 4100 00 000000 0000	*128.28*
17M7-96KQ-D99Y	CTE Instructional Supplies	03/11/2026	313.26		
				10 E 011 1120 4110 00 000000 0000	*313.26*
17QD-R7DP-6Q34	Science Supplies	04/07/2026	18.00		
				10 E 003 1120 4100 00 000000 0000	*18.00*
191Y-HCPJ-TKCD	Social Work Supplies	03/15/2026	352.01		
				10 E 002 2110 4100 00 000000 0000	*352.01*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1936-DXYF-P7FM	English Supplies	03/17/2026	14.70		
				10 E 002 1130 4100 00 000000 0000	*14.70*
19P3-GX63-Q1PM	Classroom Supplies	03/24/2026	96.55		
				10 E 010 1110 4100 00 000000 0000	*96.55*
1C4G-JLQ1-T9YK	LMC Books	04/04/2026	103.04		
				10 E 002 2220 4300 00 399900 0000	*103.04*
1CG1-HKPT-6DY1	Tech Supplies	03/12/2026	148.68		
				10 E 001 2660 4100 00 000000 0000	*148.68*
1CG1-HKPT-X4MF	Encore Supplies	03/13/2026	44.33		
				10 E 003 1120 4100 00 000000 0000	*44.33*
1CG1-MTXC-JHJN	CD Case Holder	03/25/2026	8.99		
				40 E 001 2550 4110 00 000000 0000	*8.99*
1CGR-1JRG-W6W7	General Supplies	03/18/2026	21.59		
				10 E 004 1110 4100 00 000000 0000	*21.59*
1CHG-7VVF-MYDM	Principal's Office Clock	03/16/2026	29.98		
				10 E 008 2410 4100 00 000000 0000	*29.98*
1CKJ-7FT9-6RG1	Library Supplies	04/07/2026	815.45		
				10 E 002 2220 4100 00 000000 0000	*815.45*
1CKP-HQHQ-KGP7	Nurse Office Supplies	03/29/2026	372.72		
				10 E 008 2130 4100 00 000000 0000	*372.72*
1CKW-J4V7-GRVR	Student Accommodation Items	03/16/2026	19.79		
				10 E 008 1110 4100 00 000000 0000	*19.79*
1CKW-J4V7-JX9Q	Coffee Pot & Supplies for Drivers Team Room	03/16/2026	181.37		
				40 E 001 2550 4110 00 000000 0000	*181.37*
1CM9-XFWY-RV11	Maintenance Supplies	03/17/2026	23.99		
				20 E 001 2540 4110 00 000000 0000	*23.99*
1CM9-XFWY-TTDG	Ag/Tech Supplies	03/17/2026	199.98		
				10 E 011 1120 4110 00 000000 0000	*199.98*
1CMM-PJ34-HWVL	Encore Instructional Supplies	03/09/2026	135.30		
				10 E 011 1120 4110 00 000000 0000	*135.30*
1CPT-1YC4-FG7P	Library Supplies	04/08/2026	1,067.40		
				10 E 002 2220 4100 00 000000 0000	*1,067.40*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1CXP-4K4V-XPRJ	Musical Supplies	03/15/2026	529.93		
				10 E 002 1130 4900 00 000000 0000	*529.93*
1DDN-GP9T-97VM	Student iPad Screen Protector	03/20/2026	9.98		
				10 E 001 1200 4100 00 462000 0000	*9.98*
1DG3-YKYV-1M14	Math Intervention Supplies	03/20/2026	156.15		
				10 E 011 1120 4110 00 000000 0000	*156.15*
1DJH-QQMX-6DDY	SpEd Supplies	03/30/2026	414.27		
				10 E 002 1205 4100 00 000000 0000	*414.27*
1DJH-QQMX-LWTJ	Musical Supply Credit	03/30/2026	-14.99		
				10 E 002 1130 4900 00 000000 0000	*-14.99*
1DK6-9LTT-7W1Y	Instructional Supplies	03/23/2026	114.98		
				10 E 011 1120 4110 00 000000 0000	*114.98*
1DKX-1VP6-KNF4	LMC Supplies	03/20/2026	405.55		
				10 E 003 2220 4100 00 000000 0000	*405.55*
1DMK-QN9J-QQCG	Life Skills Supplies	03/06/2026	12.34		
				10 E 002 1205 4100 00 000000 0000	*12.34*
1DWR-1X7L-KT6D	Supply Credit	03/26/2026	-32.99		
				10 E 002 2212 4100 00 000000 0000	*-32.99*
1FF1-H3NJ-TF4C	IAR Testing Supplies	03/17/2026	266.95		
				10 E 004 1110 4100 00 000000 0000	*266.95*
1FF1-H3NJ-X1Q3	Library Supplies	03/17/2026	14.99		
				10 E 004 2220 4100 00 000000 0000	*14.99*
1FKL-NX7D-HMQG	Musical Supplies	03/16/2026	583.64		
				10 E 002 1130 4900 00 000000 0000	*583.64*
1FKM-RHQ1-LHY6	Musical Supply Credit	03/30/2026	-7.59		
				10 E 002 1130 4900 00 000000 0000	*-7.59*
1FKV-43CK-Q7MR	Musical Supply Credit	03/30/2026	-7.59		
				10 E 002 1130 4900 00 000000 0000	*-7.59*
1FLK-7P1F-7PGY	CHS Athletics Clipboards	03/10/2026	45.99		
				10 E 002 1500 4100 00 000000 0000	*45.99*
1FLK-7P1F-CM4J	General Art Supplies	03/10/2026	71.25		
				10 E 003 1120 4100 00 000000 0000	*71.25*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1FMG-QGVF-C6XQ	Library Books	04/05/2026	10.39		
				10 E 002 2220 4300 00 000000 0000	*10.39*
1FMK-4PV1-DKHK	Registration Yard Signs	03/20/2026	194.85		
				10 E 001 2310 4100 00 000000 0000	*194.85*
1G1H-LKPQ-LYHM	Nurse Office Supplies	03/16/2026	16.99		
				10 E 008 2130 4100 00 000000 0000	*16.99*
1G3T-3K3F-P9K6	Encore Supplies	03/11/2026	64.76		
				10 E 003 1120 4100 00 000000 0000	*64.76*
1GF4-TMPV-C1DG	Admin Meeting Activity Supplies	01/21/2026	33.88		
				10 E 001 2310 4100 00 000000 0000	*33.88*
1GKQ-4TKH-G3XT	Math Supplies	04/01/2026	552.12		
				10 E 002 1130 4100 00 000000 0000	*552.12*
1GMY-JQXY-HQKH	Nurse Supplies	03/13/2026	-37.04		
				10 E 011 2130 4100 00 000000 0000	*-37.04*
1HNF-FT3P-FQJJ	Musical Supply Credit	04/08/2026	-47.46		
				10 E 002 1130 4900 00 000000 0000	*-47.46*
1HQT-MLWV-11KX	ELA Supplies	03/30/2026	269.55		
				10 E 003 1120 4100 00 000000 0000	*269.55*
1HVF-K196-R3FQ	Musical Supplies	03/17/2026	14.21		
				10 E 002 1130 4900 00 000000 0000	*14.21*
1J1C-HVKG-FJCM	CTEI Batteries	02/05/2026	9.19		
				10 E 002 1130 4100 00 322000 0000	*9.19*
1J36-D9HJ-DGM4	6th SS Instructional Supplies	03/10/2026	231.01		
				10 E 011 1120 4110 00 000000 0000	*231.01*
1J36-D9HJ-FT1T	Office Supplies	03/10/2026	141.27		
				10 E 003 2410 4100 00 000000 0000	*141.27*
1J41-7649-GMRP	Nurse Supplies	03/02/2026	129.18		
				10 E 011 2130 4100 00 000000 0000	*129.18*
1JFP-PY4T-3GRX	SpEd Supplies	03/30/2026	22.97		
				10 E 002 1205 4100 00 000000 0000	*22.97*
1JFP-PY4T-3XH4	DO Office Supplies	03/30/2026	22.68		
				10 E 001 2520 4100 00 000000 0000	*22.68*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1JLF-T9CM-CXHX	Construction Paper, Raptor Labels, and Furniture Guards	03/05/2026	127.04		
				10 E 005 1110 4100 00 000000 0000	*83.78*
				10 E 005 2410 4100 00 000000 0000	*43.26*
1JMY-HTVR-JMQF	Tech Supplies	03/16/2026	150.22		
				10 E 001 2660 4100 00 000000 0000	*150.22*
1JQQ-6DKW-TC9N	SpEd Bus Audio Books	03/23/2026	58.85		
				40 E 001 2550 4110 00 000000 0000	*58.85*
1JQQ-6DKW-TFJ3	PE Supplies	03/23/2026	113.60		
				10 E 003 1120 4100 00 000000 0000	*113.60*
1JQW-Q7LL-KYYY	Musical Supply Credit	03/30/2026	-7.59		
				10 E 002 1130 4900 00 000000 0000	*-7.59*
1JRG-QQ7N-RHGT	Workroom Supply Restock	03/23/2026	78.86		
				10 E 008 2410 4100 00 000000 0000	*78.86*
1JRG-QQ7N-RYW9	LMC Books	03/23/2026	9.22		
				10 E 003 2220 4300 00 000000 0000	*9.22*
1JVN-CJ3T-QYY1	IAR Testing Supplies	03/18/2026	141.45		
				10 E 008 2410 4100 00 000000 0000	*141.45*
1K3C-V9D3-WY4Q	Nurse Supplies	02/26/2026	9.52		
				10 E 002 2130 4100 00 000000 0000	*9.52*
1K3M-QJY3-66TX	CTE Business Supplies	03/24/2026	281.90		
				10 E 002 1400 4100 03 000000 0000	*281.90*
1KHD-7G6D-DH33	Shred Filler	01/28/2026	24.68		
				10 E 002 2212 4100 00 000000 0000	*24.68*
1KL3-KVKW-VJWM	English Supplies	03/15/2026	26.10		
				10 E 002 1130 4100 00 000000 0000	*26.10*
1KQL-WR1N-9PTN	Art Supplies	03/20/2026	248.04		
				10 E 003 1120 4100 00 000000 0000	*248.04*
1KR6-4LC6-6CGC	Psych Supplies	04/02/2026	317.80		
				10 E 002 2140 4100 00 000000 0000	*317.80*
1L16-7749-DLGM	Musical Supply Credit	04/07/2026	-87.98		
				10 E 002 1130 4900 00 000000 0000	*-87.98*
1L4J-NH9N-LVCN	SS Instructional Supplies	03/14/2026	155.77		
				10 E 011 1120 4110 00 000000 0000	*155.77*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1L4J-NH9N-XVQX	LMC Books	03/15/2026	300.01		
				10 E 003 2220 4300 00 000000 0000	*300.01*
1L4R-D7DJ-FTGL	Math Supplies	03/18/2026	147.98		
				10 E 011 1120 4110 00 000000 0000	*147.98*
1L97-LDCW-7W1W	5 Gallon Electric Drinking Water Dispenser	01/05/2026	16.86		
				40 E 001 2550 4110 00 000000 0000	*16.86*
1LGT-9X46-RGKF	DO Office Supplies	04/01/2026	40.23		
				10 E 001 2520 4100 00 000000 0000	*40.23*
1LHF-MHMR-1GPY	General Supplies	03/06/2026	123.82		
				10 E 004 1110 4100 00 000000 0000	*123.82*
1LL7-HDWY-H1VR	Office Supplies	03/16/2026	26.35		
				10 E 010 2410 4100 00 000000 0000	*26.35*
1LMQ-6JGN-369V	Admin Meeting Activity Supply Credit	02/21/2026	-17.26		
				10 E 001 2310 4100 00 000000 0000	*-17.26*
1LQ7-QDTN-FXDP	Other Student Supplies	03/09/2026	73.92		
				10 E 011 1120 4900 00 000000 0000	*73.92*
1LTP-DQRR-DTQR	Admin Meeting Activity Supplies Credit	03/16/2026	-94.44		
				10 E 001 2310 4100 00 000000 0000	*-94.44*
1LTP-DQRR-VHN7	Science Supplies	03/16/2026	38.79		
				10 E 011 1120 4110 00 000000 0000	*38.79*
1LVM-MRN4-7LDG	General Supplies	03/22/2026	8.99		
				10 E 004 2410 4100 00 000000 0000	*8.99*
1LY9-XK3C-D7JX	Benadryl	03/27/2026	8.99		
				10 E 008 2130 4100 00 000000 0000	*8.99*
1MC6-6FCC-3PKP	TOSA Book	03/30/2026	13.20		
				10 E 002 2212 4100 00 000000 0000	*13.20*
1MC6-6FCC-MYGL	ALOP SpEd Supplies	03/30/2026	99.78		
				10 E 002 1205 4100 00 000000 0000	*99.78*
1MJC-L4QR-1TTH	Art Instructional Supplies	03/06/2026	275.13		
				10 E 011 1120 4110 00 000000 0000	*275.13*
1MPJ-VV9N-RTQ9	Math Supplies	03/16/2026	16.99		
				10 E 003 1120 4100 00 000000 0000	*16.99*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1MYY-N3RT-QWLG	Principal Supplies	03/16/2026	26.45		
				10 E 011 2410 4100 00 000000 0000	*26.45*
1N3P-DWPG-467T	Admin Meeting Activity Supply Credit	02/21/2026	-4.99		
				10 E 001 2310 4100 00 000000 0000	*-4.99*
1N3T-PXLR-PKMC	General Supplies	03/27/2026	35.99		
				10 E 004 2410 4100 00 000000 0000	*35.99*
1NHH-DCPY-71HT	Library Books	04/07/2026	634.96		
				10 E 002 2220 4300 00 399900 0000	*634.96*
1NKC-XL3T-3LL3	Vocal Instructional Supplies	03/20/2026	88.59		
				10 E 011 1120 4110 00 000000 0000	*88.59*
1NTV-FGRC-1LMF	2026-27 Classroom Supplies	04/01/2026	124.52		
				10 E 010 1110 4100 00 000000 0000	*124.52*
1P33-PLRY-4PY1	CTE Supplies	03/30/2026	53.01		
				10 E 002 1400 4100 03 000000 0000	*53.01*
1PC1-7MG6-CDCR	Adjustable Desk Converter	03/19/2026	439.20		
				40 E 001 2550 4110 00 000000 0000	*439.20*
1PDC-C9LT-JQ61	Band Instructional Supplies	03/19/2026	162.53		
				10 E 011 1120 4110 00 000000 0000	*162.53*
1PG6-H6X3-HKHH	ELL Supplies	03/18/2026	49.31		
				10 E 011 1800 4100 00 000000 0000	*49.31*
1PKJ-6RHM-FJJG	Musical Supply Credit	04/08/2026	-48.99		
				10 E 002 1130 4900 00 000000 0000	*-48.99*
1PN9-G63M-TFYG	Social Work Supplies	03/23/2026	19.59		
				10 E 002 2110 4100 00 000000 0000	*19.59*
1PW9-QVFL-7946	Admin Meeting Activity Supplies	01/20/2026	318.13		
				10 E 001 2310 4100 00 000000 0000	*318.13*
1Q7C-VJYP-6PDH	DO Kitchen Supplies	03/13/2026	48.10		
				10 E 001 2520 4100 00 000000 0000	*48.10*
1Q7C-VJYP-DXFR	Speech Supplies	03/13/2026	104.29		
				10 E 002 2150 4100 00 000000 0000	*104.29*
1Q7C-VJYP-LMWH	Math Momentum Supplies	03/14/2026	331.06		
				10 E 003 1120 4100 00 000000 0000	*331.06*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1Q7C-VJYP-LNMY	Math Supplies	03/14/2026	36.22		
				10 E 003 1120 4100 00 000000 0000	*36.22*
1Q93-JMYY-6MVW	CTE Supplies	04/06/2026	79.99		
				10 E 002 1400 4110 01 000000 0000	*79.99*
1QCD-QKVT-CH16	Office Chair Replacements	03/31/2026	399.96		
				10 E 008 2410 4100 00 000000 0000	*399.96*
1QD4-JMQW-R9TH	STEAM Night Items	03/26/2026	421.68		
				10 E 008 1110 4100 00 000000 0000	*421.68*
1QML-JNFK-HT43	IAR Testing Supplies	03/23/2026	42.85		
				10 E 008 1110 4100 00 000000 0000	*42.85*
1QRM-MFQF-JCHV	Science Supplies	04/08/2026	244.00		
				10 E 003 1120 4100 00 000000 0000	*244.00*
1QVM-4YQD-3HGW	Paper Shredder	04/02/2026	251.49		
				10 E 005 2410 4100 00 000000 0000	*251.49*
1QX3-Q4HW-9H7Y	Musical Supply Credit	04/08/2026	-19.99		
				10 E 002 1130 4900 00 000000 0000	*-19.99*
1R9J-T1RG-713H	FL Supplies	03/30/2026	122.91		
				10 E 002 1130 4100 00 000000 0000	*122.91*
1RGT-QKGT-JVYK	LMC Books	03/29/2026	461.35		
				10 E 002 2220 4300 00 399900 0000	*461.35*
1RNG-CMY7-MHPG	Psych Supplies	03/17/2026	19.47		
				10 E 003 2140 4100 00 000000 0000	*19.47*
1RQV-LC1T-9166	Maintenance Supplies	04/02/2026	85.98		
				20 E 001 2540 4110 00 000000 0000	*85.98*
1RV3-3CGY-CRGJ	Tech Supplies	03/04/2026	224.98		
				10 E 001 2660 4100 00 000000 0000	*224.98*
1RWC-F437-LTPX	Teacher Chairs	03/27/2026	854.90		
				10 E 002 1130 4100 00 000000 0000	*854.90*
1RWR-K3KP-6JHG	Tech Supplies	03/09/2026	31.44		
				10 E 001 2660 4100 00 000000 0000	*31.44*
1T69-MHW3-FQ3V	Musical Supply Credit	04/08/2026	-14.99		
				10 E 002 1130 4900 00 000000 0000	*-14.99*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1TH9-PV3V-9HGJ	Office Notepads	03/26/2026	11.19		
				10 E 008 2410 4100 00 000000 0000	*11.19*
1TY9-X4N1-DG4P	Under Eye Patches	03/04/2026	19.98		
				10 E 002 2212 4100 00 000000 0000	*19.98*
1V31-YMNJ-GRFN	Office Supplies	03/09/2026	170.14		
				10 E 010 2410 4100 00 000000 0000	*170.14*
1VFX-1CDF-41NY	2026-27 Classroom Supplies	03/31/2026	118.41		
				10 E 010 1110 4100 00 000000 0000	*118.41*
1VFX-1CDF-DHCX	2026-27 Classroom Supplies	03/31/2026	120.27		
				10 E 010 1110 4100 00 000000 0000	*120.27*
1VNH-XYPW-3JLQ	SS Instructional Supplies	03/17/2026	56.51		
				10 E 011 1120 4110 00 000000 0000	*56.51*
1VNH-XYPW-VL33	TOSA Supplies	03/18/2026	486.05		
				10 E 002 2212 4100 00 000000 0000	*486.05*
1VPN-XX7F-3MQM	Science Supplies	03/30/2026	6.99		
				10 E 002 1130 4100 00 000000 0000	*6.99*
1VPN-XX7F-6XKK	Science Supplies	03/30/2026	198.29		
				10 E 003 1120 4100 00 000000 0000	*198.29*
1VPN-XX7F-CN1M	2026-27 Classroom Supplies	03/30/2026	112.82		
				10 E 010 1110 4100 00 000000 0000	*112.82*
1VPN-XX7F-GDNG	Musical Supply Credit	03/30/2026	-14.21		
				10 E 002 1130 4900 00 000000 0000	*-14.21*
1VPY-FMFL-KKPJ	Musical Supply Credit	03/30/2026	-25.07		
				10 E 002 1130 4900 00 000000 0000	*-25.07*
1VPY-FMFL-PJVV	2026-27 Classroom Supplies	03/30/2026	119.42		
				10 E 010 1110 4100 00 000000 0000	*119.42*
1VQX-P66R-TJL4	Classroom Order	03/23/2026	99.03		
				10 E 010 1110 4100 00 000000 0000	*99.03*
1VTT-3L6Y-9GWF	Musical Supplies	03/10/2026	452.91		
				10 E 002 1130 4900 00 000000 0000	*452.91*
1WGH-R1N3-FVXQ	Standing Desk, Notebooks, Sticky Tabs	04/08/2026	159.96		
				10 E 001 1800 4100 00 000000 0000	*159.96*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					25,430.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1WL7-TL7V-6LLM	CTE Supplies	03/31/2026	131.96		
				10 E 002 1400 4110 01 000000 0000	*131.96*
1WL7-TL7V-GN16	Social Work Supplies	03/31/2026	59.98		
				10 E 002 2110 4100 00 000000 0000	*59.98*
1WL7-TL7V-HDWM	3D Printer and Filament	03/31/2026	400.58		
				10 E 002 1130 4100 00 322000 0000	*400.58*
1WVQ-TGVV-HPYQ	CTE Supplies	04/06/2026	230.30		
				10 E 002 1400 4110 01 000000 0000	*230.30*
1WW4-KM6N-7K4R	Tech Supplies	03/09/2026	45.90		
				10 E 001 2660 4100 00 000000 0000	*45.90*
1WW4-KM6N-FX41	Reading Challenge Incentive Prizes	03/09/2026	29.98		
				10 E 005 2410 4100 00 000000 0000	*29.98*
1WW4-KM6N-LLGF	Student iPad Case	03/09/2026	24.20		
				10 E 001 1200 4100 00 462000 0000	*24.20*
1X6V-11MT-CRKQ	Musical Supplies	03/11/2026	865.90		
				10 E 002 1130 4900 00 000000 0000	*865.90*
1XFG-WN7T-GPWD	Kitchen Supplies	04/08/2026	11.39		
				10 E 004 2560 4900 00 000000 0000	*11.39*
1XG7-V4T3-DRQX	Musical Supply Credit	04/08/2026	-26.99		
				10 E 002 1130 4900 00 000000 0000	*-26.99*
1Y71-1RLJ-DJKD	ALOP Table	03/24/2026	330.99		
				10 E 002 1205 4100 00 000000 0000	*330.99*
1YCK-FRQH-6DPV	Storage Cubbies	03/30/2026	637.96		
				10 E 004 2410 7100 00 000000 0000	*637.96*
1YQ4-PW6R-MRGL	Math Momentum Supplies	03/17/2026	13.02		
				10 E 003 1120 4100 00 000000 0000	*13.02*
1YVP-P6Y7-W7MW	DO Office Supplies	03/06/2026	15.99		
				10 E 001 2520 4100 00 000000 0000	*15.99*
APPLE INC,					6,480.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
MC61279805	Student iPads	03/31/2026	6,480.00		
				10 E 001 1200 4100 00 462000 0000	*6,480.00*

Bills Payable-Central 301

Vendor Name					Check Amount
ARIES BUILDING SYSTEMS, LLC,					57,496.99
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
429676	Mobile Classroom Unit CT - Final Payment	08/29/2025	57,496.99		
				20 E 010 2540 5400 00 000000 0000	*57,496.99*
ATI HOLDINGS LLC,					7,400.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
TSM50537	Feb Athletic Trainer Services	03/13/2026	7,400.00		
				10 E 002 1500 3190 00 000000 0000	*7,400.00*
BASIC BROTHERS,					7,500.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
6420	Freshman Baseball Dugout Repair	03/26/2026	7,500.00		
				20 E 001 2540 3230 00 000000 0000	*7,500.00*
BAUMGARTNER, MELISSA					37.15
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/10/2026	37.15		
				10 E 002 1130 3320 00 000000 0000	*37.15*
BLICK ART MATERIALS,					890.16
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
7693993	Art Instructional Supplies	03/24/2026	890.16		
				10 E 011 1120 4110 00 000000 0000	*890.16*
BLUE CROSS BLUE SHIELD,					38,594.89
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Dental 03-26	Dental Claims	03/31/2026	-2,671.18		
				10 E 002 1130 2230 00 000000 0000	*-1,664.86*
				20 E 001 2540 2230 00 000000 0000	*-988.40*
				40 E 001 2550 2230 00 000000 0000	*-17.92*
BOSTON HIGASHI SCHOOL, INC,					106,793.30
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2602600	February Tuition, Room and Board	03/17/2026	25,192.10		
				10 E 001 1912 6700 00 000000 0000	*25,192.10*
2602613	February Tuition, Room and Board	03/17/2026	25,192.10		
				10 E 001 1912 6700 00 000000 0000	*25,192.10*
2603600	March Tuition, Room and Board	04/02/2026	28,204.55		
				10 E 001 1912 6700 00 000000 0000	*28,204.55*

Bills Payable-Central 301

Vendor Name					Check Amount
BOSTON HIGASHI SCHOOL, INC,					106,793.30
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2603613	March Tuition, Room and Board	04/02/2026	28,204.55		
				10 E 001 1912 6700 00 000000 0000	*28,204.55*
BRANNSTROM, DAVID					1,062.96
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	483.26		
				10 E 001 2212 3320 00 000000 0000	*483.26*
Mar 23-24	SLD Project Annual Conference Hotel Reimbursement	03/23/2026	579.70		
				10 E 001 2212 3320 00 000000 0000	*579.70*
BROOKES PUBLISHING,					51.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1341911	ASQ Renewals	03/10/2026	51.50		
				10 E 001 1110 4100 00 460000 0000	*51.50*
BROOKFIELD ZOO,					25.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
May 22	Parking Fee for 2nd Grade Field Trip	05/22/2026	25.00		
				10 E 005 1110 3900 00 000000 0000	*25.00*
CAMELOT THERAPEUTIC SCHOOLS, LLC,					29,369.63
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV241219	February Tuition and Aide	03/08/2026	29,369.63		
				10 E 001 1912 6700 00 000000 0000	*29,369.63*
CARDMEMBER SERVICE,					25.19
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
7577 04-26	B. Tobin Technology Expenses	04/06/2026	25.19		
				10 E 001 2660 3160 00 000000 0000	*25.19*
CAROLINA BIOLOGICAL SUPPLY CO,					123.74
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
53335578 RI	Science Supplies	03/09/2026	123.74		
				10 E 002 1130 4100 00 000000 0000	*123.74*
CITY OF ELGIN,					2,011.51
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
330845-42337 02-26	Water Service CT	03/10/2026	2,011.51		
				20 E 001 2540 3700 00 000000 0000	*2,011.51*

Bills Payable-Central 301

Vendor Name					Check Amount
CITY OF ELGIN,					2,839.58
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
330845-39520 02-26	Water Service PKMS	03/10/2026	2,839.58		
				20 E 001 2540 3700 00 000000 0000	*2,839.58*
CLARK, TYLER					270.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
22767269907	Reimburse for SS Supplies	02/03/2026	120.00		
				10 E 002 1130 4100 00 000000 0000	*120.00*
22775099646	Reimburse for SS Supplies	03/10/2026	150.00		
				10 E 002 1130 4100 00 000000 0000	*150.00*
COMMITTEE FOR CHILDREN,					4,921.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2058776	Additional Curriculum Sets	03/27/2026	2,460.80		
				10 E 008 1110 4200 00 000000 0000	*2,460.80*
2058777	Additional Curriculum Sets	03/27/2026	2,460.80		
				10 E 008 1110 4200 00 000000 0000	*2,460.80*
COMMONWEALTH EDISON,					14,681.59
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2759477000 02-26	Electric Service LL	02/26/2026	1,303.87		
				20 E 005 2540 4660 00 000000 0000	*1,303.87*
2929742000 02-26	Electric Service HBT	03/09/2026	988.09		
				20 E 004 2540 4660 00 000000 0000	*988.09*
5208923670 01-26	Electric Service D301 Farm	01/28/2026	59.48		
				20 E 007 2540 4660 00 000000 0000	*59.48*
5208923670 02-26	Electric Service D301 Farm	02/26/2026	79.23		
				20 E 007 2540 4660 00 000000 0000	*79.23*
6431674000 02-26	Electric Service CT	03/13/2026	1,190.85		
				20 E 010 2540 4660 00 000000 0000	*1,190.85*
6745199000 02-26	Electric Service CHS	03/09/2026	3,832.82		
				20 E 002 2540 4660 00 000000 0000	*3,832.82*
7994612000 02-26	Electric Service DO	03/10/2026	233.69		
				20 E 001 2540 4660 00 000000 0000	*233.69*
825642000 02-26	Electric Service CMS	03/09/2026	917.61		
				20 E 003 2540 4660 00 000000 0000	*917.61*

Bills Payable-Central 301

Vendor Name					Check Amount
COMMONWEALTH EDISON,					14,681.59
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
876029000 02-26	Electric Service PKMS	02/24/2026	3,728.18		
				20 E 011 2540 4660 00 000000 0000	*3,728.18*
9353281222 02-26	Electric Service PV	02/25/2026	2,347.77		
				20 E 008 2540 4660 00 000000 0000	*2,347.77*
COMMUNITY UNIT SCHOOL DIST 300,					0.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Jul FY25	2024-2025 School Year Regional Pathway Tuition	07/10/2025	0.00		
				10 E 001 4240 6700 00 000000 0000	*48,000.00*
				10 E 002 1400 3160 00 000000 0000	*-48,000.00*
COMMUNITY UNIT SCHOOL DIST 300,					39,000.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 17	Career Pathways 2025-2026 Tuition	03/17/2026	39,000.00		
				10 E 001 4240 6700 00 000000 0000	*39,000.00*
CONSERV FS,					9,718.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
143031960	Petroleum Gas Rt 47 Property	03/20/2026	819.60		
				20 E 007 2540 4650 00 000000 0000	*819.60*
6448350	Grounds Supplies	03/11/2026	2,995.00		
				20 E 001 2540 4120 00 000000 0000	*2,995.00*
6448824	Grounds Supplies	04/02/2026	3,268.60		
				20 E 001 2540 4120 00 000000 0000	*3,268.60*
6448911	Grounds Supplies	04/06/2026	2,635.00		
				20 E 001 2540 4120 00 000000 0000	*2,635.00*
CONSOLIDATED FLOORING OF CHICAGO INC,					45,981.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
42715	Gameline Repaint CT	03/30/2026	11,283.00		
				20 E 001 2540 3100 00 000000 0000	*11,283.00*
42764	New Flooring CMS	04/07/2026	21,762.00		
				20 E 001 2540 3230 00 000000 0000	*21,762.00*
42765	New Flooring CMS	04/07/2026	12,936.00		
				20 E 001 2540 3230 00 000000 0000	*12,936.00*

Bills Payable-Central 301

Vendor Name					Check Amount
CONTINENTAL RESOURCES, INC,					3,720.88
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
91188002	Phones 1/18 - 2/17	03/22/2026	368.52		
				20 E 001 2540 3400 00 000000 0000	*368.52*
91188274	Lithium Batteries	03/30/2026	3,352.36		
				10 E 001 2660 7100 00 000000 0000	*3,352.36*
COOK, HEATHER					750.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 13 2026	Prof Dev 2026 Illinois Reading Conference	03/13/2026	300.00		
				10 E 005 2210 6400 00 000000 0000	*300.00*
Tuition 12-25	Tuition Reimbursement DLED 475	01/06/2026	450.00		
				10 E 005 1110 2300 00 000000 0000	*450.00*
CORE ACADEMY,					504.04
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SESINV-059370	March Tuition	03/31/2026	504.04		
				10 E 001 1912 6700 00 000000 0000	*504.04*
COVE SCHOOL, INC,					4,667.85
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SD301-0326	March Tuition	03/31/2026	4,667.85		
				10 E 001 1912 6700 00 000000 0000	*4,667.85*
CPI,					2,499.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
NAIN-222903	Classroom & Online Renewal	03/31/2026	2,499.00		
				40 E 001 2550 6400 00 000000 0000	*2,499.00*
CRESPO, DANIELLE					63.99
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 12	Prof Dev NIA From Classroom Strategies to BIPS	03/12/2026	63.99		
				10 E 001 2210 3100 00 462000 0000	*63.99*
CRYSTAL LAKE CENTRAL HIGH SCHOOL,					565.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
May 1 2026	CHS Boys Varsity Track Invite 5/1/26	05/01/2026	325.00		
				10 E 002 1500 6400 00 000000 0000	*325.00*
May 9	CHS Girls JV Lacrosse Jamboree 5/9/26	05/09/2026	240.00		
				10 E 002 1500 6400 00 000000 0000	*240.00*

Bills Payable-Central 301

Vendor Name					Check Amount
CULPEPPER, MEGAN					227.59
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 6	Reimburse Nurse, Cafeteria Worker Gifts	04/06/2026	216.83		
				10 E 011 2410 4900 00 000000 0000	*216.83*
Mar 15	Reimburse Paraprofessional Day Gifts	03/15/2026	10.76		
				10 E 011 2410 4900 00 000000 0000	*10.76*
DASHR LLC,					3,010.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV-000816	CHS Girls Track Timing System and Display	03/27/2026	3,010.00		
				10 E 002 1500 3900 00 000000 0000	*3,010.00*
DATAMATION IMAGING SERVICES,					1,921.45
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
APR-86984	March Imaging Services	04/01/2026	972.30		
				10 E 001 2660 3160 00 000000 0000	*185.20*
				10 E 001 2660 3160 00 462000 0000	*787.10*
MAR-86804	February Imaging Services	03/02/2026	949.15		
				10 E 001 2660 3160 00 000000 0000	*185.20*
				10 E 001 2660 3160 00 462000 0000	*763.95*
DEMCO,					0.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
7781345	Library Supplies	03/23/2026	0.00		
				10 E 003 2220 4100 00 000000 0000	*0.00*
DESCON,					1,605.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
258928	School Spirit Banners	03/31/2026	1,605.50		
				10 E 004 2410 4100 00 000000 0000	*1,605.50*
DIRECT FITNESS SOLUTIONS,					179.57
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
605525-IN	CHS Athletics Rower Repair	03/10/2026	179.57		
				10 E 002 1500 3230 00 000000 0000	*179.57*
DISCOVERY CENTER MUSEUM,					826.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1-000011774	HBT 1st Grade Field Trip	05/21/2026	826.00		
				10 E 004 1110 3900 00 000000 0000	*826.00*

Bills Payable-Central 301

Vendor Name					Check Amount
DISTRIBUTIVE EDUCATION CLUBS OF ILLINOIS,					1,050.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
26111002	CHS ICDC 2026 Advisor and Student Fees	03/10/2026	1,050.00		
				10 E 002 1500 3900 00 000000 0000	*875.00*
				10 E 002 1500 6400 00 000000 0000	*175.00*
DRENDEL, MATTHEW					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Oct 24	Prof Dev IATE Fall Conference	10/24/2025	300.00		
				10 E 003 2210 6400 00 000000 0000	*300.00*
DUMOULIN, REBECCA					30.93
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 7	Reimburse for NCJC Hospitality Room	03/07/2026	30.93		
				10 E 003 2410 4100 00 000000 0000	*30.93*
DUPAGE CHILDREN'S MUSEUM,					439.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
12727533A	LL Kindergarten Field Trip Balance	05/28/2026	439.00		
				10 E 005 1110 3900 00 000000 0000	*439.00*
DUPAGE FEDERATION ON HUMAN, SERVICES REFORM,					436.79
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
12779	Interpreting Services	02/28/2026	436.79		
				10 E 001 1800 3190 00 000000 0000	*436.79*
DWYER, SARA					240.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 5	Prof Dev National Art Education Assn Conference 2026	03/05/2026	240.00		
				10 E 005 2210 6400 00 000000 0000	*240.00*
ECOWATER/DEKALB BOTTLED WATER,					63.35
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
10025 03-26	CHS Athletics Office Water	03/14/2026	63.35		
				10 E 002 1500 4900 00 000000 0000	*63.35*
ELAN CORPORATE PAYMENT SYSTEMS,					21,309.91
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
5013 04-26	Athletics, Accounts Payable, Activity, Tech Expenses	04/06/2026	21,309.91		
				10 R 000 1999 0000 00 000000 0000	*903.85*
				10 E 001 2210 6400 00 000000 0000	*251.80*

Bills Payable-Central 301

Vendor Name					Check Amount
ELAN CORPORATE PAYMENT SYSTEMS,					21,309.91
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
				10 E 001 2310 4100 00 000000 0000	*112.91*
				10 E 001 2320 4100 00 000000 0000	*332.00*
				10 E 001 2330 4100 00 000000 0000	*524.80*
				10 E 001 2520 4100 00 000000 0000	*25.00*
				10 E 001 2630 3100 00 000000 0000	*74.90*
				10 E 001 2630 4100 00 000000 0000	*47.96*
				10 E 001 2630 6400 00 000000 0000	*159.65*
				10 E 001 2660 3160 00 000000 0000	*2,281.77*
				10 E 001 2660 3190 00 000000 0000	*25.50*
				10 E 002 1130 4900 00 000000 0000	*904.80*
				10 E 002 1500 3120 00 000000 0000	*10,172.79*
				10 E 002 1500 3900 00 000000 0000	*216.00*
				10 E 002 1500 4100 00 000000 0000	*25.99*
				10 E 002 1500 4110 00 000000 0000	*707.69*
				10 E 002 1500 4120 00 000000 0000	*2,202.54*
				10 E 002 1500 4900 00 000000 0000	*182.56*
				10 E 002 1500 6400 00 000000 0000	*494.20*
				10 E 002 2410 4100 00 000000 0000	*280.00*
				10 E 008 2410 4100 00 000000 0000	*564.06*
				40 E 001 2550 4900 00 000000 0000	*258.54*
				40 E 001 2550 6400 00 000000 0000	*560.60*
ELGIN DOT SAFETY LANE LLC,					216.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
361	Safety Lane	04/07/2026	216.00		
				40 E 001 2550 6400 00 000000 0000	*216.00*
ELGIN KEY & LOCK CO INC,					69.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260332	Maintenance Supplies	03/10/2026	69.00		
				20 E 001 2540 4110 00 000000 0000	*69.00*
ENOME, INC,					10,115.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2419667-1	Goalbook Renewal	07/01/2026	10,115.00		
				10 E 001 2230 3190 00 462000 0000	*10,115.00*

Bills Payable-Central 301

Vendor Name					Check Amount
ENTEC SERVICES INC,					2,851.25
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SIN063614	Technical Support Quarterly Billing	04/01/2026	2,851.25		
				20 E 001 2540 3100 00 000000 0000	*2,851.25*
EPS OPERATIONS, LLC,					234.51
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV900066847	Student Workbooks	03/10/2026	234.51		
				10 E 001 1200 4100 00 462000 0000	*234.51*
FEECE OIL COMPANY,					51,790.74
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
236681	DEF Fuel Additive	03/17/2026	501.59		
				40 E 001 2550 4640 00 000000 0000	*501.59*
336967	Fuel	03/07/2026	6,177.97		
				40 E 001 2550 4640 00 000000 0000	*6,177.97*
338246	Fuel	03/07/2026	2,903.65		
				40 E 001 2550 4640 00 000000 0000	*2,903.65*
346280	Fuel	03/26/2026	6,685.06		
				40 E 001 2550 4640 00 000000 0000	*6,685.06*
347508	Fuel	03/26/2026	2,984.75		
				40 E 001 2550 4640 00 000000 0000	*2,984.75*
575121	Fuel	03/16/2026	5,426.73		
				40 E 001 2550 4640 00 000000 0000	*5,426.73*
728719	Fuel	03/30/2026	7,142.28		
				40 E 001 2550 4640 00 000000 0000	*7,142.28*
730535	Fuel	03/30/2026	3,830.94		
				40 E 001 2550 4640 00 000000 0000	*3,830.94*
749235	Fuel	03/20/2026	6,170.21		
				40 E 001 2550 4640 00 000000 0000	*6,170.21*
750897	Fuel	03/20/2026	4,083.32		
				40 E 001 2550 4640 00 000000 0000	*4,083.32*
8465721	Fuel	03/11/2026	5,058.32		
				40 E 001 2550 4640 00 000000 0000	*5,058.32*
975	Gas Pump Repair	03/04/2026	825.92		
				40 E 001 2550 3230 00 000000 0000	*825.92*

Bills Payable-Central 301

Vendor Name					Check Amount
FIRST SECURITY SYSTEMS, INC,					2,624.75
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
S98373	Classroom Intercom Repair PV	02/27/2026	2,624.75		
				20 E 001 2540 3230 00 000000 0000	*1,156.00*
				20 E 001 2540 7100 00 000000 0000	*1,468.75*
FITZGERALD LIGHTING,					4,898.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
37970	Lighting Repair and Replacement CT	04/06/2026	4,898.60		
				20 E 001 2540 3230 00 000000 0000	*4,898.60*
FLINN SCIENTIFIC, INC,					988.70
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
3257053	Science Supplies	03/30/2026	988.70		
				10 E 002 1130 4100 00 000000 0000	*386.60*
				10 E 002 1130 7100 00 000000 0000	*602.10*
FOLLETT CONTENT SOLUTIONS LLC,					0.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
709861R	Reclass Library Books, s/h/b PO 42600118	03/02/2026	0.00		
				10 E 004 1110 4900 00 000000 0000	*772.34*
				10 E 004 2220 4300 00 000000 0000	*-772.34*
FOLLETT CONTENT SOLUTIONS LLC,					5,943.19
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
686029F	Library Book Order	03/04/2026	38.94		
				10 E 008 2220 4300 00 000000 0000	*38.94*
689361F	Library Books	03/19/2026	214.03		
				10 E 010 2220 4300 00 000000 0000	*214.03*
707818A	Library Books	03/19/2026	655.65		
				10 E 004 2220 4300 00 000000 0000	*655.65*
710089	Educational Media	03/04/2026	1,067.12		
				10 E 011 2220 4300 00 000000 0000	*1,067.12*
710089A	Educational Media	03/11/2026	518.79		
				10 E 011 2220 4300 00 000000 0000	*518.79*
717793	Library Grant PK	03/23/2026	139.10		
				10 E 011 2220 4300 00 399900 0000	*139.10*

Bills Payable-Central 301

Vendor Name					Check Amount
FOLLETT CONTENT SOLUTIONS LLC,					5,943.19
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
720459	LMC Books	03/12/2026	208.44		
				10 E 003 2220 4300 00 000000 0000	*208.44*
720459F	LMC Books	04/01/2026	104.11		
				10 E 003 2220 4300 00 000000 0000	*104.11*
730136	Title IV SEL Texts for PV	03/31/2026	851.64		
				10 E 001 2220 4100 00 440000 0000	*851.64*
730143	Title IV SEL Texts for HBT	04/01/2026	786.16		
				10 E 001 2220 4100 00 440000 0000	*786.16*
732492	Title IV SEL Texts for CMS	03/31/2026	692.03		
				10 E 001 2220 4100 00 440000 0000	*692.03*
733023	Title IV SEL Texts for LL	03/31/2026	667.18		
				10 E 001 2220 4100 00 440000 0000	*667.18*
FORTE,					856.32
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
89141298	Projection Screen Replacement	03/10/2026	856.32		
				10 E 011 2410 7100 00 000000 0000	*856.32*
FOX TECH TRANSITION PROGRAM,					12,685.28
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SESINV-058468	March Tuition	03/31/2026	5,534.88		
				10 E 001 1912 6700 00 000000 0000	*5,534.88*
SESINV-058472	March Tuition	03/31/2026	7,150.40		
				10 E 001 1912 6700 00 000000 0000	*7,150.40*
FOX VALLEY FIRE & SAFETY CO,					4,359.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
IN00839012	Fire Alarm Panel Repair CHS	02/20/2026	1,747.00		
				20 E 001 2540 3230 00 000000 0000	*1,747.00*
IN00845914	BluePoint Alert System Repair CT	03/20/2026	260.00		
				20 E 001 2540 3230 00 000000 0000	*260.00*
IN00847926	Annual BluePoint Monitoring HBT	04/01/2026	400.00		
				20 E 001 2540 3100 00 000000 0000	*400.00*
IN00847927	Annual BluePoint Monitoring LL	04/01/2026	400.00		
				20 E 001 2540 3100 00 000000 0000	*400.00*

Bills Payable-Central 301

Vendor Name					Check Amount
FOX VALLEY FIRE & SAFETY CO,					4,359.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
IN00847928	Annual BluePoint Monitoring CMS	04/01/2026	400.00		
				20 E 001 2540 3100 00 000000 0000	*400.00*
IN00847929	Annual BluePoint Monitoring PV	04/01/2026	400.00		
				20 E 001 2540 3100 00 000000 0000	*400.00*
IN00847930	Annual BluePoint Monitoring CT	04/01/2026	400.00		
				20 E 001 2540 3100 00 000000 0000	*400.00*
IN00850874	BluePoint System Repair LL	04/07/2026	352.50		
				20 E 001 2540 3230 00 000000 0000	*352.50*
FRANKLIN, KEITH					41.02
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 11	Reimburse PKMS Staff Appreciation Dinner	03/11/2026	41.02		
				20 E 001 2540 4110 00 000000 0000	*41.02*
FRANKLIN'S FRAMES & ART,					89.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 20	Class Composite Framing	03/20/2026	89.87		
				10 E 008 2410 4100 00 000000 0000	*89.87*
GENSERVE, LLC,					5,114.77
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
598251-IN	Generator Repair PV	03/11/2026	887.00		
				20 E 001 2540 3230 00 000000 0000	*887.00*
602292-IN	Generator Repair PKMS	03/30/2026	2,068.74		
				20 E 001 2540 3230 00 000000 0000	*2,068.74*
602394-IN	Generator Repair HBT	03/30/2026	2,159.03		
				20 E 001 2540 3230 00 000000 0000	*2,159.03*
GERHARZ, ANDRA					999.71
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	420.01		
				10 E 001 2212 3320 00 000000 0000	*420.01*
Mar 23-24	SLD Project Annual Conference Hotel Reimbursement	03/23/2026	579.70		
				10 E 001 2212 3320 00 000000 0000	*579.70*

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Vendor Name					Check Amount
GETZ'S AUTO BODY REPAIR,					246.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2600085	Grounds Vehicle Repair	03/23/2026	246.05		
				20 E 002 2540 3230 00 000000 0000	*246.05*
GINTER, RACHEL					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDU 6525	02/25/2026	300.00		
				10 E 002 1130 2300 00 000000 0000	*300.00*
GOFF, SARA					46.69
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/07/2026	46.69		
				10 E 002 2560 6400 00 000000 0000	*46.69*
GOOBER PRINTS LLC,					1,186.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
848A	PKMS Entrance 25 Window Prints	03/09/2026	1,186.00		
				10 E 011 2410 4100 00 000000 0000	*1,186.00*
GOPHER SPORT,					409.74
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
IN501949	Playground Balls	03/16/2026	284.80		
				10 E 004 1110 4100 00 000000 0000	*284.80*
IN506188	Student Accommodation Item	04/02/2026	124.94		
				10 E 001 1200 4100 00 462000 0000	*124.94*
GORDON FLESCH COMPANY INC,					21,547.75
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
I548483	Copy Lease Charges	03/20/2026	4,910.64		
				10 E 001 2410 3250 00 000000 0000	*4,910.64*
IN15527687	Black and Color Copies	03/03/2026	11,652.24		
				10 E 001 2410 3250 00 000000 0000	*11,652.24*
IN15530539	Copy Supplies	03/05/2026	123.12		
				10 E 011 1120 4170 00 000000 0000	*123.12*
IN15545021	Black and Color Copies	03/15/2026	759.33		
				10 E 001 2410 3250 00 000000 0000	*759.33*
IN15545022	Black and Color Copies	03/15/2026	1,972.36		
				10 E 001 2410 3250 00 000000 0000	*1,972.36*

Bills Payable-Central 301

Vendor Name					Check Amount
GORDON FLESCH COMPANY INC,					21,547.75
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
IN15545023	Black and Color Copies	03/15/2026	1,906.16		
				10 E 001 2410 3250 00 000000 0000	*1,906.16*
IN15545024	Black and Color Copies	03/15/2026	110.04		
				10 E 001 2410 3250 00 000000 0000	*110.04*
IN15550369	Printer Supplies	03/19/2026	113.86		
				10 E 003 1120 4170 00 000000 0000	*113.86*
GORDON FOOD SERVICE INC,					82,246.14
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2003302904	Food Credit	04/08/2026	-16.10		
				10 E 010 2560 4100 00 000000 0000	*-16.10*
2003305376	Food Credit	04/09/2026	-156.87		
				10 E 002 2560 4100 00 000000 0000	*-156.87*
2003307240	Food Credit	04/09/2026	-5.89		
				10 E 003 2560 4100 00 000000 0000	*-5.89*
9029976137	Supplies	12/08/2025	13.26		
				10 E 005 2560 4900 00 000000 0000	*13.26*
9030033979	Supplies	12/09/2025	42.88		
				10 E 005 2560 4900 00 000000 0000	*42.88*
9031107195	Supplies	01/12/2026	85.65		
				10 E 005 2560 4900 00 000000 0000	*85.65*
9032630154	Food, Supplies	02/24/2026	532.28		
				10 E 005 2560 4100 00 000000 0000	*485.81*
				10 E 005 2560 4900 00 000000 0000	*46.47*
9032837791	Food, Supplies	03/02/2026	3,297.97		
				10 E 002 2560 4100 00 000000 0000	*2,649.91*
				10 E 002 2560 4900 00 000000 0000	*648.06*
9032837807	Food, Supplies	03/02/2026	1,869.99		
				10 E 004 2560 4100 00 000000 0000	*1,728.60*
				10 E 004 2560 4900 00 000000 0000	*141.39*
9032837811	Food	03/02/2026	103.04		
				10 E 004 2560 4100 00 000000 0000	*103.04*
9032883513	Food	03/03/2026	1,233.25		
				10 E 005 2560 4100 00 000000 0000	*1,233.25*

Bills Payable-Central 301

Vendor Name					Check Amount
GORDON FOOD SERVICE INC,					82,246.14
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9032885885	Food	03/03/2026	1,597.25		
				10 E 008 2560 4100 00 000000 0000	*1,597.25*
9032903060	Food, Supplies	03/04/2026	3,111.79		
				10 E 002 2560 4100 00 000000 0000	*2,823.94*
				10 E 002 2560 4900 00 000000 0000	*287.85*
9032903120	Food, Supplies	03/04/2026	1,293.54		
				10 E 003 2560 4100 00 000000 0000	*1,280.90*
				10 E 003 2560 4900 00 000000 0000	*12.64*
9032903129	Supplies	03/04/2026	275.86		
				10 E 003 2560 4900 00 000000 0000	*275.86*
9033105254	Food, Supplies	03/09/2026	1,790.50		
				10 E 004 2560 4100 00 000000 0000	*1,659.43*
				10 E 004 2560 4900 00 000000 0000	*131.07*
9033105273	Food, Supplies	03/09/2026	3,901.12		
				10 E 002 2560 4100 00 000000 0000	*3,631.53*
				10 E 002 2560 4900 00 000000 0000	*269.59*
9033105361	Food	03/09/2026	922.29		
				10 E 003 2560 4100 00 000000 0000	*922.29*
9033105368	Supplies	03/09/2026	142.34		
				10 E 003 2560 4900 00 000000 0000	*142.34*
9033152534	Food, Supplies	03/10/2026	1,017.93		
				10 E 005 2560 4100 00 000000 0000	*907.51*
				10 E 005 2560 4900 00 000000 0000	*110.42*
9033154215	Food, Supplies	03/10/2026	2,343.94		
				10 E 011 2560 4100 00 000000 0000	*1,901.04*
				10 E 011 2560 4900 00 000000 0000	*442.90*
9033154218	Food, Supplies	03/10/2026	1,572.57		
				10 E 008 2560 4100 00 000000 0000	*1,479.63*
				10 E 008 2560 4900 00 000000 0000	*92.94*
9033154253	Food, Supplies	03/10/2026	1,844.25		
				10 E 010 2560 4100 00 000000 0000	*1,520.41*
				10 E 010 2560 4900 00 000000 0000	*323.84*

Bills Payable-Central 301

Vendor Name					Check Amount
GORDON FOOD SERVICE INC,					82,246.14
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9033197710	Food, Supplies	03/11/2026	2,018.96		
				10 E 002 2560 4100 00 000000 0000	*1,683.33*
				10 E 002 2560 4900 00 000000 0000	*335.63*
9033197756	Food	03/11/2026	721.54		
				10 E 003 2560 4100 00 000000 0000	*721.54*
9033197764	Supplies	03/11/2026	35.75		
				10 E 003 2560 4900 00 000000 0000	*35.75*
9033197767	Supplies	03/11/2026	97.17		
				10 E 003 2560 4900 00 000000 0000	*97.17*
9033361648	Food, Supplies	03/16/2026	1,439.63		
				10 E 004 2560 4100 00 000000 0000	*1,375.41*
				10 E 004 2560 4900 00 000000 0000	*64.22*
9033361661	Food, Supplies	03/16/2026	5,849.26		
				10 E 002 2560 4100 00 000000 0000	*4,900.61*
				10 E 002 2560 4900 00 000000 0000	*948.65*
9033361686	Food	03/16/2026	920.25		
				10 E 003 2560 4100 00 000000 0000	*920.25*
9033361693	Supplies	03/16/2026	63.76		
				10 E 003 2560 4900 00 000000 0000	*63.76*
9033405110	Food, Supplies	03/17/2026	1,153.97		
				10 E 005 2560 4100 00 000000 0000	*992.83*
				10 E 005 2560 4900 00 000000 0000	*161.14*
9033408687	Food, Supplies	03/17/2026	1,373.33		
				10 E 008 2560 4100 00 000000 0000	*1,325.93*
				10 E 008 2560 4900 00 000000 0000	*47.40*
9033408696	Food, Supplies	03/17/2026	1,307.34		
				10 E 010 2560 4100 00 000000 0000	*1,213.47*
				10 E 010 2560 4900 00 000000 0000	*93.87*
9033408760	Food, Supplies	03/17/2026	4,229.41		
				10 E 011 2560 4100 00 000000 0000	*3,918.47*
				10 E 011 2560 4900 00 000000 0000	*310.94*
9033423561	Food	03/18/2026	3,131.18		
				10 E 002 2560 4100 00 000000 0000	*3,131.18*

Bills Payable-Central 301

Vendor Name					Check Amount
GORDON FOOD SERVICE INC,					82,246.14
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9033423593	Food	03/18/2026	1,054.87		
				10 E 003 2560 4100 00 000000 0000	*1,054.87*
9033423599	Supplies	03/18/2026	76.32		
				10 E 003 2560 4900 00 000000 0000	*76.32*
9033612341	Food, Supplies	03/23/2026	2,021.86		
				10 E 004 2560 4100 00 000000 0000	*1,858.27*
				10 E 004 2560 4900 00 000000 0000	*163.59*
9033612350	Food, Supplies	03/23/2026	3,922.73		
				10 E 002 2560 4100 00 000000 0000	*3,536.99*
				10 E 002 2560 4900 00 000000 0000	*385.74*
9033612365	Food	03/23/2026	816.27		
				10 E 003 2560 4100 00 000000 0000	*816.27*
9033612370	Supplies	03/23/2026	47.40		
				10 E 003 2560 4900 00 000000 0000	*47.40*
9033657685	Food, Supplies	03/24/2026	1,231.75		
				10 E 005 2560 4100 00 000000 0000	*1,147.49*
				10 E 005 2560 4900 00 000000 0000	*84.26*
9033659939	Food, Supplies	03/24/2026	1,971.15		
				10 E 010 2560 4100 00 000000 0000	*1,780.02*
				10 E 010 2560 4900 00 000000 0000	*191.13*
9033659967	Food, Supplies	03/24/2026	2,999.65		
				10 E 011 2560 4100 00 000000 0000	*2,887.70*
				10 E 011 2560 4900 00 000000 0000	*111.95*
9033659979	Food, Supplies	03/24/2026	1,234.83		
				10 E 008 2560 4100 00 000000 0000	*1,104.10*
				10 E 008 2560 4900 00 000000 0000	*130.73*
9033676144	Food	03/25/2026	3,209.31		
				10 E 002 2560 4100 00 000000 0000	*3,209.31*
9034115768	Food, Supplies	04/06/2026	7,380.92		
				10 E 002 2560 4100 00 000000 0000	*6,670.13*
				10 E 002 2560 4900 00 000000 0000	*710.79*
9034115777	Food	04/06/2026	48.98		
				10 E 002 2560 4100 00 000000 0000	*48.98*

Bills Payable-Central 301

Vendor Name					Check Amount
GORDON FOOD SERVICE INC,					82,246.14
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9034160364	Food, Supplies	04/07/2026	3,024.75		
				10 E 011 2560 4100 00 000000 0000	*2,411.54*
				10 E 011 2560 4900 00 000000 0000	*613.21*
9034160372	Food, Supplies	04/07/2026	1,517.49		
				10 E 010 2560 4100 00 000000 0000	*1,293.16*
				10 E 010 2560 4900 00 000000 0000	*224.33*
9034175323	Food, Supplies	04/08/2026	2,533.47		
				10 E 002 2560 4100 00 000000 0000	*1,857.08*
				10 E 002 2560 4900 00 000000 0000	*676.39*
GRAINGER,					3,721.31
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9791690358	Maintenance Supplies	02/02/2026	154.52		
				20 E 001 2540 4110 00 000000 0000	*154.52*
9831562542	Maintenance Supplies	03/05/2026	223.20		
				20 E 001 2540 4110 00 000000 0000	*223.20*
9833189963	Maintenance Supplies	03/06/2026	52.94		
				20 E 001 2540 4110 00 000000 0000	*52.94*
9844075391	Maintenance Supplies	03/17/2026	2,538.73		
				20 E 001 2540 7100 00 000000 0000	*2,538.73*
9844441841	Maintenance Supplies	03/17/2026	202.50		
				20 E 001 2540 4110 00 000000 0000	*202.50*
9847079002	Maintenance Supplies	03/19/2026	95.29		
				20 E 001 2540 4110 00 000000 0000	*95.29*
9851338740	Maintenance Supplies	03/23/2026	11.60		
				20 E 001 2540 4110 00 000000 0000	*11.60*
9868825473	Maintenance Supplies	04/06/2026	175.00		
				20 E 001 2540 4110 00 000000 0000	*175.00*
9868825481	Maintenance Supplies	04/06/2026	189.64		
				20 E 001 2540 4110 00 000000 0000	*189.64*
9868825499	Maintenance Supplies	04/06/2026	77.89		
				20 E 001 2540 4110 00 000000 0000	*77.89*

Bills Payable-Central 301

Vendor Name					Check Amount
GREEN CLOSET CREATIVE,					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
3418	Monthly Website Management	03/01/2026	300.00		
				10 E 001 2660 3190 00 000000 0000	*300.00*
GREENLEE, RYAN					34.02
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	34.02		
				10 E 001 2660 3320 00 000000 0000	*34.02*
GROOT INC, WASTE MGMT CO,					6,695.96
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
15998879T107	Feb Refuse & Recycle	03/01/2026	3,187.98		
				20 E 001 2540 3210 00 000000 0000	*3,187.98*
16137769T107	Mar Refuse & Recycle Removal	04/01/2026	3,507.98		
				20 E 001 2540 3210 00 000000 0000	*3,507.98*
GRZESIAK, EDWARD					80.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26b	2025-2026 Uniform Reimbursement	04/08/2026	80.87		
				20 E 002 2540 4110 00 000000 0000	*80.87*
HAMADEH, RANIA					291.31
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 16	Reimbursement for Teacher Appreciation Supplies	03/16/2026	69.96		
				10 E 003 2410 4100 00 000000 0000	*69.96*
Mar 26	CMS Teacher Appreciation Reimbursement	03/26/2026	221.35		
				10 E 003 2410 4100 00 000000 0000	*221.35*
HAMPSHIRE AUTO PARTS,					338.14
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
749954	Grounds Supplies	03/23/2026	338.14		
				20 E 001 2540 4120 00 000000 0000	*338.14*
HARGRAVE BUILDERS, INC,					7,234.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
23269	Hardware Upgrade PKMS CMS	04/06/2026	7,234.50		
				20 E 003 2540 4100 00 392500 0000	*3,617.25*
				20 E 011 2540 4100 00 392500 0000	*3,617.25*

Bills Payable-Central 301

Vendor Name					Check Amount
HARING, MEREDITH					30.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Feb 27	Prof Dev West Suburban World Language Conference	02/27/2026	30.00		
				10 E 002 2210 6400 00 000000 0000	*30.00*
HARNESS, SUSAN					39.85
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	04/06/2026	39.85		
				10 E 001 2130 3320 00 000000 0000	*39.85*
HAWLEY, JESSE					130.95
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
16564	Reimburse Coyote of the Month Supplies	04/08/2026	130.95		
				10 E 008 2410 4100 00 000000 0000	*130.95*
HEROLD, LEAH					242.06
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	242.06		
				10 E 001 2212 3320 00 000000 0000	*242.06*
HERSHEY'S ICE CREAM,					1,195.44
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INVE0022742171A	Ice Cream Credit	02/13/2026	-42.24		
				10 E 011 2560 4100 00 000000 0000	*-42.24*
INVE0022838219	Ice Cream	03/13/2026	477.72		
				10 E 002 2560 4100 00 000000 0000	*477.72*
INVE0022840497	Ice Cream	03/13/2026	545.28		
				10 E 011 2560 4100 00 000000 0000	*545.28*
INVE0022842822	Ice Cream	03/13/2026	214.68		
				10 E 003 2560 4100 00 000000 0000	*214.68*
HINCKLEY SPRING WATER COMPANY,					355.21
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
14870571 030726	B&G Bottled Water	03/07/2026	355.21		
				20 E 001 2540 3700 00 000000 0000	*355.21*
HODGES LOIZZI EISENHAMMER RODICK AND KOH,					27,718.65
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
68617	Feb Legal Fees	02/28/2026	27,718.65		
				80 E 001 2369 3180 00 000000 0000	*27,718.65*

Bills Payable-Central 301

Vendor Name					Check Amount
HOME DEPOT PRO,					25,372.71
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
882623646	Maintenance Supplies	03/19/2026	54.72		
				20 E 001 2540 4110 00 000000 0000	*54.72*
882623647	Maintenance Supplies	03/19/2026	79.12		
				20 E 001 2540 4110 00 000000 0000	*79.12*
9246219183	Custodial Supplies	02/23/2026	18.98		
				20 E 001 2540 4100 00 000000 0000	*18.98*
9246221251	Custodial Supplies	02/23/2026	18.98		
				20 E 001 2540 4100 00 000000 0000	*18.98*
9246367574	Custodial Supplies	02/26/2026	340.00		
				20 E 001 2540 4100 00 000000 0000	*340.00*
9246367895	Custodial Supplies	02/26/2026	1,700.00		
				20 E 001 2540 4100 00 000000 0000	*1,700.00*
9246413718	Custodial Supplies	02/27/2026	195.08		
				20 E 001 2540 4100 00 000000 0000	*195.08*
9246419166	Custodial Supplies	02/27/2026	253.02		
				20 E 001 2540 4100 00 000000 0000	*253.02*
9246502229	Custodial Supplies	03/03/2026	526.98		
				20 E 001 2540 4100 00 000000 0000	*526.98*
9246502230	Custodial Supplies	03/03/2026	790.47		
				20 E 001 2540 4100 00 000000 0000	*790.47*
9246507113	Custodial Supplies	03/03/2026	243.85		
				20 E 001 2540 4100 00 000000 0000	*243.85*
9246514273	Custodial Supplies	03/03/2026	314.50		
				20 E 001 2540 4100 00 000000 0000	*314.50*
9246567710	Custodial Supplies	03/04/2026	526.98		
				20 E 001 2540 4100 00 000000 0000	*526.98*
9246671821	Custodial Supplies	03/06/2026	73.28		
				20 E 001 2540 4100 00 000000 0000	*73.28*
9246726769	Custodial Supplies	03/09/2026	914.72		
				20 E 001 2540 4100 00 000000 0000	*914.72*
9246925910	Custodial Supplies	03/13/2026	1,516.50		
				20 E 001 2540 4100 00 000000 0000	*1,516.50*

Bills Payable-Central 301

Vendor Name					Check Amount
HOME DEPOT PRO,					25,372.71
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9246925911	Custodial Supplies	03/13/2026	188.70		
				20 E 001 2540 4100 00 000000 0000	*188.70*
9246944195	Custodial Supplies	03/13/2026	96.04		
				20 E 001 2540 4100 00 000000 0000	*96.04*
9246960580	Custodial Supplies	03/15/2026	32.70		
				20 E 001 2540 4100 00 000000 0000	*32.70*
9246961083	Custodial Supplies	03/15/2026	101.26		
				20 E 001 2540 4100 00 000000 0000	*101.26*
9246962234	Custodial Supplies	03/15/2026	56.30		
				20 E 001 2540 4100 00 000000 0000	*56.30*
9246991786	Custodial Supplies	03/16/2026	458.66		
				20 E 001 2540 4100 00 000000 0000	*458.66*
9247023765	Custodial Supplies	03/17/2026	2,943.49		
				20 E 001 2540 4100 00 000000 0000	*2,943.49*
9247023766	Custodial Supplies	03/17/2026	20.45		
				20 E 001 2540 4100 00 000000 0000	*20.45*
9247027296	Custodial Supplies	03/17/2026	272.05		
				20 E 001 2540 4100 00 000000 0000	*272.05*
9247027297	Custodial Supplies	03/17/2026	2,030.88		
				20 E 001 2540 4100 00 000000 0000	*2,030.88*
9247029184	Custodial Supplies	03/17/2026	3,938.51		
				20 E 001 2540 4100 00 000000 0000	*3,938.51*
9247038687	Custodial Supplies	03/17/2026	2,493.65		
				20 E 001 2540 4100 00 000000 0000	*2,493.65*
9247039475	Custodial Supplies	03/17/2026	1,040.06		
				20 E 001 2540 4100 00 000000 0000	*1,040.06*
9247040036	Custodial Supplies	03/17/2026	397.92		
				20 E 001 2540 4100 00 000000 0000	*397.92*
9247040326	Custodial Supplies	03/17/2026	61.35		
				20 E 001 2540 4100 00 000000 0000	*61.35*
9247044736	Custodial Supplies	03/17/2026	1,840.63		
				20 E 001 2540 4100 00 000000 0000	*1,840.63*

Bills Payable-Central 301

Vendor Name					Check Amount
HOME DEPOT PRO,					25,372.71
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9247092680	Custodial Supplies	03/18/2026	118.91		
				20 E 001 2540 4100 00 000000 0000	*118.91*
9247094912	Custodial Supplies	03/18/2026	100.40		
				20 E 001 2540 4100 00 000000 0000	*100.40*
9247095580	Custodial Supplies	03/18/2026	332.76		
				20 E 001 2540 4100 00 000000 0000	*332.76*
9247199581	Custodial Supplies	03/20/2026	104.24		
				20 E 001 2540 4100 00 000000 0000	*104.24*
9247295232	Maintenance Supplies	03/24/2026	89.20		
				20 E 001 2540 4110 00 000000 0000	*89.20*
9247295386	Custodial Supplies	03/24/2026	508.76		
				20 E 001 2540 4100 00 000000 0000	*508.76*
9247379668	Maintenance Supplies	03/26/2026	315.30		
				20 E 001 2540 4110 00 000000 0000	*315.30*
9247379669	Maintenance Supplies	03/26/2026	83.52		
				20 E 001 2540 4110 00 000000 0000	*83.52*
9247438296	Custodial Supplies	03/27/2026	179.79		
				20 E 001 2540 4100 00 000000 0000	*179.79*
HOUGHTON MIFFLIN COMPANY,					0.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
956314294R	Reclass English 3D Digital Access and Writables	07/15/2025	0.00		
				10 E 001 1800 4100 00 490500 0000	*5,000.00*
				10 E 002 1800 4100 00 000000 0000	*-3,000.00*
				10 E 003 1800 4100 00 000000 0000	*-750.00*
				10 E 011 1800 4100 00 000000 0000	*-1,250.00*
HUNTLEY FORD,					497.53
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
300061	Grounds Vehicle Repair	03/05/2026	189.00		
				20 E 002 2540 3230 00 000000 0000	*189.00*
48552	Grounds Supplies	03/09/2026	308.53		
				20 E 001 2540 4120 00 000000 0000	*308.53*

Bills Payable-Central 301

Vendor Name					Check Amount
ILLINOIS ASBO,					1,234.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
79105	Facilities Professional Membership T. Buresh	03/17/2026	100.00		
				20 E 001 2540 6400 00 000000 0000	*100.00*
79472	Annual School District Membership, Conference Pass, Online Access D. Polowy	03/31/2026	1,134.00		
				20 E 001 2540 6400 00 000000 0000	*1,134.00*
ILLINOIS ASSOC OF SCHOOL PERSONNEL ADM,					350.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
8196	26-27 Professional Member Dues	06/30/2026	350.00		
				10 E 001 2320 6400 00 000000 0000	*350.00*
ILLINOIS MUNICIPAL RETIREMENT FUND,					6,790.03
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
5063413-M7P9	ACCELERATED PAYMENT - SLIWA	04/03/2026	6,790.03		
				50 E 001 2550 2120 00 000000 0000	*6,790.03*
INSECT LORE PRODUCTS,					263.94
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV3087133	Kindergarten Science Materials	04/03/2026	263.94		
				10 E 004 1110 4100 00 000000 0000	*263.94*
J & D ENTERPRISES SEATING AND SAFETY,					640.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
3233	Overhead Gym Equipment Repair PV	03/24/2026	640.00		
				20 E 001 2540 3230 00 000000 0000	*640.00*
JAN NOHLING PHOTOGRAPHY,					1,700.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1292	Girls Senior Bowling Banners	12/05/2025	100.00		
				10 E 002 1500 3190 00 000000 0000	*100.00*
1307	CHS Spring 2026 Varsity Banners	03/23/2026	1,600.00		
				10 E 002 1500 3190 00 000000 0000	*1,600.00*
JW PEPPER & SON, INC,					785.37
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
368376445	Band Supplies	03/06/2026	84.99		
				10 E 003 1120 4100 00 000000 0000	*84.99*

Bills Payable-Central 301

Vendor Name					Check Amount
JW PEPPER & SON, INC,					785.37
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
368393060	Choir Supplies	03/10/2026	510.39		
				10 E 003 1120 4100 00 000000 0000	*510.39*
368421762	Band Supplies	03/17/2026	35.00		
				10 E 003 1120 4100 00 000000 0000	*35.00*
368462185	Vocal Supplies	03/30/2026	154.99		
				10 E 002 1130 4100 00 000000 0000	*154.99*
K12 FUTURE COLLABORATIVE LLC,					400.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1138	Guest Leader Summit Registration Fee K. Paulus	03/16/2026	200.00		
				10 E 001 2212 6400 00 000000 0000	*200.00*
1139	Guest Leader Summit Registration Fee S. Buchs	03/16/2026	200.00		
				10 E 001 2212 6400 00 000000 0000	*200.00*
KAMP, SUSAN					175.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	01/29/2026	175.00		
				10 E 010 2560 4110 00 000000 0000	*175.00*
KANE COUNTY REGIONAL OFFICE OF ED #31,					80.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
8002600160	March 2026 Fingerprinting	04/01/2026	80.00		
				10 E 001 2320 3100 00 000000 0000	*80.00*
KENILWORTH MEDIA INCORPORATED,					3,000.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
75-A31173	AVA Exam Seats	03/27/2026	3,000.00		
				10 E 002 2230 4100 00 322000 0000	*3,000.00*
KEY2ED INC,					5,733.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
7344	IEP Training	03/26/2026	5,733.00		
				10 E 001 2210 3100 00 462000 0000	*5,733.00*
LANGE, TRENT					39.15
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/27/2026	39.15		
				10 E 002 2150 3320 00 000000 0000	*19.57*

Bills Payable-Central 301

Vendor Name					Check Amount
LANGE, TRENT					39.15
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
				10 E 005 2150 3320 00 000000 0000	*19.58*
LANGTIM, LINDSEY					450.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDT 6030	03/02/2026	450.00		
				10 E 010 1110 2300 00 000000 0000	*450.00*
LANTER DISTRIBUTING LLC,					589.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
S289056	Food	03/12/2026	125.29		
				10 E 011 2560 4100 00 000000 0000	*125.29*
S289061	Food	03/12/2026	324.28		
				10 E 002 2560 4100 00 000000 0000	*324.28*
S289062	Food	03/12/2026	140.03		
				10 E 010 2560 4100 00 000000 0000	*140.03*
LAZAR, KELLY					450.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDT 6030	03/02/2026	450.00		
				10 E 010 1110 2300 00 000000 0000	*450.00*
LEARNING A-Z,					150.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
CI-00630530	EL Teacher License Renewal	02/26/2026	150.00		
				10 E 004 1110 4200 00 000000 0000	*150.00*
LEARNWELL,					850.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV301756	February Hospital Tutoring	02/27/2026	200.00		
				10 E 001 1200 3140 00 462000 0000	*200.00*
INV303509	March Hospital Tutoring	03/06/2026	100.00		
				10 E 001 1200 3140 00 462000 0000	*100.00*
INV305551	March Hospital Tutoring	03/13/2026	100.00		
				10 E 001 1200 3140 00 462000 0000	*100.00*
INV305552	March Hospital Tutoring	03/13/2026	50.00		
				10 E 001 1200 3140 00 462000 0000	*50.00*

Bills Payable-Central 301

Vendor Name					Check Amount
LEARNWELL,					850.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV306186	March Hospital Tutoring	03/20/2026	50.00		
				10 E 001 1200 3140 00 462000 0000	*50.00*
INV306187	March Hospital Tutoring	03/20/2026	150.00		
				10 E 001 1200 3140 00 462000 0000	*150.00*
INV306188	March Hospital Tutoring	03/20/2026	50.00		
				10 E 001 1200 3140 00 462000 0000	*50.00*
INV306189	March Hospital Tutoring	03/20/2026	150.00		
				10 E 001 1200 3140 00 462000 0000	*150.00*
LEHMANN, ALISA					109.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 6 2026	Speechpathology.com Subscription Reimbursement	04/06/2026	109.00		
				10 E 001 2210 3100 00 462000 0000	*109.00*
LEITNER, BRAD					46.99
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	46.99		
				10 E 001 2660 3320 00 000000 0000	*46.99*
MADZY, MEGAN					53.69
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
W01005973901210	Reimburse for Funeral Flowers for Staff Member	04/04/2026	53.69		
				10 E 008 2410 4100 00 000000 0000	*53.69*
MALCOR ROOFING OF ILLINOIS INC,					1,155.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
5305	Roof Repair LL	03/25/2026	1,155.00		
				20 E 001 2540 3230 00 000000 0000	*1,155.00*
MARKERBOARD PEOPLE, THE,					214.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
11748	Math Supplies	03/30/2026	214.50		
				10 E 002 1130 4100 00 000000 0000	*214.50*
MARUSIAK, SAMANTHA					140.62
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Feb 24	Speechpathology.com Subscription Reimbursement	02/24/2026	140.62		
				10 E 001 2210 3100 00 462000 0000	*140.62*

Bills Payable-Central 301

Vendor Name					Check Amount
MATTERHACKERS INC,					413.37
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
MH258823	3D Filament Spools	03/30/2026	413.37		
				10 E 002 1130 4100 00 322000 0000	*413.37*
MAXIM HEALTHCARE SERVICES,					4,510.80
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
V29590079	Contracted RN	03/04/2026	4,510.80		
				10 E 001 2130 3100 00 000000 0000	*4,510.80*
MCCARTHY, MATTHEW					193.03
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	193.03		
				10 E 001 2660 3320 00 000000 0000	*193.03*
MCCOY-PEPIOT, KATHLEEN					45.24
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 11	Reimburse LMC Supplies	03/11/2026	45.24		
				10 E 003 2220 4100 00 000000 0000	*45.24*
MCCUISTON HOSPITALITY LLC,					2,244.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
8107	Private Transportation	02/23/2026	816.00		
				40 E 001 2550 3310 00 000000 0000	*816.00*
8108	Private Transportation	02/23/2026	816.00		
				40 E 001 2550 3310 00 000000 0000	*816.00*
8109	Private Transportation	02/23/2026	612.00		
				40 E 001 2550 3310 00 000000 0000	*612.00*
MENARDS, ELGIN					1,710.40
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
21356	Shop Supplies	02/23/2026	156.57		
				40 E 001 2550 4100 00 000000 0000	*156.57*
21976	Maintenance Supplies	03/06/2026	799.49		
				20 E 001 2540 4110 00 000000 0000	*799.49*
22197	Maintenance Supplies	03/10/2026	141.03		
				20 E 001 2540 4110 00 000000 0000	*141.03*
22406	Maintenance Supplies	03/13/2026	29.99		
				20 E 001 2540 4110 00 000000 0000	*29.99*

Bills Payable-Central 301

Vendor Name					Check Amount
MENARDS, ELGIN					1,710.40
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
22701	Maintenance Supplies	03/18/2026	13.94		
				20 E 001 2540 4110 00 000000 0000	*13.94*
23034	Maintenance Supplies	03/24/2026	89.27		
				20 E 001 2540 4110 00 000000 0000	*89.27*
23041	Shop Supplies	03/24/2026	103.73		
				40 E 001 2550 4100 00 000000 0000	*103.73*
23200	Maintenance Supplies	03/26/2026	17.99		
				20 E 001 2540 4110 00 000000 0000	*17.99*
23207	Maintenance Supplies	03/26/2026	92.96		
				20 E 001 2540 4110 00 000000 0000	*92.96*
23475	Maintenance Supplies	03/31/2026	265.43		
				20 E 001 2540 4110 00 000000 0000	*265.43*
MENTA ACADEMY DEKALB,					3,678.63
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SESINV-058734	March Tuition	03/31/2026	3,678.63		
				10 E 001 1912 6700 00 000000 0000	*3,678.63*
MHS INC,					240.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SIP00627198	Protocol Order	03/25/2026	240.00		
				10 E 001 2230 3190 00 462000 0000	*240.00*
MIDWEST TRANSIT EQUIPMENT, INC,					614.30
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
X106054297:01	Rubber Molding	03/12/2026	263.30		
				40 E 001 2550 4100 00 000000 0000	*263.30*
X106054402:01	Door Motors	03/18/2026	351.00		
				40 E 001 2550 4100 00 000000 0000	*351.00*
MOEHRLIN, AARON					450.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDU 6525	03/07/2026	450.00		
				10 E 002 1130 2300 00 000000 0000	*450.00*

Bills Payable-Central 301

Vendor Name					Check Amount
NAPER SETTLEMENT,					1,000.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
11233776	HBT 4th Grade Field Trip	05/15/2026	1,000.00		
				10 E 004 1110 3900 00 000000 0000	*1,000.00*
NAPERVILLE PSYCHIATRIC VENTURES,					468.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
301-70	March Homebound Tutoring Services	03/31/2026	468.00		
				10 E 001 1200 3140 00 462000 0000	*468.00*
NCJC,					1,161.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	2026 NCJC 8th Grade Girls Basketball Ticket Sales	03/11/2026	1,161.00		
				10 E 002 1500 3900 00 000000 0000	*1,161.00*
NEW LEADER ACADEMY INC,					9,120.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV-0388	Student Transportation	03/27/2026	9,120.00		
				40 E 001 2550 3310 00 000000 0000	*9,120.00*
NEXTERA ENERGY SERVICES MIDWEST LLC,					56,994.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
G412441E022226	January Gas Service	02/27/2026	35,015.03		
				20 E 001 2540 4650 00 000000 0000	*995.13*
				20 E 002 2540 4650 00 000000 0000	*9,698.81*
				20 E 003 2540 4650 00 000000 0000	*4,534.80*
				20 E 004 2540 4650 00 000000 0000	*3,434.62*
				20 E 005 2540 4650 00 000000 0000	*1,746.20*
				20 E 008 2540 4650 00 000000 0000	*4,271.83*
				20 E 010 2540 4650 00 000000 0000	*3,741.36*
				20 E 011 2540 4650 00 000000 0000	*6,592.28*
G412441E032526	Feb Gas Service	03/30/2026	21,979.17		
				20 E 001 2540 4650 00 000000 0000	*677.84*
				20 E 002 2540 4650 00 000000 0000	*6,085.81*
				20 E 003 2540 4650 00 000000 0000	*2,851.58*
				20 E 004 2540 4650 00 000000 0000	*2,037.47*
				20 E 005 2540 4650 00 000000 0000	*1,151.71*
				20 E 008 2540 4650 00 000000 0000	*2,560.35*

Bills Payable-Central 301

Vendor Name					Check Amount
NEXTERA ENERGY SERVICES MIDWEST LLC,					56,994.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
				20 E 010 2540 4650 00 000000 0000	*2,412.87*
				20 E 011 2540 4650 00 000000 0000	*4,201.54*
NICOR GAS,					11,447.13
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1617810005 02-26	Gas Service Transportation	03/02/2026	1,180.38		
				40 E 001 2550 4650 00 000000 0000	*1,180.38*
1617810005 03-26	Gas Service Transportation	03/26/2026	766.60		
				40 E 001 2550 4650 00 000000 0000	*766.60*
25108036754 03-26	Gas Service CT	03/03/2026	1,373.35		
				20 E 010 2540 4650 00 000000 0000	*1,373.35*
34854410007 03-26	Gas Service CMS	03/03/2026	1,076.93		
				20 E 003 2540 4650 00 000000 0000	*1,076.93*
50818310000 03-26	Gas Service CHS	03/03/2026	2,187.10		
				20 E 002 2540 4650 00 000000 0000	*2,187.10*
60695549521 03-26	Gas Service PKMS	03/03/2026	1,970.97		
				20 E 011 2540 4650 00 000000 0000	*1,970.97*
71598710003 03+26	Gas Service LL	03/03/2026	561.78		
				20 E 005 2540 4650 00 000000 0000	*561.78*
81115810004 03-26	Gas Service DO	03/03/2026	444.50		
				20 E 001 2540 4650 00 000000 0000	*444.50*
85998410006 03-26	Gas Service PV	03/03/2026	1,032.99		
				20 E 008 2540 4650 00 000000 0000	*1,032.99*
96617810005 03-26	Gas Service HBT	03/03/2026	852.53		
				20 E 004 2540 4650 00 000000 0000	*852.53*
NIHIP,					723,924.59
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026 Final	Medical Claims	03/31/2026	-8.49		
				10 E 002 1130 2210 00 000000 0000	*7.93*
				10 E 002 1130 2220 00 000000 0000	*-1,282.17*
				20 E 001 2540 2210 00 000000 0000	*4.56*
				20 E 001 2540 2220 00 000000 0000	*1,261.19*

Bills Payable-Central 301

Vendor Name					Check Amount
NOLAN, SARAH					265.35
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/27/2026	265.35		
				10 E 001 2330 3320 00 000000 0000	*265.35*
NOMELLINI, LAURIE					217.22
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Dec 9	Reimburse for Kitchen Supplies, Food	12/09/2025	42.22		
				10 E 011 2560 4100 00 000000 0000	*11.15*
				10 E 011 2560 4900 00 000000 0000	*31.07*
Uniform FY26	2025-2026 Uniform Reimbursement	04/07/2026	175.00		
				10 E 011 2560 4110 00 000000 0000	*175.00*
NORMOYLE, KATIE					375.47
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	375.47		
				10 E 001 2212 3320 00 000000 0000	*375.47*
NORTH DUPAGE SPECIAL ED COOPERATIVE, NDSEC,					74,097.10
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
301MidFY2026MAY	Mid-Year FY2026 Tuition	03/18/2026	74,097.10		
				10 E 001 1912 6700 00 000000 0000	*10,314.10*
				10 E 001 4220 6700 00 462000 0000	*63,783.00*
NORTH-WEST DRAPERY SERVICE INC,					10,950.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
128-5721	Roller Shades Installed HBT PV	04/02/2026	10,950.00		
				20 E 001 2540 7100 00 000000 0000	*10,950.00*
OFFICE DEPOT/ODP BUSINESS SOLUTIONS,					890.99
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
462036639001	Chairs	03/17/2026	890.99		
				10 E 004 2410 4100 00 000000 0000	*890.99*
ON-TARGET SALES,					5,005.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
14601	CHS Girls Flag Football Uniforms	03/16/2026	5,005.00		
				10 E 002 1500 4110 00 000000 0000	*5,005.00*

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Vendor Name					Check Amount
PACE ANALYTICAL SERVICES, LLC,					128.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
267208206	Water Sample Test Analysis PV	03/26/2026	128.00		
				20 E 001 2540 3100 00 000000 0000	*128.00*
PAKK ELECTRIC, INC,					3,690.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1456	Electric for Well CMS	04/09/2026	3,690.00		
				20 E 001 2540 3230 00 000000 0000	*3,690.00*
PALCER, MATTHEW					16.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 26	Parent Teacher Conference Reimbursement	03/26/2026	16.20		
				10 E 003 2410 4100 00 000000 0000	*16.20*
PAR, INC,					113.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
IN-00572798	PAR Brief 2 Self Report from iadmin / Interpretive Report	03/23/2026	113.00		
				10 E 001 2230 3190 00 462000 0000	*113.00*
PARKS, AMY					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 5	Prof Dev NAEA National Convention	03/05/2026	300.00		
				10 E 008 2210 6400 00 000000 0000	*300.00*
PARRA, ROBERTO					88.26
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	88.26		
				10 E 001 2660 3320 00 000000 0000	*88.26*
PATCH MY PC LLC,					11,250.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
26-26702	Enterprise Premium 3-Year Subscription	03/27/2026	11,250.00		
				10 E 001 2660 3190 00 000000 0000	*11,250.00*
PEACOCK THERAPEUTIC SCHOOL LLC,					2,279.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2BeMo022026	February Tuition	02/02/2026	2,279.00		
				10 E 001 1912 6700 00 000000 0000	*2,279.00*

Bills Payable-Central 301

Vendor Name					Check Amount
PEARSON NCS,					844.80
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
31394024	Protocols	03/16/2026	652.80		
				10 E 001 2230 3190 00 462000 0000	*652.80*
31434287	Protocols	03/26/2026	192.00		
				10 E 001 2230 3190 00 462000 0000	*192.00*
PEERLESS NETWORK, INC.,					1,411.86
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1210927	Phones 3.15.26 - 4.14.26	03/15/2026	1,411.86		
				20 E 001 2540 3400 00 000000 0000	*1,411.86*
PEPSI COLA GEN BOT INC,					6,386.06
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
62208315	Pepsi Machine Restock	03/04/2026	457.19		
				10 E 008 2410 4900 00 000000 0000	*457.19*
62334408	Pepsi Products	03/03/2026	1,027.58		
				10 E 002 2560 4100 00 000000 0000	*1,027.58*
64530601	Pepsi Products	03/10/2026	1,256.11		
				10 E 002 2560 4100 00 000000 0000	*1,256.11*
66745308	Pepsi Products	03/17/2026	1,189.67		
				10 E 002 2560 4100 00 000000 0000	*1,189.67*
68889406	Pepsi Products	03/24/2026	1,504.10		
				10 E 002 2560 4100 00 000000 0000	*1,504.10*
73386906	Pepsi Products	04/07/2026	951.41		
				10 E 002 2560 4100 00 000000 0000	*951.41*
PERMA-BOUND,					1,799.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2037138-00	LMC Text Books	03/20/2026	1,799.00		
				10 E 003 1120 4200 00 000000 0000	*1,799.00*
PFLUG, DAINA					205.08
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Feb 28-Mar 4	Reimb Kane Ed of Year Supplies, Meeting Supplies	02/28/2026	120.98		
				10 E 001 2520 4100 00 000000 0000	*65.00*
				40 E 001 2550 4900 00 000000 0000	*55.98*

Bills Payable-Central 301

Vendor Name					Check Amount
PFLUG, DAINA					205.08
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/27/2026	84.10		
				10 E 001 2510 3320 00 000000 0000	*84.10*
PIONEER MANUFACTURING CO/ATHLETICS,					5,898.77
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV-285860	Grounds Supplies	03/06/2026	5,421.03		
				20 E 001 2540 4120 00 000000 0000	*5,421.03*
INV-289312	Grounds Supplies	03/26/2026	477.74		
				20 E 001 2540 4120 00 000000 0000	*477.74*
PITNEY BOWES INC,					500.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Postage 03-26	Mar postage added to meter	03/31/2026	500.00		
				10 E 001 2520 3410 00 000000 0000	*500.00*
PITSCO EDUCATION,					612.52
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
26-000004167	CTE Instructional Supplies	03/10/2026	612.52		
				10 E 011 1120 4110 00 000000 0000	*612.52*
PMA SECURITIES INC,					2,250.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV03895	Dissemination Agent Fee Continuing Disclosure Filing for 2025	02/28/2026	2,250.00		
				10 E 001 2310 3100 00 000000 0000	*2,250.00*
PORTER, CARSON					170.64
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 11	Reimbursement for Yearbook Club Supplies	03/11/2026	170.64		
				10 E 003 2410 4100 00 000000 0000	*170.64*
PORTO, BRETT					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDT 6030	03/09/2026	300.00		
				10 E 008 1110 2300 00 000000 0000	*300.00*

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Vendor Name					Check Amount
PRICE, CURTIS					51.48
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Feb 2026	February Mileage Reimbursement	03/11/2026	51.48		
				10 E 002 1500 3320 00 000000 0000	*51.48*
PRIMO BRANDS,					363.25
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
06d8760024352	B&G Bottled Water	04/07/2026	363.25		
				20 E 001 2540 3700 00 000000 0000	*363.25*
PRIOLA, RACHEL					99.02
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	99.02		
				10 E 001 2212 3320 00 000000 0000	*99.02*
PRO-ED,					334.40
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
3121771	Testing	02/23/2026	121.00		
				10 E 001 2230 3190 00 462000 0000	*121.00*
3122362	Testing	02/27/2026	213.40		
				10 E 001 2230 3190 00 462000 0000	*213.40*
PURPLE COW ROOFING PLLC,					6,500.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
6923	Repair & Replace Shed Roof B&G	04/07/2026	6,500.00		
				20 E 001 2540 3230 00 000000 0000	*6,500.00*
QUINLAN & FABISH,					316.98
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
17349566	Band Instrument Repair	02/23/2026	157.00		
				10 E 011 1120 3230 00 000000 0000	*157.00*
17486923	Band Supplies	03/10/2026	89.98		
				10 E 011 1120 4110 00 000000 0000	*89.98*
17490208	Band Supplies	03/11/2026	70.00		
				10 E 011 1120 4110 00 000000 0000	*70.00*
RADI-LINK, INC,					280.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
110733	Service Call PKMS	04/05/2026	280.00		
				20 E 001 2540 3230 00 000000 0000	*280.00*

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Vendor Name					Check Amount
RAY SCHRIEBER DISPOSAL CO,					860.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1111	Trash Removal Rt 47 Property	04/01/2026	860.00		
				20 E 001 2540 3210 00 000000 0000	*860.00*
REAGAN, STACY					75.06
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	75.06		
				10 E 001 2212 3320 00 000000 0000	*75.06*
REVTRAK,					2,554.30
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Fees 03-26	Mar credit card fees	03/31/2026	2,554.30		
				10 E 001 2520 3100 00 000000 0000	*2,554.30*
RISE VISION INCORPORATED,					1,399.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
143858	Unlimited License Annual Term 2.12.26 - 2.12.27	02/13/2026	1,399.00		
				10 E 001 2660 3160 00 000000 0000	*1,399.00*
RIVER CITY RACE MANAGEMENT LLC,					5,750.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2026-TF14	Track Timing 3/20/26	03/26/2026	1,100.00		
				10 E 002 1500 3190 00 000000 0000	*1,100.00*
2026-TF23	Track Timing 3/16/26	03/26/2026	1,100.00		
				10 E 002 1500 3190 00 000000 0000	*1,100.00*
2026-TF8	Timing Services 3/12/26	03/17/2026	1,100.00		
				10 E 002 1500 3190 00 000000 0000	*1,100.00*
2026-TF9	Timing Services 3/13/26	03/17/2026	1,100.00		
				10 E 002 1500 3190 00 000000 0000	*1,100.00*
2026-TF9A	Timing Services 3/14/26	03/17/2026	1,350.00		
				10 E 002 1500 3190 00 000000 0000	*1,350.00*
ROCCO Z MUSIC LLC,					1,437.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
3520	Musical Instrument Supplies	04/07/2026	1,437.50		
				10 E 002 1130 4100 00 000000 0000	*1,437.50*

Bills Payable-Central 301

Vendor Name					Check Amount
ROUTE 47 TRANSPORTATION SERVICES, INC.,					2,275.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	Private Transportation	03/31/2026	2,275.00		
				40 E 001 2550 3310 00 000000 0000	*2,275.00*
ROVGE, JULIE					225.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 5	Prof Dev 2026 NAEA National Convention	03/05/2026	225.00		
				10 E 002 2210 6400 00 000000 0000	*225.00*
RT REPAIR,					6,260.55
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
19604	Grounds Vehicle Repair Truck 4	03/30/2026	4,585.22		
				20 E 002 2540 3230 00 000000 0000	*4,585.22*
19612	Grounds Vehicle Repair Truck 9	03/31/2026	1,675.33		
				20 E 002 2540 3230 00 000000 0000	*1,675.33*
SCHMIDT, AMANDA					230.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Nov 19	Reimbursement for NASP Membership Dues	11/19/2025	230.00		
				10 E 001 2140 6400 00 000000 0000	*230.00*
SCHOOL DISTRICT U-46,					12,000.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
3252026	Regional Pathways Tuition	03/25/2026	12,000.00		
				10 E 001 4240 6700 00 000000 0000	*12,000.00*
SCHOOL EXEC CONNECT LLC,					13,018.14
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
7839	Consulting for Superintendent Search	02/22/2026	13,018.14		
				10 E 001 2310 3100 00 000000 0000	*13,018.14*
SCHOOL HEALTH CORPORATION,					239.08
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
CINV000364279	Nurse Supplies	02/26/2026	239.08		
				10 E 003 2130 4100 00 000000 0000	*239.08*
SCHOOL NURSE SUPPLY, INC,					493.41
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV1084145	Nurse Supplies	02/27/2026	99.49		
				10 E 011 2130 4100 00 000000 0000	*99.49*

Bills Payable-Central 301

Vendor Name					Check Amount
SCHOOL NURSE SUPPLY, INC,					493.41
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV1085278	Health Office Supplies	03/10/2026	393.92		
				10 E 005 2130 4100 00 000000 0000	*393.92*
SCHOOL NUTRITION ASSOCIATION,					739.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
ANC26-032026-1210	2026 Annual National Conference Registration J. Von Schnase	03/25/2026	739.00		
				10 E 001 2560 6400 00 000000 0000	*739.00*
SCHOOL SPECIALTY LLC,					283.51
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
208136877599	Reading Instructional Supplies	03/23/2026	119.43		
				10 E 011 1120 4110 00 000000 0000	*119.43*
208136884828	Lamination Supplies	03/26/2026	164.08		
				10 E 003 1120 4100 00 000000 0000	*164.08*
SCHOOLBELLS LTD,					4,846.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2107	Private Transportation	03/27/2026	4,846.00		
				40 E 001 2550 3310 00 000000 0000	*4,846.00*
SCHURING & SCHURING,					7,109.22
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026 CHS	Dairy	03/31/2026	628.66		
				10 E 002 2560 4100 00 000000 0000	*628.66*
Mar 2026 CMS	Dairy	03/31/2026	511.38		
				10 E 003 2560 4100 00 000000 0000	*511.38*
Mar 2026 CT	Dairy	03/31/2026	1,569.00		
				10 E 010 2560 4100 00 000000 0000	*1,569.00*
Mar 2026 HBT	Dairy	03/31/2026	1,419.60		
				10 E 004 2560 4100 00 000000 0000	*1,419.60*
Mar 2026 LL	Dairy	03/31/2026	664.44		
				10 E 005 2560 4100 00 000000 0000	*664.44*
Mar 2026 PKMS	Dairy	03/31/2026	977.01		
				10 E 011 2560 4100 00 000000 0000	*977.01*
Mar 2026 PV	Dairy	03/31/2026	1,339.13		
				10 E 008 2560 4100 00 000000 0000	*1,339.13*

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Vendor Name					Check Amount
SEAL OF ILLINOIS,					18,450.23
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
14053	February Tuition	02/28/2026	4,162.23		
				10 E 001 1912 6700 00 000000 0000	*4,162.23*
14128	March Tuition	03/31/2026	14,288.00		
				10 E 001 1912 6700 00 000000 0000	*14,288.00*
SECURITAS TECHNOLOGY CORPORATION,					180.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
7002060566	Maintenance Services PV	03/18/2026	180.00		
				20 E 001 2540 3100 00 000000 0000	*180.00*
SERVICE CONCEPTS, INC,					141,479.61
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
35425	Repaired Dishwasher at CT	01/08/2026	6,596.06		
				10 E 010 2560 3230 00 000000 0000	*6,596.06*
35697	Maintenance Supplies	03/04/2026	125.00		
				20 E 001 2540 3100 00 000000 0000	*125.00*
35698	Maintenance Supplies	03/04/2026	584.92		
				20 E 001 2540 4110 00 000000 0000	*584.92*
35699	Maintenance Supplies	03/04/2026	186.52		
				20 E 001 2540 4110 00 000000 0000	*186.52*
35700	Maintenance Supplies	03/04/2026	77.38		
				20 E 001 2540 4110 00 000000 0000	*77.38*
35701	Maintenance Supplies	03/04/2026	1,806.58		
				20 E 001 2540 7100 00 000000 0000	*1,806.58*
35702	Kitchen Repairs CMS	03/04/2026	955.46		
				10 E 003 2560 3230 00 000000 0000	*445.48*
				10 E 003 2560 7100 00 000000 0000	*509.98*
35703	Kitchen Repairs LL	03/04/2026	0.00		
				10 E 005 2560 3230 00 000000 0000	*0.00*
35728	Maintenance Supplies	03/11/2026	1,270.91		
				20 E 001 2540 4110 00 000000 0000	*1,270.91*
35729	Maintenance Supplies	03/11/2026	1,887.40		
				20 E 001 2540 4110 00 000000 0000	*1,887.40*
35730	Maintenance Supplies	03/11/2026	2,905.09		
				20 E 001 2540 7100 00 000000 0000	*2,905.09*

Bills Payable-Central 301

Vendor Name					Check Amount
SERVICE CONCEPTS, INC,					141,479.61
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
35731	Maintenance Supplies	03/11/2026	0.00		
				20 E 001 2540 3100 00 000000 0000	*0.00*
35759	Kitchen Repair PKMS	03/18/2026	813.71		
				10 E 011 2560 3230 00 000000 0000	*813.71*
35760	Maintenance Supplies	03/20/2026	351.67		
				20 E 001 2540 4110 00 000000 0000	*351.67*
35761	Maintenance Supplies	03/20/2026	3,243.66		
				20 E 001 2540 7100 00 000000 0000	*3,243.66*
35762	Maintenance Supplies	03/20/2026	1,093.97		
				20 E 001 2540 4110 00 000000 0000	*419.07*
				20 E 001 2540 7100 00 000000 0000	*674.90*
35763	Maintenance Supplies	03/20/2026	0.00		
				20 E 001 2540 3100 00 000000 0000	*0.00*
35784	Maintenance Supplies	03/25/2026	4,972.89		
				20 E 001 2540 7100 00 000000 0000	*4,972.89*
35785	Maintenance Supplies	03/25/2026	1,678.99		
				20 E 001 2540 4110 00 000000 0000	*1,678.99*
35786	Maintenance Supplies	03/25/2026	3,111.34		
				20 E 001 2540 7100 00 000000 0000	*3,111.34*
35788	Maintenance Supplies	03/25/2026	26.25		
				20 E 001 2540 4110 00 000000 0000	*26.25*
35806	Maintenance Supplies	03/31/2026	1,020.36		
				20 E 001 2540 4110 00 000000 0000	*1,020.36*
35807	Maintenance Supplies	03/31/2026	167.52		
				20 E 001 2540 4110 00 000000 0000	*167.52*
35808	Maintenance Supplies	03/31/2026	120.00		
				20 E 001 2540 4110 00 000000 0000	*120.00*
35809	Maintenance Supplies	03/31/2026	131.88		
				20 E 001 2540 4110 00 000000 0000	*131.88*
35810	Maintenance Supplies	03/31/2026	184.80		
				20 E 001 2540 4110 00 000000 0000	*184.80*
35811	Maintenance Supplies	03/31/2026	0.00		
				20 E 001 2540 3100 00 000000 0000	*0.00*

Bills Payable-Central 301

Vendor Name					Check Amount
SERVICE CONCEPTS, INC,					141,479.61
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
35815	Quarterly Maintenance Contract	04/01/2026	64,800.00		
				20 E 001 2540 3100 00 000000 0000	*64,800.00*
35816	Quarterly Plumbing Contract	04/01/2026	9,000.00		
				20 E 001 2540 3100 00 000000 0000	*9,000.00*
35817	Quarterly Kitchen Preventative Maintenance Contract	04/01/2026	12,600.00		
				10 E 001 2560 3190 00 000000 0000	*12,600.00*
35834	Preventative Maintenance CMS	04/07/2026	1,916.22		
				20 E 001 2540 7100 00 000000 0000	*1,916.22*
35835	Preventative Maintenance CT	04/07/2026	2,369.20		
				20 E 001 2540 7100 00 000000 0000	*2,369.20*
35836	Preventative Maintenance PKMS	04/07/2026	6,788.79		
				20 E 001 2540 7100 00 000000 0000	*6,788.79*
35837	Maintenance Supplies	04/08/2026	150.47		
				20 E 001 2540 4110 00 000000 0000	*150.47*
35838	Maintenance Supplies	04/08/2026	1,854.38		
				20 E 001 2540 7100 00 000000 0000	*1,854.38*
35839	Maintenance Supplies	04/08/2026	1,989.02		
				20 E 001 2540 7100 00 000000 0000	*1,989.02*
35840	Maintenance Supplies	04/08/2026	927.20		
				20 E 001 2540 7100 00 000000 0000	*927.20*
35841	Maintenance Supplies	04/08/2026	3,909.85		
				20 E 001 2540 7100 00 000000 0000	*3,909.85*
35842	Maintenance Supplies	04/08/2026	1,134.56		
				20 E 001 2540 7100 00 000000 0000	*1,134.56*
35843	Dishwasher Maintenance at CHS	04/08/2026	242.52		
				10 E 002 2560 3230 00 000000 0000	*242.52*
35845	Kitchen Maintenance PKMS	04/08/2026	242.52		
				10 E 011 2560 3230 00 000000 0000	*242.52*
35846	Kitchen Maintenance at HBT	04/08/2026	242.52		
				10 E 004 2560 3230 00 000000 0000	*242.52*

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Vendor Name					Check Amount
SERVICE SANITATION INC,					15,933.96
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9295806	Port O Let Delivery CHS	03/06/2026	352.93		
				20 E 001 2540 3100 00 000000 0000	*352.93*
9295864	Port O Let Delivery CHS	03/06/2026	352.93		
				20 E 001 2540 3100 00 000000 0000	*352.93*
9295879	Port O Let Delivery CHS	03/06/2026	352.93		
				20 E 001 2540 3100 00 000000 0000	*352.93*
9295882	Port O Let Delivery PKMS	03/06/2026	352.93		
				20 E 001 2540 3100 00 000000 0000	*352.93*
9310531	Service of Mobile Classrooms CT	03/27/2026	5,928.00		
				20 E 001 2540 3100 00 000000 0000	*5,928.00*
9310532	Service of Mobile Classrooms HBT	03/27/2026	2,964.00		
				20 E 001 2540 3100 00 000000 0000	*2,964.00*
9310533	Service of Mobile Classrooms PV	03/27/2026	2,964.00		
				20 E 001 2540 3100 00 000000 0000	*2,964.00*
9310534	Service of Mobile Classrooms LL	03/27/2026	1,436.40		
				20 E 001 2540 3100 00 000000 0000	*1,436.40*
9310535	Service of Port O Lets CHS Baseball Field	03/27/2026	307.46		
				20 E 001 2540 3100 00 000000 0000	*307.46*
9310536	Service of Port O Lets CHS Softball Field	03/27/2026	307.46		
				20 E 001 2540 3100 00 000000 0000	*307.46*
9310537	Service of Port O Lets CHS Soccer Field	03/27/2026	307.46		
				20 E 001 2540 3100 00 000000 0000	*307.46*
9310538	Service of Port O Lets PKMS Track	03/27/2026	307.46		
				20 E 001 2540 3100 00 000000 0000	*307.46*
SHEPHERD VETERINARY SOLUTIONS LLC,					99.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
27207	HIPPO Vet Management Software	04/01/2026	99.00		
				10 E 002 1130 3100 00 323500 0000	*99.00*
SHRUB OAK INTERNATIONAL LLC,					52,321.67
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
T6R4X7A4B3161	March Tuition	04/01/2026	52,321.67		
				10 E 001 1912 6700 00 000000 0000	*52,321.67*

Bills Payable-Central 301

Vendor Name					Check Amount
SIGMA ATHLETICS LLC,					430.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2322	CHS Dance State Banners	04/03/2026	430.00		
				10 E 002 1500 4100 00 000000 0000	*430.00*
SIGN A RAMA, ELGIN,					643.33
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV-14722	New B&G Vehicle Signage, Trucks 11 & 12	03/19/2026	352.18		
				20 E 001 2540 4120 00 000000 0000	*352.18*
INV-14785	Varsity Baseball Scoreboard Donation Sign CHS	03/31/2026	291.15		
				20 E 001 2540 4120 00 000000 0000	*291.15*
SKILLS USA INC ILLINOIS,					2,700.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2837	CHS SLSC Registration	03/23/2026	2,700.00		
				10 E 002 1500 3900 00 000000 0000	*2,700.00*
SLIWA, KENDRA					68.84
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	03/14/2026	68.84		
				20 E 002 2540 4110 00 000000 0000	*68.84*
SMARTESTENERGY US LLC,					56,040.89
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SME1005226	Electric Service PKMS	02/26/2026	10,093.79		
				20 E 011 2540 4660 00 000000 0000	*10,093.79*
SME1005227	Electric Service PV	02/26/2026	6,010.62		
				20 E 008 2540 4660 00 000000 0000	*6,010.62*
SME1005228	Electric Service PV	02/26/2026	36.17		
				20 E 008 2540 4660 00 000000 0000	*36.17*
SME1010187	Electric Service LL	03/03/2026	2,141.99		
				20 E 005 2540 4660 00 000000 0000	*2,141.99*
SME1011784	Electric Service LL	03/04/2026	446.47		
				20 E 005 2540 4660 00 000000 0000	*446.47*
SME1020867	Electric Service DCHS	03/11/2026	20,293.79		
				20 E 002 2540 4660 00 000000 0000	*20,293.79*
SME1020868	Electric Service HBT	03/11/2026	6,086.49		
				20 E 004 2540 4660 00 000000 0000	*6,086.49*

Bills Payable-Central 301

Vendor Name					Check Amount
SMARTESTENERGY US LLC,					56,040.89
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SME1020869	Electric Service CMS	03/11/2026	4,385.71		
				20 E 003 2540 4660 00 000000 0000	*4,385.71*
SME1020871	Electric Service DO	03/11/2026	726.10		
				20 E 001 2540 4660 00 000000 0000	*726.10*
SME1027766	Electric Service CT	03/17/2026	5,819.76		
				20 E 010 2540 4660 00 000000 0000	*5,819.76*
SMITH, ELENI					450.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 12-25	Tuition Reimbursement EDT 6040	01/29/2026	450.00		
				10 E 004 1110 2300 00 000000 0000	*450.00*
SMITH, MARGARET					44.52
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Feb 27 2026	Prof Dev Music and Arts Clinic	02/27/2026	44.52		
				10 E 004 2210 6400 00 000000 0000	*44.52*
SMOY, TAYLOR					450.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDT 6030	03/29/2026	450.00		
				10 E 004 1110 2300 00 000000 0000	*450.00*
SNYDER, ERICA					126.38
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/31/2026	126.38		
				10 E 001 2212 3320 00 000000 0000	*126.38*
SONITROL CHICAGOLAND WEST, SECURITAS TECH,					3,998.88
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
262103	Security Services DO	04/01/2026	694.59		
				20 E 001 2540 3100 00 000000 0000	*694.59*
262104	Security Services HBT	04/01/2026	707.85		
				20 E 001 2540 3100 00 000000 0000	*707.85*
262105	Security Services PV	04/01/2026	1,151.01		
				20 E 001 2540 3100 00 000000 0000	*1,151.01*
262106	Security Services CT	04/01/2026	1,445.43		
				20 E 001 2540 3100 00 000000 0000	*1,445.43*

Bills Payable-Central 301

Vendor Name					Check Amount
SPECIAL SUPPLIES,					36.99
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
6589	SPED Student Item	03/24/2026	36.99		
				10 E 001 1200 4100 00 462000 0000	*36.99*
STARK AND SON TRENCHING INC,					3,165.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
56956	Long Jump Pit Sand Delivery CHS	03/10/2026	3,165.60		
				20 E 001 2540 4120 00 000000 0000	*3,165.60*
STEINMEIER, MELISSA					225.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 6	Prof Dev 45th Annual Pump Up Primary Conference	03/06/2026	225.00		
				10 E 010 2210 6400 00 000000 0000	*225.00*
STR PARTNERS LLC,					3,500.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
25057.00-1	Space Utilization & Capacity Review	03/17/2026	3,500.00		
				20 E 001 2540 3100 00 000000 0000	*3,500.00*
STRUYK, JAMES					68.44
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 19	Reimburse FedEx Shipping Fees	03/19/2026	68.44		
				10 E 002 2410 3410 00 000000 0000	*68.44*
SUMMIT SCHOOL, INC,					20,460.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
36869	March Tuition	03/27/2026	20,460.60		
				10 E 001 1912 6700 00 000000 0000	*20,460.60*
SYNDEO NETWORKS INC,					25,000.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SN026329	JULIE Fiber Location Services	03/03/2026	25,000.00		
				10 E 001 2660 3190 00 000000 0000	*25,000.00*
TEACHERCENTRIC INC,					21,245.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV-1122	Satchel Pulse Testing	03/26/2026	21,245.00		
				10 E 001 2212 3800 00 000000 0000	*21,245.00*

Bills Payable-Central 301

Vendor Name					Check Amount
TEACHER'S DISCOVERY,					82.46
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
216192	German Supplies	03/13/2026	82.46		
				10 E 003 1120 4100 00 000000 0000	*82.46*
THAYER, REBEKAH					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 6	Prof Dev NAEA National Convention	03/06/2026	300.00		
				10 E 010 2210 6400 00 000000 0000	*300.00*
THE MORTON ARBORETUM,					274.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
36720506	LL 2nd Grade Field Trip	05/08/2026	274.00		
				10 E 005 1110 3900 00 000000 0000	*274.00*
THERAPY TRAVELERS, LLC,					13,591.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV127357	Contracted Teacher	03/06/2026	2,460.00		
				10 E 001 1205 3100 00 000000 0000	*2,460.00*
INV127741	Contracted Teacher	03/13/2026	2,460.00		
				10 E 001 1205 3100 00 000000 0000	*2,460.00*
INV128066	Contracted Teacher	03/20/2026	2,460.00		
				10 E 001 1205 3100 00 000000 0000	*2,460.00*
INV128377	Contracted Teacher	03/27/2026	3,075.00		
				10 E 001 1205 3100 00 000000 0000	*3,075.00*
INV128619	Contracted Teacher	04/03/2026	3,136.50		
				10 E 001 1205 3100 00 000000 0000	*3,136.50*
THOMSON REUTERS-WEST,					1,401.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
853469203	March CLEAR Proflex Subscription	04/01/2026	1,401.00		
				10 E 001 2660 3160 00 000000 0000	*1,401.00*
TROPHIES BY GEORGE,					1,596.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9903-2100-1	Rocket Relay Medals	06/03/2025	1,596.00		
				10 E 002 1500 4100 00 000000 0000	*1,596.00*

Bills Payable-Central 301

Vendor Name					Check Amount
TURNIPSEED, JOYCE					43.80
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Feb 2026	February Mileage Reimbursement	03/04/2026	21.90		
				10 E 002 1400 3320 00 000000 0000	*21.90*
Mar 2026	March Mileage Reimbursement	03/17/2026	21.90		
				10 E 002 1400 3320 00 000000 0000	*21.90*
TYLER TECHNOLOGIES, INC,					153.75
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
45-556383	Software Implementation	03/19/2026	153.75		
				40 E 001 2550 3700 00 000000 0000	*153.75*
ULINE,					3,035.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
205460032	Floor Mats	03/16/2026	3,035.00		
				10 E 004 2410 4100 00 000000 0000	*3,035.00*
UNITY SCHOOL BUS PARTS,					1,049.35
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
634328-IN	Route Changer Magnets	03/12/2026	312.90		
				40 E 001 2550 4100 00 000000 0000	*312.90*
634337-IN	Route Changer Magnets	03/12/2026	736.45		
				40 E 001 2550 4100 00 000000 0000	*736.45*
US BANK EQUIPMENT FINANCE, INC,					1,639.21
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
577534811	Copier Lease Charges	03/11/2026	1,639.21		
				10 E 001 2410 3250 00 000000 0000	*1,639.21*
VERIZON WIRELESS SERVICES LLC,					1,218.95
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
6138674850	B&G Cell Phone / MiFi	03/15/2026	1,218.95		
				20 E 001 2540 3400 00 000000 0000	*1,218.95*
VILLAGE OF BURLINGTON,					43.70
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
119 03-26	Water Service DO	03/03/2026	43.70		
				20 E 001 2540 3700 00 000000 0000	*43.70*

Bills Payable-Central 301

Vendor Name					Check Amount
VILLAGE OF BURLINGTON,					48.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
119 04-26	Water Service DO	04/01/2026	48.50		
				20 E 001 2540 3700 00 000000 0000	*48.50*
VIRTRU CORPORATION,					6,556.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV-140289	Virtru for Email Subscription 3.20.26 - 3.19.27	03/24/2026	6,556.00		
				10 E 001 2660 3160 00 000000 0000	*6,556.00*
VOCK, ANDREW					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 03-26	Tuition Reimbursement EDT 6030	03/02/2026	300.00		
				10 E 002 1130 2300 00 000000 0000	*300.00*
VOCK, TIFFANY					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDU 6526	03/16/2026	300.00		
				10 E 002 1130 2300 00 000000 0000	*300.00*
WALKER, SHARON					90.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	03/23/2026	90.05		
				10 E 003 1120 3320 00 000000 0000	*45.03*
				10 E 011 1120 3320 00 000000 0000	*45.02*
WARD'S SCIENCE,					1,670.81
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
8821133667	Science Supplies	03/05/2026	1,161.87		
				10 E 002 1130 4100 00 000000 0000	*1,161.87*
8821197932	Science Supplies	03/13/2026	508.94		
				10 E 002 1130 4100 00 000000 0000	*508.94*
WATCH D.O.G.S.,					335.49
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260748	Program Supplies	03/11/2026	335.49		
				10 E 004 2410 4100 00 000000 0000	*335.49*

Bills Payable-Central 301

Vendor Name					Check Amount
WEST SIDE ELECTRIC SUPPLY CO,INC,					179.36
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
E300156422	Grounds Supplies	02/26/2026	179.36		
				20 E 001 2540 4120 00 000000 0000	*179.36*
WISCONSIN SKYWARD USER GROUP INC,					1,500.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1-03062026-0236-0240	Conference Registration T. Ruiz 4/20-4/21	03/06/2026	250.00		
				10 E 001 2320 6400 00 000000 0000	*250.00*
1-03132026-0343-0345	Conference Registration N. Greenlee 4/20-4/21	03/13/2026	250.00		
				10 E 001 2520 6400 00 000000 0000	*250.00*
1-03132026-0344-0346	Conference Registration K. Grewal 4/20-4/21	03/13/2026	250.00		
				10 E 001 2520 6400 00 000000 0000	*250.00*
1-03132026-0347-0350	Conference Registration M. Slager 4/20-4/21	03/13/2026	250.00		
				10 E 001 2520 6400 00 000000 0000	*250.00*
1-03132026-0348-0351	Conference Registration B. Yunk 4/20-4/21	03/13/2026	250.00		
				10 E 001 2520 6400 00 000000 0000	*250.00*
1-03162026-0362-0369	Conference Registration L. Stoner 4/20-4/21	03/16/2026	250.00		
				10 E 001 2520 6400 00 000000 0000	*250.00*
WOLD ARCHITECTS AND ENGINEERS,					18,775.84
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
11223	2025 Facility Condition Assessment	03/31/2026	456.75		
				20 E 001 2540 3100 00 000000 0000	*456.75*
9599	2025 Facility Condition Assessment	12/31/2025	18,319.09		
				20 E 001 2540 3100 00 000000 0000	*18,319.09*

Bills Payable-Central 301

Fund	Total
10 - EDUCATIONAL FUND	787,322.08
20 - OPERATIONS AND MAINTENANCE	536,686.43
30 - DEBT SERVICE, BOND & INTEREST	475.00
40 - TRANSPORTATION FUND	80,807.69
50 - IMRF/SOCIAL SECURITY	6,790.03
80 - TORT FUND	27,718.65
	1,439,799.88

Northern Kane County Regional Vocational System
Revenues and Expenditures Report
March 2026

Revenues

Source	Description	2025-2026 Original Budget	% of Fund	March MTD	2025-2026 FYTD	Budget Remaining	FYTD Percent
1999-00	Other Local Revenue	45,000.00	1.60%	-	9,700.00	35,300.00	21.56%
Total Local Revenues		**45,000.00**	**1.60%**	**-**	**9,700.00**	**35,300.00**	**21.56%**
2100-00	Career & Technical Education	2,144,384.00	76.27%	467,200.00	1,663,200.00	481,184.00	77.56%
Total State Revenues		**2,144,384.00**	**76.27%**	**467,200.00**	**1,663,200.00**	**481,184.00**	**77.56%**
2200-00	Perkins V Grant	622,171.00	22.13%	30,844.00	485,781.00	136,390.00	78.08%
Total Federal Revenues		**622,171.00**	**22.13%**	**30,844.00**	**485,781.00**	**136,390.00**	**78.08%**
Total Revenues		**2,811,555.00**	**98.40%**	**498,044.00**	**2,158,681.00**	**652,874.00**	**76.78%**

Expenditures

Object	Description	2025-2026 Original Budget	% of Fund	March MTD	2025-2026 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
1000	Salaries	196,150.00	6.98%	16,666.67	133,333.36	-	62,816.64	67.98%
2000	Benefits	55,720.00	1.98%	5,870.58	46,964.64	-	8,755.36	84.29%
3000	Purchased Services	78,500.00	2.79%	3,806.15	33,961.76	-	44,538.24	43.26%
4000	Supplies	2,000.00	0.07%	79.86	2,744.24	-	(744.24)	137.21%
6000	Other/Dues/Fees	2,479,185.00	88.18%	139,502.86	1,740,672.40	-	738,512.60	70.21%
Total Expenditures		**2,811,555.00**	**100.00%**	**165,926.12**	**1,957,676.40**	**-**	**853,878.60**	**69.63%**

Bills Payable-Northern Kane

03/17/2026 - 04/20/2026

Vendor Name			Check Amount
CENTRAL COMMUNITY USD 301,			23,544.44
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
Mar 2026	NK reimb payroll and benefits Mar 2026		
		97 E 110 2120 1100 00 322000 0026	*4,327.09*
		97 E 110 2120 1100 00 474500 0026	*2,756.25*
		97 E 110 2120 2100 00 322000 0026	*3,571.93*
		97 E 110 2120 2100 00 474500 0026	*1,087.50*
		97 E 110 2330 1100 00 474500 0026	*1,666.67*
		97 E 110 2330 2100 00 474500 0026	*385.00*
		97 E 110 2400 1100 00 322000 0026	*7,916.67*
		97 E 110 2400 2100 00 322000 0026	*1,833.33*
COMMUNITY UNIT SCHOOL DIST 300,			63,418.63
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
Mar 25	Transportation Costs for Manufacturing Tours		
		97 E 110 1100 3100 00 000000 0026	*1,265.17*
Mar 26	ACTE Conference Expenses Reimbursement J. Anderson, J. Sieczkowski		
		97 E 110 2210 3100 00 322000 0026	*3,839.46*
Mar FY26 CTE	FY26 CTE March		
		97 E 110 4140 6400 02 322000 0026	*51,478.00*
Mar FY26 Perkins	FY26 Perkins March		
		97 E 110 4140 6400 02 474500 0026	*6,836.00*
COMMUNITY UNIT SCHOOL DIST 303,			8,426.69
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
26-1012	Substitutes for Manufacturing Tours		
		97 E 110 1100 3100 00 000000 0026	*318.00*
Mar FY26 CTE	FY26 CTE March		
		97 E 110 4140 6400 04 322000 0026	*4,423.32*
Mar FY26 Perkins	FY26 Perkins March		
		97 E 110 4140 6400 04 474500 0026	*3,685.37*

Bills Payable-Northern Kane

Vendor Name			Check Amount
SCHOOL DISTRICT U-46,			53,374.63
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
Feb FY26 CTE	FY26 CTE February		
		97 E 110 4140 6400 01 322000 0026	*23,549.13*
Feb FY26 Perkins	FY26 Perkins February		
		97 E 110 4140 6400 01 474500 0026	*29,825.50*
STROH, TERRY			298.70
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
Apr 2026	April Mileage Reimbursement		
		97 E 110 2330 3100 00 322000 0026	*298.70*

Bills Payable-Northern Kane

Fund	Total
97 - NORTHERN KANE REG VOC SYSTEM	149,063.09
	149,063.09

Treasurer's Report-Northern Kane

March **2025-2026** **Central Cmty USD 301, IL**

Account Description	Beginning Balance	Deposits	Withdrawals	Ending Balance
97 - NORTHERN KANE REG VOC SYSTEM				
NORTHERN KANE CHECKING	722,359.41	498,123.86	166,005.98	1,054,477.29
Totals for Fund: 97 - NORTHERN KANE REG VOC SYSTEM	**722,359.41**	**498,123.86**	**166,005.98**	**1,054,477.29**

	Beginning Balance	Debit	Credit	Ending Balance
Grand Totals:	**722,359.41**	**498,123.86**	**166,005.98**	**1,054,477.29**

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
April 20, 2026
REVISED 4/20/2026

New Hire – Certified

Name	School	Position
Heckman-Gatto, Christine	CHS	PT English & Theater Teacher
Lux, Nicole	HBT	Early Childhood Teacher
Peldiak, Amanda	CHS	Technology Education Teacher

New Hire – Non-Certified

Name	School	Position
Culver, Rubith	CHS	2nd Shift Custodian
Mateja, Joshua	Tech	Tech Level 2
Ravipati, Lakshmi	CT	PT Paraprofesional

Voluntary Transfer – Certified

Name	School	Position
Ballard, Caitlin	LL	3rd Grade Teacher
O'Dekirk, Chloe	PV	3rd Grade Teacher
Scola, Alessandra	CT	2nd Grade Teacher

Voluntary Transfer – Non-Certified

Name	School	Position
Rindhage, Rick	Trans	Director of Transportation

Involuntary Transfer – Certified

Name	School	Position
Galindo, Amy	PKMS	Science Teacher

Involuntary Transfer – Non-Certified

Name	School	Position
Aguirre, Kimberly	PKMS	Cook
Pena, Shauna	CHS	Cook

Retirement – Certified

Name	School	Position
Bushman, Kristine	CHS	English Teacher
Hennig,Sheri	PV	2nd Grade Teacher

Resignation – Certified

Name	School	Position	Effective Date
Page, Rebecca	PV	Library Media Specialist	EOY 2025-2026
Helfers, Marissa	CT	Social Worker	EOY 2025-2026

CENTRAL
UNIT SCHOOL DISTRICT 301

Leave of Absence - Certified

Name	School	Position	Effective Date
Bussman,Cara	CHS	Social Worker	5/28/2026-9/30/2026
Gilson, Paige	HBT	Social Worker	4/6/2026-6/3/2026
LeBel, Karen	CT	5th Grade Teacher	8/10/2026-11/2/2026
Lesk, Jamie	PV	3rd Grade Teacher	3/26/2026-TBD
Lustig, Jessica	PKMS	SpEd Teacher	3/11/26-unknown

Leave of Absence Non-Certified

Name	School	Position	Effective Date
Jensen, Janel	CT	Paraprofessional	3/26/2026-4/17/2026
Rubio, Jacob	PV	2nd Shift Custodian	5/15/2026-August (TBD)

odes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, TH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; ED = proposed emergency day; HOL = holiday; NIA = not in attendance

otal Days of Attendance: 176 **Regular Day:** 9:15AM - 3:40PM **Instruct. Day Lgth:** Hrs. 25 Mins.

July 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4 HOL	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

uly Atnd: 0 Accum: 0

August 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 TI	19 TI	20 X	21 X	22 X	23	24
25 X	26 X	27 X	28 X	29 NIA	30	31
1	2	3	4	5	6	7

Aug Atnd: 7 Accum: 7

September 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1 HOL	2 X	3 X	4 X	5 X	6	7
8 X	9 X	10 X	11 X	12 X	13	14
15 X	16 X	17 X	18 X	19 X	20	21
22 X	23 X	24 X	25 XHS	26 TI	27	28
29 X	30 X	1	2	3	4	5

Sept Atnd: 20 Accum: 27

October 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1 X	2 X	3 X	4	5
6 X	7 X	8 X	9 X	10 X	11	12
13 HOL	14 X	15 X	16 X	17 X	18	19
20 X	21 X	22 X	23 FPT	24 FPT	25	26
27 X	28 X	29 X	30 X	31 X	1	2
3	4	5	6	7	8	9

ct Atnd: 22 Accum: 49

November 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3 X	4 X	5 X	6 X	7 X	8	9
10 X	11 X	12 X	13 X	14 X	15	16
17 X	18 X	19 X	20 X	21 X	22	23
24 NIA	25 NIA	26 NIA	27 HOL	28 NIA	29	30
1	2	3	4	5	6	7

Nov Atnd: 15 Accum: 64

December 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	30
1 X	2 X	3 X	4 X	5 X	6	7
8 X	9 X	10 X	11 X	12 X	13	14
15 X	16 X	17 X	18 X	19 X	20	21
22 NIA	23 NIA	24 NIA	25 HOL	26 NIA	27	28
29 NIA	30 NIA	31 NIA	1	2	3	4

Dec Atnd: 15 Accum: 79

January 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1 HOL	2 NIA	3	4
5 NIA	6 X	7 X	8 X	9 X	10	11
12 X	13 X	14 X	15 X	16 X	17	18
19 HOL	20 X	21 X	22 X	23 NIA	24	25
26 X	27 X	28 X	29 X	30 X	31	1
2	3	4	5	6	7	8

an Atnd: 17 Accum: 96

February 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2 X	3 X	4 X	5 X	6 X	7	8
9 X	10 X	11 X	12 X	13 X	14	15
16 NIA	17 X	18 X	19 X	20 X	21	22
23 X	24 X	25 X	26 XHS	27 TI	28	1
2	3	4	5	6	7	8

Feb Atnd: 18 Accum: 114

March 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
23	24	25	26	27	28	1
2 X	3 X	4 X	5 X	6 X	7	8
9 X	10 X	11 X	12 X	13 X	14	15
16 X	17 X	18 X	19 X	20 X	21	22
23 X	24 X	25 X	26 X	27 XHS	28	29
30 NIA	31 NIA	1	2	3	4	5

Mar Atnd: 20 Accum: 134

April 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 NIA	2 NIA	3 NIA	4	5
6 X	7 X	8 X	9 X	10 X	11	12
13 X	14 X	15 X	16 X	17 X	18	19
20 X	21 X	22 X	23 X	24 X	25	26
27 X	28 X	29 XHS	30 X	1	2	3
4	5	6	7	8	9	10

pr Atnd: 19 Accum: 153

May 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1 X	2	3
4 X	5 X	6 X	7 X	8 X	9	10
11 X	12 X	13 X	14 X	15 X	16	17
18 X	19 X	20 X	21 X	22 X	23	24
25 HOL	26 X	27 X	28 X	29 X	30	31
1	2	3	4	5	6	7

May Atnd: 20 Accum: 173

June 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1 X	2 X	3 XHS	4 XED	5 XED	6	7
8 XED	9 XED	10	11	12	13	14
15	16	17	18	19 HOL	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

June Atnd: 3 Accum: 176

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Tim Kilrea, Dr. Kyle Schumacher, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: April 20, 2026

RE: Approval of Donation to CHS Boys Track and Field Activity Account

Central High School received a donation of $750.00 from Mr. and Mrs. Anderson for the boys' track and field program. This donation will be used to support the purchase of track and field equipment and supplies used in day-to-day practices and meets. We are recommending that we accept this donation.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Mike Sitter, Athletic Director

TO: District 301 Board of Education

DATE: April 6, 2026

RE: Approval of Prom 2027 Location Change

Due to the bankruptcy of some Pinstripes locations (Barrington), the originally selected venue for Prom 2027 is no longer available. An alternative location in Northbrook was proposed and the deposit that was made for $11,250 would also be transferred. However, this Northbrook location is smaller in capacity, farther from the District, and it does not adequately accommodate the anticipated number of student attendees.

Subsequently, 810 Entertainment has acquired the former Pinstripes Barrington property and has extended an offer to Central High School to host Prom 2027 at this location. They are willing to give a credit of $5,800 to offset some of the $11,250 we paid to Pinstripes. This Barrington venue provides sufficient capacity as they are providing the full venue to us and is better aligned with the needs of the event.

We are recommending that we approve the change of location for Prom of 2027.

ADDENDUM TO 810 ENTERTAINMENT AGREEMENT

This Addendum is hereby made a part of that certain Agreement ("**Agreement**"), dated on or about March 20, 2026, by and between 810 Entertainment ("**Venue**"), and Central Community Unit School District 301 ("**Customer**"), for Central High School Prom 2027, on April 24, 2027. The Parties agree to amend and supplement the Agreement (which includes Entertainment Terms and Conditions) as follows:

1. Governing Provisions. In the event of a conflict between the terms and conditions of this Addendum and those of the Agreement, the terms and conditions herein shall govern. All other provisions of the Agreement not otherwise modified herein shall remain in full force and effect.

2. Payment. Notwithstanding any other provision in the Agreement to the contrary, all payments and penalties for nonpayment shall be governed by the *Illinois Local Government Prompt Payment Act*, 50 ILCS 505/1 et seq.

3. Required Certifications. Venue shall comply with all applicable laws, ordinances, rules, regulations and codes, including but not limited to (if and to the extent applicable) the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et seq.* and the provision of sexual harassment policies and procedures pursuant to Section 2-105 of that Act, including the regulations promulgated thereunder; the Equal Employment Opportunity Clause at Title 44, Part 750, of the Illinois Administrative Code (*see* 44 Ill. Admin. Code 750.20), which is fully incorporated herein; federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans With Disabilities Act*, 42 U.S.C. Section 12101 *et seq.*, and rules and regulations promulgated thereunder; certifications concerning not being barred from bidding and complying with Illinois Use Tax requirements under the Illinois *School Code* (105 ILCS 5/10-20.21); and the Illinois *Drug Free Workplace Act*, 30 ILCS 580/1 *et seq.*

4. Insurance. During term of this Agreement, Venue shall maintain the following insurance: (i) workers compensation insurance in the statutorily required amounts; and (ii) commercial general liability insurance, on an occurrence basis, with minimum amounts of at least $2,000,000 per occurrence and in the aggregate. The Venue's insurance coverage shall include coverage for sexual misconduct of its employees/subcontractors. Customer, its individual board members, agents, and employees shall be named as additional insureds on Venue's commercial general liability policy on a primary and noncontributory basis. Prior to the event, Venue shall provide Client with a certificate of insurance evidencing the insurance requirements provided herein.

5. Indemnification. Venue shall, to the fullest extent permitted by law, indemnify, hold harmless and defend the Customer, its board members, employees, and agents against all loss, liability, claims or expenses (including reasonable attorneys' fees) arising out of Venue's negligent or willful acts or omissions.

6. Force Majeure. If a Force Majeure event prevents the Customer's event from taking place as scheduled, the parties agree to cooperate to reschedule the event at no additional cost to Customer.

7. Deposit. In event of cancellation by Customer at least ninety (90) days prior to the event date, 50% of the deposit shall be refunded. The full deposit shall be refunded to Customer if the agreement is terminated due to a breach of the Agreement by Venue or if Venue cancels or makes any material change to the Agreement (e.g. relocation) that is not acceptable to Customer.

IN WITNESS WHEREOF, the Parties have signed this Addendum on the date(s) indicated below.

810 ENTERTAINMENT	**CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301**
By:_____	**By:**_____
Its: _____	**Its:** _____
Date: _____	**Date:** _____

3020065.1

Central High School Prom 2027

Saturday, April 24, 2027

Created On: Friday, March 20, 2026

EVENT CONTRACT

ACCOUNT: Central High School
CONTACT: Zandra Mcguire
EMAIL: Zandra.mcguire@central301 .net
PHONE: 8479126965
ADDRESS:

SALES MANAGER: Sara Miller
EMAIL: Sara@810bowling.com
PHONE:

EVENT SUMMARY

Date	Time	Location	Areas	Event Type	Guests
Saturday, April 24, 2027	06:00 PM – 10:00 PM	South Barrington, IL	Buy Out Full Venue SBI	Prom	525

Bowling and activities

Qty	Description	Price	Total
	Bowling: Shoes Included		$0
20	ALL 20 LANES (Maximum of 6 people per lane) $95 PER LANE PER HOUR, DISCOUNTED TO $50 PER LANE PER HOUR **Timing: 6:00-10:00PM**	$200	$4000

Food

Qty	Description	Price	Total
	CUSTOMIZED BUFFET **4 DOUBLE SIDED BUFFETS SETUP IN ALLSEASONS BY 6:30PM** **Unlimited Non-alcoholic Beverages for each guest included** Dinner Pricing $35 Choice of 1: Garden Salad | Caesar Salad Choice of 2: 810 Cheeseburger Sliders | Italian Beef Sandwiches | Chicken Tenders | Wings Choice of 1: Chicken Parmesan |Chicken Picatta | Flank Steak with chimichurri Choice of 1: Parmesan Chips | Baked Mac & Cheese | Grilled Asparagus | Broccolini | Seasonal Roasted Vegetables Cookies | Brownies		$0
525	**Dinner Pricing**	$35	$18375
525	**ADD ON VEGETABLE STIR FRY & JASMINE RICE** ***VEGAN**	$8	$4200
525	**MASHED POTATOES**	$5	$2625
100	**Margherita Pizzas**	$18	$1800
100	**Veg Head Pizzas**	$17	$1700
	LATE NIGHT FRENCH FRY BAR **FRENCH FRIES BY THE PLATTER** ***CHEESE SAUCE, KETCHUP, RANCH, BBQ,** ***Approximately Serves 500 @ Current Quantity**		$0
20	**Fries by the Platter**	$140	$2800

Beverage

Qty	Description	Price	Total
	Fountain Beverages Included within Food Package Fountain Beverages, Coffee, Milk, & Juices	$0	$0

Event Space Rental

Qty	Description	Price	Total
	FULL BUYOUT OF VENUE: REQUIRED MINIMUM SPEND PRIOR TO SERVICE CHARGE AND TAX $45,000. **810 ENTERTAINMENT TO APPLY $5,500 DISCOUNT AS AGREED UPON** **$300 ADDITIONAL DISCOUNT IF PAYING VIA CHECK**		$0
1			$0

ESTIMATED BILLING

		Total
Bowling and activities		$4000
Additional Gaming		$0
Food		$31500
Beverage		$0
Additional Charges		$0
Event Space Rental		$0
Subtotal		$35500
Food and Beverage SBI	1.5%	$472.51
Gratuity Fees SBI	8%	$2840
Service Charge SBI	14%	$4970
Service Charge Tax SBI		$0
State County RTA Village Sales Tax SBI		$0
State Sales Tax SBI		$0
Gratuity		$0
Grand Total		$43782.51
Estimated Deposit		$21891.26
Estimated Amount Due		$43782.51

Central High School Prom 2027 **Saturday, April 24, 2027**

Terms and conditions

810 Entertainment Terms & Conditions

CUSTOMER ACCEPTANCE: The undersigned accepts the responsibility for the service, dress code and prices listed in this agreement. Note: The 22% Service Charge consists of two separate categories: 8% staff gratuity (which is nontaxable) and 14% administrative fee (which is taxable). Note: Advanced Lane reservations with no food are subject to a 14% administrative fee (which is taxable).

Management reserves the right to refuse or stop service of alcoholic beverages for any reason to ensure the safety of our clients, guests and employees.

If you have purchased a beverage package as part of this agreement, please note that alcohol service is not unlimited and will be monitored for responsible consumption. In addition, “shots” and “doubles” are not included in any package. Guests requesting those options will be offered the opportunity to purchase them separately at full retail price unless the service of said beverages exceeds the threshold for responsible consumption.

Management reserves the right to deny entry for argumentative, rude or offensive behavior. Dress Code requires neat, casual, fitted attire. Management has sole discretion with regards to enforcing our dress code. ABSOLUTELY no outside food or beverage allowed in the venue with the exception of store-bought cupcakes or cakes. We recommend letting your guests know to arrive 15 minutes early to get checked in and get shoes. Bowling reservation will begin at scheduled time. We will not extend time for late guest arrivals. Adding bowling time on the day of your event is subject to availability. Keep in mind everyone must wear bowling shoes, including any parents / chaperones that will be helping children bowl or bowling themselves. Also, no one is permitted to cross the foul line while bowling. Lane allocation may change. Party packages and advanced lane reservation must be paid in full at time of booking, by booking you are automatically agreeing to all terms and conditions of this agreement.

Cancellation Policy:

If you cancel, you will forfeit your deposit. If you book a party package within 48 hours of the event time or an advanced lane reservation within 24 hours of the event time your entire booking amount will be deemed non-refundable at time of booking and you will forfeit any rights to reschedule. If you would like to move or modify your scheduled event you must do so prior to the window noted above or you will incur the same penalties as outlined above. You may however use your nonrefundable deposit or full payment towards another event but you must host your event within 90 calendar days from the original event date. The rescheduled event must be equal or greater than the original total non refunded amount.

Guest Count Changes:

Any REDUCTION in a guest count must be made at least 5 business days in advance of the scheduled event date. In any event, any guaranteed guest count may not decrease more than 10% from the original contracted amount. Customers will be billed for the guaranteed guest count along with additional guests added for final event attendance. Should your guest count INCREASE the day of your event, Client will be charged the per person price for the additional guests as stated on contract and need to be paid in full at the close of the event. Refunds are not permitted after payment has been processed. Any additional charges incurred on the day of the event are due at the end of the event. If not settled at the end of the event, the card on file will be charged.

You are responsible for any and all damages, losses, claims and liability arising out of or related to your or your guests' use of the event facilities, equipment and services, or related to your event, including property damage or personal injury arising therefrom, and will release, indemnify and hold us harmless from damages, losses, claims and liability resulting therefrom (other than claims caused by our gross negligence or willful misconduct).

No Party shall be liable for any failure to perform its obligations where such failure is a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster) war, invasion, act of foreign enemies, hostilities (where war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electrical power. Any party asserting Force Majeure shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled and that the other party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

Please note that all events require a 50% non-refundable deposit to secure your space, with the remaining balance paid in full 5 days prior to your event. Taxes, gratuity, and a service fee will also be applied to your event. Please keep in mind that we do charge based on guaranteed headcount, so once payment has been submitted, we will not be able to decrease headcount or submit any refunds, but we can always add guests on.

CUSTOMER ACCEPTANCE: The undersigned accepts the responsibility for the services and prices listed in this agreement:

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Sarah Nolan, Director of Student Services

TO: District 301 Board of Education, Dr. Schumacher and Dr. Kilrea, Interim Superintendents

DATE: April 13, 2026

RE: Best Buddies Overnight Trip

Our Best Buddies sponsor, Mrs. Tauer, is requesting that two students, Riley Penar and Madison Keating, from our CHS program attend the Best Buddies Leadership Conference at Indiana University on July 17th - July 20th. The students will be staying in the dorms at the university. Leadership conference staff will supervise the students in the dorms and during the conference. Transportation is provided by the families.

Best Buddies International is a nonprofit 501(c)(3) organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, leadership development, and inclusive living for individuals with intellectual and developmental disabilities (IDD).

Best Buddies Leadership Conference (BBLC) unites Best Buddies leaders, volunteers, and community advocates from around the globe to imagine, create, lead and empower the future of the disability rights and inclusion movement. Over the past 30 years, BBLC has inspired thousands of leaders to be Best Buddies advocates and to bring about social change in their communities.

This conference experience will offer opportunities to learn from professional presenters, participate in small group discussions, engage with experts, and choose from a diverse variety of education sessions that will inform, inspire, and advance your role in the disability rights movement. Best Buddies is working on finalizing a daily itinerary for the leadership conference weekend and will be sharing that in the upcoming weeks with students and families.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Mike Sitter, Athletic Director

TO: District 301 Board of Education

DATE: March 24, 2026

RE: SkillsUSA Overnight State Competition, 4/23/26-4/26/26

SkillsUSA Sponsors, Matt Bilen and Elizabeth Covington, are requesting to take select students to the SkillsUSA State Competition held in Peoria IL. Students will be traveling via CHS Activity Buses.

Illinois' elite career competitions, The Championships, are the pinnacle events of SkillsUSA student members. Each year Illinois' best career and technical education students head to Peoria, IL to showcase their ability to enter the workforce. More than 5,000 individuals — including students, teachers, and business partners — are expected to participate in the multi-day event.

The Championships begins on Friday with students competing across 100+ career competitions designed to test their skills. Each competition is designed and run by representatives of respective industries, allowing students to gain a high degree of experience and insight. Afterwards, students are treated to a special social event for their hard work.

The involvement of industry in the SkillsUSA Illinois Championships program is essential. Leadership, health, trade, industrial and technical experts donate their time to serve as contest judges and as technical committee members. They assume responsibility for selecting the skills to be judged, determining the format of the contests and establishing the standards by which the contestants will be judged.

TENTATIVE ITINERARY

DAY ONE - THURSDAY, APRIL 23

- Depart CHS, 11am
- 2p.m. – 6:30 p.m. Skills Fest and Conference Registration
- 4 p.m. Hotel Check-in Begins
- 7 p.m. Opening Session (Doors open at 6:30 p.m.)
- Career Competition Orientations

DAY TWO - FRIDAY, APRIL 24

- 5:30 a.m. – 8 a.m. Breakfast (Hot “Grab and Go” at Conference Hotels)
- 6 a.m. Career Competitions Begin (varies, check app)
- 8 a.m. – 5 p.m. Test Center (last check-in at 4 p.m.)

- 8:30 a.m. – 4:30 p.m. The Championships: Open To the Public
- 11 a.m. – 1 p.m. Lunch (provided, 30 minutes for each competitor).
- 3:30 p.m. Joint (HS/CPS) Delegate Session
- 7:05 p.m. Champions Night: Celebration Event

DAY THREE - SATURDAY, APRIL 25

- 6:30 a.m. – 8 a.m. Breakfast (Hot “Grab and Go”)
- 8:30 a.m. Awards Sessions (Doors open at 8am)

Conference Information

April 23-25, 2026
Peoria Civic Center
201 SW Jefferson Ave, Peoria, IL 61602

Hotel Information

Courtyard Peoria Downtown
533 Main Street
Peoria, IL 61602

Students Attending

Venkata	Anantha
Olivia	Botruff
Mark	Cabaluna
Matt	Carlson
Tulguldur	Davaajav
Samvir	Devineni
Elinor	Eickmeyer
Aidan	England
Maddy	Folloso
Ujwal	Gurugubelli
Alana	Hemphill
Evan	Kosobudzki
Chaitanya	Kulkarni
Ruans	Parikh
Kairo	Pye -Meyer
Kory	Yildirim

CENTRAL
UNIT SCHOOL DISTRICT 301

April 20, 2026

TO: Board of Education
FROM: Tim Kilrea and Kyle Schumacher, Interim Superintendents
DATE: April, 20th 2026
RE: Administrator and Non-Bargaining Unit Salary Increases for 2026-2027

It is our recommendation that Administrator and non-bargaining unit member salary increases not exceed an aggregate amount of 5.25% of current salaries. 5.25% is the CEA negotiated increase for the 2026-27 school year.

Individual increases may be more or less than 5.25% but the overall administrative and non-bargaining unit increases will not exceed the dollar amount derived from an aggregate of 5.25% of all administrator and non-bargaining unit member 2025-26 salaries.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Board of Education

FROM: Kyle Schumacher, Interim Superintendent, Policy Committee

DATE: April, 20th 2026

RE: Adoption of Press Plus Policy Manual

Our Policy Committee has reviewed all board policies in preparation of our transition to hosting all policies through Press Plus. Included in your board memo is the pending policy manual to be uploaded into this service.

Board Policy Manual

Central Community Unit School District 301

Kane County

Pending Adoption Copy: April 9, 2026

Edits to be incorporated into the final manual must be provided to the IASB Policy Director in a form that clearly shows the edits directed by the Board, e.g., by writing or printing on the hard copy of the draft. Most edits will be provided verbally by the Board at a policy committee or Board meeting. Edits may also be provided by phone, facsimile or email.

The electronic version has been provided for use with the following conditions:

1. It **may** be distributed to the Board and appropriate district staff for reading only.
2. It **may** be posted on the district website for public view during the adoption process.
3. It **should not** be altered in any way.

This manual may be changed at any time at the sole discretion of the Board and/or the Superintendent, whichever has appropriate jurisdiction, subject only to mandatory collective bargaining requirements.

PENDING ADOPTION

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 BOARD OF EDUCATION POLICY MANUAL
TABLE OF CONTENTS
SECTION 1 – SCHOOL DISTRICT ORGANIZATION

1:10 School District Legal Status

1:20 District Organization, Operations, and Cooperative Agreements

1:30 School District Philosophy

PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

School District Organization

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:

PENDING ADOPTION

School District Organization

District Organization, Operations, and Cooperative Agreements

The District is organized and operates as a Unit District serving the educational needs of children in grades pre-K through 12 and others as required by the School Code.

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the Board of Education concerning these programs and agreements.

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.
5 ILCS 220/, Intergovernmental Cooperation Act.

ADOPTED:

PENDING ADOPTION

School District Organization

School District Philosophy

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership aims to empower all students to develop strong self-respect and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

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

ADOPTED:

PENDING ADOPTION

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 BOARD OF EDUCATION POLICY MANUAL
TABLE OF CONTENTS
SECTION 2 – BOARD OF EDUCATION

Governance

2:10 School District Governance

2:20 Powers and Duties of the Board of Education; Indemnification

Board Member

2:30 School District Elections

2:40 Board Member Qualifications

2:50 Board Member Term of Office

2:60 Board Member Removal from Office

2:70 Vacancies on the Board of Education - Filling Vacancies

2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

2:80 Board Member Oath and Conduct

2:80-E Exhibit - Board Member Code of Conduct

2:100 Board Member Conflict of Interest

2:105 Ethics and Gift Ban

2:110 Qualifications, Term, and Duties of Board Officers

2:120 Board Member Development

2:125 Board Member Compensation; Expenses

Board Relationships

2:130 Board-Superintendent Relationship

2:140 Communications To and From the Board

2:150 Committees

2:160 Board Attorney

2:170 Procurement of Architectural, Engineering, and Land Surveying Services

Board Meetings

2:200 Types of Board of Education Meetings

2:210 Organizational Board of Education Meeting

2:220 Board of Education Meeting Procedure

2:230 Public Participation at Board of Education Meetings and Petitions to the Board

Board Policy

2:240 Board Policy Development

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

PENDING ADOPTION

Board Records

2:250 Access to District Public Records

Uniform Grievance Procedure

2:260 Uniform Grievance Procedure

Board of Education

2:265 Title IX Sexual Harassment Grievance Procedure

2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Board of Education

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 may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically present at the meeting.

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/, 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:

PENDING ADOPTION

Board of Education

Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts in accordance with applicable federal and State law, including using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.

PENDING ADOPTION

18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

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

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.
115 ILCS 5/, Ill. Educational Labor Relations Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational Board of Education Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

PENDING ADOPTION

Board of Education

School District Elections

School District elections are non-partisan, 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 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 and otherwise provides information to the community concerning District elections.

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.

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office), 2:210 (Organizational Board of Education Meeting)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Member Qualifications

A Board of Education member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office, certain types of State or federal employment, and conviction of an infamous crime. A child sex offender, as defined in State law, is ineligible for Board of Education membership.

LEGAL REF.: Ill. Constitution, Art. II, §1; Art. IV, §2(e); Art. VI, §13(b).
105 ILCS 5/6-2.
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (School District Elections), 2:70 (Vacancies on the Board of Education - Filling Vacancies)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Member Term of Office

The term of office for a Board of Education member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct.*

The term ends 4 years later when the successor assumes office.

LEGAL REF.: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.
105 ILCS 5/10-10, 5/10-16, and 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Member Removal from Office

If a majority of the Board of Education determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office.

LEGAL REF.: 105 ILCS 5/3-15.5.

CROSS REF.: 2:70 (Vacancies on the Board of Education - Filling Vacancies)

ADOPTED:

PENDING ADOPTION

Board of Education

Vacancies on the Board of Education - Filling Vacancies

Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 60 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED:

PENDING ADOPTION

Board of Education

Exhibit - Checklist for Filling Board Vacancies by Appointment

The Board of Education fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see *Answers to FAQs: Vacancies on the Board of Education*, published by a committee of the Ill. Council of School Attorneys (ICSA), and available at: www.iasb.com/law/vacancies.cfm.

☐ **Confirm that the Board must fill the vacancy by appointment.**

Guidelines	Explanation
Review Board policy 2:70, *Vacancies on the Board of Education - Filling Vacancies*, to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment. Consult the Board Attorney as needed.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10.
In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be *held over* by the incumbent member, and (2) the process by which the Board will fill the seat.	The School Code partially addresses the concept of a *holdover seat*; it states "no elective office…becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified." 105 ILCS 5/10-11.

☐ **Notify the Regional Superintendent of the vacancy within five days of its occurrence (105 ILCS 5/10-10).**

☐ **Develop a list of qualifications for appointment of a person to fill the vacancy.**

Guidelines	Explanation
At a minimum, a candidate must meet the following qualifications: • Be a United States citizen • Be at least 18 years of age • Be a resident of Illinois and District for at least one year immediately preceding the appointment • Be a registered voter • Not be a child sex offender	While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10. For guidance discussing other qualifications that the Board may want to consider, see IASB's *Recruiting School Board Candidates*, available at: www.iasb.com/training/recruiting.cfm For guidance regarding conflict of interest and incompatible offices, see *Answers to FAQs Regarding*

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Guidelines	Explanation
• Not hold an incompatible public office • Not have a prohibited interest in any contract with the District • Not be a school trustee • Not hold certain types of prohibited State or federal employment	*Conflict of Interest and Incompatible Offices* (ICSA), available at: www.iasb.com/IASB/media/Documents/COI_FAQ.pdf.
When additional qualifications apply, the following items may be included in the Board's list of qualifications: • Meet all qualifications based upon the distribution of population among congressional townships in the district. • Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas.	Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11. **Note:** If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c).

☐ **Decide who will receive completed vacancy applications.**

Guidelines	Explanation
The Board President will accept applications. The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.	Who accepts vacancy applications is at the Board's sole discretion. According to Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.

☐ **Create the Board member vacancy announcement.**

Announcement	Explanation
School District _____ Board Member Vacancy The School District is accepting applications to fill the vacancy resulting from [*reason for vacancy*] of [*former Board member's name*].	The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion. The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).

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Announcement	Explanation
The individual selected will serve on the Board of Education from the date of appointment to [*date*].	The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, *Vacancies on the Board of Education - Filling Vacancies*, to determine the length of the appointment.
The School District [*School District's philosophy or mission statement*].	See Board policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals.
Applicants for the Board vacancy must be: [*Board's list of qualifications*].	See checklist item titled *Develop a list of qualifications for appointment of a person to fill the vacancy* above.
Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [*locations*].	Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, *Powers and Duties of the Board of Education; Indemnification*; 2:80, *Board Member Oath and Conduct*; 2:100, *Board Member Conflict of Interest*; 2:105 *Ethics and Gift Ban*; and 2:120, *Board Member Development*.
Applications may be obtained at [*location and address and/or website*] beginning on [*date and time*]. Completed applications may be turned in by [*time and date*] to [*name and title of person receiving applications*].	See action item titled *Decide who will receive completed vacancy applications* above.

☐ **Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**

☐ **Accept and review applications from prospective candidates (see Decide who will receive completed vacancy applications above).**

☐ **Contact appropriate applicants for interviews (see Decide who will receive completed vacancy applications above).**

☐ **Develop interview questions.**

Interview Questions	Explanation
Why do you want to be a Board member? What specific skills would you bring to the Board? Please give specific examples of your ability in interpersonal relationships and teamwork.	Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to

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Interview Questions	Explanation
What do you see as the role of a Board member? What have you done to prepare yourself for the challenges of being a Board member? Please describe your previous community or nonprofit experiences. What areas in the district would you like to see the Board strengthen? What is your availability to meet the time, training commitments, and other responsibilities required for Board membership? Describe what legacy you would like to leave behind.	consider allowing an equal amount of time for each interview. See IASB's Recruiting School Board Candidates, available at: www.iasb.com/training/recruiting.cfm A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.

☐ **Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).**

Interview Plan	Explanation
In each interview, the Board President will: Introduce Board members to the candidate at the beginning of the interview. Describe the Board's interview process, selection process, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment. Describe the District's philosophy or mission statement. Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development. Begin asking the interview questions that the Board developed. Ask the candidate whether he or she has any questions for the Board. Thank the candidate and inform the candidate when the Board expects to	The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The president presides at all meetings. 105 ILCS 5/10-13. The Board may also want to consider allowing an equal amount of time for each interview.

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Interview Plan	Explanation
make a decision and how the candidate will be contacted regarding the Board's decision.	

☐ **Fill vacancy by a vote during an open meeting of the Board before the 60th day (105 ILCS 5/10-10).**

☐ **Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).**

☐ **Announce the appointment to District staff and community.**

Announcement	Explanation
The Board appointed [*appointee's name*] to fill the vacancy on the Board. The appointment will be from [*date*] to [*date*]. The Board previously established qualifications for the appointee in a careful and thoughtful manner. [*Appointee's name*] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [*Appointee's name*] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.	The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement. See Board policy 8:10, *Connection with the Community*.

☐ **Administer the Oath of Office and begin orientation.**

Guidelines	Explanation
See Board policy 2:80, *Board Member Oath and Conduct*.	Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.
See Board policy 2:120, *Board Member Development*, and exhibit 2:120-E1, *Guidelines for Serving as a Mentor to a New Board of Education Member*.	Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm.

☐ **Inform IASB of the newly appointed Board member's name and directory information.**

DATED:

PENDING ADOPTION

Board of Education

Board Member Oath and Conduct

Each Board of Education member, before taking his or her seat on the Board, shall take the following oath of office:

I, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Central Community Unit School District 301, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Central Community Unit School District 301;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Central Community Unit School District 301; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

Each Board member who is taking office shall read the oath during an open meeting and swear or affirm to follow it as indicated in the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards (Code).* A copy of the *Code* shall be displayed in the regular Board meeting room.

A board member who fails to abide by the oath of office or the Code may be subject to action by the Board, including, but not limited to, formal censure and/or referral to the Regional Superintendent for removal from office under Board policy 2:60, Board Member Removal from Office.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:50 (Board Member Term of Office), 2:60 (Board Member Removal from Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Board of Education Meeting)

ADOPTED:

PENDING ADOPTION

Board of Education

Exhibit - Board Member Code of Conduct

As a member of my local Board of Education, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in Board of Education meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national School Board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

DATED:

PENDING ADOPTION

Board of Education

Board Member Conflict of Interest

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District's main office is located by May 1.

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the Board member's immediate family;
2. The Board member's partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.: 105 ILCS 5/10-9.
5 ILCS 420/, Ill. Governmental Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 105/3, Public Officer Prohibited Activities Act.
2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

ADOPTED:

PENDING ADOPTION

Board of Education

Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board of Education members:

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee, shall intentionally solicit or accept any *gift* from any *prohibited source*, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss District business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-

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law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under 26 U.S.C. §501(c)(3).

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to

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Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

Political activity means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

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With respect to an employee whose hours are not fixed, *compensated time* includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

Prohibited source means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/22-93.
5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

ADOPTED:

PENDING ADOPTION

Board of Education

Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, subject to Board approval;
4. Represent the Board on other boards or agencies;
5. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
6. Call special meetings of the Board;
7. Serve as the *head of the public body* for purposes of the Open Meetings Act (OMA) and Freedom of Information Act;
8. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by OMA;
9. Serve as or appoint the Board's official spokesperson to the media;
10. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
11. Ensure that all fingerprint-based criminal history records information checks, screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed $500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

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1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

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LEGAL REF.: 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, 5/21B-85, and 5/22-94.
5 ILCS 120/7, Open Meetings Act.
5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:220 (Board of Education Meeting Procedure), 5:30 (Hiring Process and Criteria)

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Board of Education

Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development and leadership training in: (1) education and labor law; (2) financial oversight and accountability; (3) fiduciary responsibilities; (4) trauma-informed practices for students and staff; and (5) improving student outcomes, within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act (OMA) no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on OMA is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process.

The Superintendent or designee shall 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.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, shall make reasonable efforts to provide ongoing professional development to Board members about the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14, adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting

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minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.

2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2, Open Meetings Act.
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board of Education Meetings)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board of Education members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any Board of Education association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an

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expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
    a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
    b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
    c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of

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coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.

d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.

e. Taxis, airport limousines, ride sharing or other local transportation costs.

3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, Expenses, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
30 ILCS 708/, Government Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED:

PENDING ADOPTION

Board of Education

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. 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 considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide 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 operations.

LEGAL REF.: 105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

ADOPTED:

PENDING ADOPTION

Board of Education

Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the Board of Education's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website.

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the Board of Education, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
50 ILCS 205/20, Local Records Act.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

ADOPTED:

PENDING ADOPTION

Board of Education

Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal and civil offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
105 ILCS 5/10-20.14 and 5/14-8.05.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Attorney

The Board of Education may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the School District. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.: Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

ADOPTED:

PENDING ADOPTION

Board of Education

Procurement of Architectural, Engineering, and Land Surveying Services

The Board of Education selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.: 40 U.S.C. §1101 et seq.
50 ILCS 510/, Local Government Professional Services Selection Act.
105 ILCS 5/10-20.21.
Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5th Dist. 2002), *appeal denied.*

ADOPTED:

PENDING ADOPTION

Board of Education

Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Recording Secretary is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

PENDING ADOPTION

4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
10. Student disciplinary cases. 5 ILCS 120/2(c)(9).
11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
12. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
14. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
15. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

PENDING ADOPTION

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

PENDING ADOPTION

Board of Education

Organizational Board of Education Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 40 days after the consolidated election. The consolidated election is held on the first Tuesday in April of 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. At the organizational meeting, the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct.*
2. The new Board members shall be seated.
3. The Board shall elect its officers, who assume office immediately upon their election.
4. The Board shall fix a time and date for its regular meetings.

LEGAL REF.: 105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.
10 ILCS 5/2A-1 et seq., Election Code.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED:

PENDING ADOPTION

Board of Education

Board of Education Meeting Procedure

Agenda

The Board of Education President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;

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5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within ten days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a

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Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, (3) a family or other emergency, or (4) unexpected childcare obligations. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent within a reasonable amount of time before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination. The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

PENDING ADOPTION

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7, Open Meetings Act. 105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED:

PENDING ADOPTION

Board of Education

Public Participation at Board of Education Meetings and Petitions to the Board

For a maximum of 30 minutes during each regular and special open meeting of the Board, any person may comment to or ask questions of the School Board (public participation), subject to the reasonable constraints established and recorded in this policy's guidelines below. The time limit for public participation at a meeting may be extended upon the majority vote of the Board members at the regular or special meeting. The Board listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, *Chain of Command*.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. This includes following the directives of the Board President to maintain order and decorum for all.
2. Use a sign-in sheet, if requested.
3. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to three minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the Board President may allow a person to speak for more than three minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
4. Observe, when necessary and appropriate, the Board President's authority to:
    a. Shorten the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak; and/or
    b. Determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.: 105 ILCS 5/10-6 and 5/10-16.
5 ILCS 120/2.06, Open Meetings Act.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

PENDING ADOPTION

Board of Education

Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

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

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board 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 when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available on the District's website and in the District's main office during regular office hours upon appointment. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Words Importing Gender

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 policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

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

PENDING ADOPTION

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled 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), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED:

PENDING ADOPTION

Board of Education

Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Freedom of Information Officer

The Superintendent shall appoint an employee, who may be himself or herself, to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

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The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the Board of Education or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

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LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.
105 ILCS 5/10-16 and 5/24A-7.1.
820 ILCS 40/11.
820 ILCS 130/5.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Board of Education

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or has a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, *Title IX Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian

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complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time from the Superintendent.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator, Title IX Coordinator, and the Complaint Managers.

PENDING ADOPTION

Nondiscrimination Coordinator:

Dr. Matthew Haug, Executive Director of Human Resources
Name
275 South St., Burlington, IL 60109
Address
matthew.haug@central301.net
Email
847-464-6005
Telephone

Title IX Coordinator:

Graydon Engle, Grant Director
Name
275 South St., Burlington, IL 60109
Address
graydon.engle@central301.net
Email
847-464-6005
Telephone

Complaint Managers:

Kim Paulus, Curriculum Director
Name
275 South St., Burlington, IL 60109
Address
kim.paulus@central301.net
Email
847-464-6005
Telephone

Taylor Ruiz, HR Generalist
Name
275 South St., Burlington, IL 60109
Address
taylor.ruiz@central301.net
Email
847-464-6005
Telephone

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LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1232g, Family Education Rights Privacy Act.
20 U.S.C. §1400, The Individuals with Disabilities Education Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 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. §791 et seq., Rehabilitation Act of 1973.
29 U.S.C. §2612, Family and Medical Leave Act.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
42 U.S.C. §12101 et seq., Americans With Disabilities Act; 28 C.F.R. Part 35.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.5 ILCS 415/10(a)(2), Government Severance Pay Act.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
410 ILCS 513/, Ill. Genetic Information Privacy Act.
740 ILCS 174/, Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
775 ILCS 5/, Ill. Human Rights Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 112/, Equal Pay Act of 2003.
820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.
23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

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Board of Education

Title IX Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and

PENDING ADOPTION

prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Graydon Engle, Grant Director

Name

275 South St., Burlington, IL 60109

Address

graydon.engle@central301.net

Email

847-464-6005

Telephone

Processing and Reviewing a Report

Upon receipt of a report made under this Title IX grievance procedure, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the Complainant of the availability of supportive measures with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the Complainant the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180*, Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

PENDING ADOPTION

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant, Respondent,* or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
    a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
    b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with

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student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

ADOPTED:

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Students

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which:

PENDING ADOPTION

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the District's website. The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website and including an age-appropriate summary of the policy in the student handbook(s).

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, *Student Behavior*.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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LEGAL REF.: 42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
105 ILCS 5/22-95.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 BOARD OF EDUCATION POLICY MANUAL
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PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

General School Administration

Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board of Education policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

ADOPTED:

PENDING ADOPTION

General School Administration

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

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:

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General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies, and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

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LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
5 ILCS 120/7.3, Open Meetings Act.
23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

ADOPTED:

PENDING ADOPTION

General School Administration

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

The Board of Education hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent,** at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at the link above.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process* (*Checklist*) provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important**: This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

☐ **Board Attorney.** Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

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☐ **Power and Duties of the Superintendent**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	Does the Board enumerate the duties of the Superintendent in the employment contract? 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.
Full-time, Attention and Energy Clause	How will the Board address outside activities of the Superintendent? 1. How will the Board define *outside activities*? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities?

☐ **Employment and Compensation**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure. No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8. If the duration is one year or less, then the contract need not reference goals or suspension of tenure.
Salary	Special Considerations for the Board may include: 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g)) prior to retirement? 2. What is the *cost shift* implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary? School districts are responsible for paying the actuarial cost of the pension benefits earned on

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Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	the portion of a TRS member's salary that exceeds the governor's statutory salary. The governor's annual salary is published by TRS at: www.trsil.org/employers/payments/contribution-rates_earnings-limitations. 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? Items the Board may see the successful superintendent candidate request of it: 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10: 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for *misconduct* by the Board. See the *Severance Pay* row under the **Changes to the Superintendent's Employment Contract** subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	How does the Board want to address: 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

☐ **Conditions of Employment**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9. See also **PRESS** sample policy

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	5:30, *Hiring Process and Criteria*, and the subhead entitled **Fingerprint-based Criminal History Records Information Check** in administrative procedure 5:30-AP2, *Investigations*.
Sexual Misconduct Related Employment History Review Law	105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See also **PRESS** sample policy 5:30, *Hiring Process and Criteria* and **PRESS** sample administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*.
Other Background Check Laws	Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 and sexual misconduct related employment history review required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23 and discussed above? If yes, consult the Board Attorney and consider the following laws: 15 U.S.C. § 1681 et seq., Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party *consumer reporting agencies*, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer. 820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (a/k/a *ban the box* law). 820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from: 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (**Note:** RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, and its f/ns). 820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a *bona fide occupational requirement*, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than $100; and (3) involve having access to confidential and financial information. **Note:** Any one of these grounds alone is sufficient.
Medical Examination	105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases. The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r). See also **PRESS** sample policy 5:30, *Hiring Process and Criteria*, specifically f/ns 25 and 26.
Tenure	<u>Suspension of Tenure</u> With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost. <u>Continued Tenure</u> Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure. See 105 ILCS 5/10-23.8 and the *Duration of Contract*

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	row in the **Employment and Compensation** checkbox, above.

☐ **Evaluations and Goals**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent	105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine. Regarding its goals and indicators, has the Board: 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states "and other information as the Board may determine")? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: a. Measurable and achievable, i.e., are they within the Superintendent's control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see: www.iasb.com/conference-training-and-events/training/workshops/ Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for Boards of Education to hold their superintendents accountable for district performance, including academic achievement:

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	Setting District Goals and Direction (leads a board and superintendent to develop their own district language for specific measurable, and attainable goals and indicators) *The Superintendent Evaluation Process* (describes an effective method of holding the superintendent accountable)
Superintendent Evaluation	Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to: 1. "Direct, through policy, its superintendent in his or her charge of the administration of the school district;" and 2. Evaluate the superintendent in his or her "administration of Board of Education policies and his or her stewardship of the assets of the district." How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators? Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? **Note:** Some districts do not consider the superintendent evaluation to be a *one-time event* and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime. Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process? What evaluation instrument will be used? How will the evaluation be documented? Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate? Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine? For more information about best practices when planning for and evaluating the Superintendent, see: *The Superintendent Evaluation Process* at: www.iasb.com/iasb/media/documents/superintende

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	nt-evaluation-process.pdf; IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent,** at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/; stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy."

☐ **Expenses and Benefits**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses and Allowances	How will the Board address expenses and allowances in its employment contract negotiations with the successful superintendent candidate? <u>Business</u> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses? <u>Transportation</u> Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include: 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate? Some items successful superintendent candidates request include: 1. Insurance contributions as part of a Cafeteria Plan,

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then: 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days? 5. Will vacation days need to be used for days off during winter or spring breaks?
Sick Leave/Days	Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then: 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract or will a different amount be provided? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations | Memberships in Community Organizations	Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then: 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	Will the Board address any type of payment(s) upon

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	the Superintendent's retirement? If yes, then: 1. Has the Board thoroughly examined and addressed: a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. **Note:** Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	Will the Board address any type of annuities and other deferred compensation issues? If yes, then: 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

☐ **Changes to the Superintendent's Employment Contract**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it? 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then: 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent? 2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	Will the Board agree to allow for an extension of its employment contract during its term? If yes, then: 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? See 105 ILCS 5/10-23.8.
Terminations	If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term? 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? a. How will the Board define permanent

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days after exhaustion of available leave, whichever is greater? See **PRESS** sample policy 5:180, *Temporary Illness or Temporary Incapacity*. 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. *50 ILCS 205/3c, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See **Severance Pay** row directly below. 6. Will the Board agree to provisions for hearing and due process for the Superintendent? 7. How will the Board address death of its Superintendent during the duration of the employment contract?
Severance Pay	Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1): A restriction to an amount not exceeding 20 weeks of compensation; and

PENDING ADOPTION

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	A prohibition for any severance if the Superintendent is fired for *misconduct* by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, *Uniform Grievance Procedure*.
Liquidated Damages	Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract? 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

☐ **What technical clauses need to be in the Superintendent's employment contract?**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them? 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? 5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel

PENDING ADOPTION

☐ **Miscellaneous Issues**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District? Specifically, are Board members aware of the Board's specific obligations regarding: 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party's Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

DATED:

PENDING ADOPTION

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

The Board of Education establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

PENDING ADOPTION

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED:

PENDING ADOPTION

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
10 ILCS 5/4-6.2, Election Code.
105 ILCS 127/, School Reporting of Drug Violations Act.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED:

PENDING ADOPTION

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and submitted to the Board of Education.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED:

PENDING ADOPTION

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Operational Services

Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it by December 1 as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent or designee shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds, and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.

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2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
4. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31.
5. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
6. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-1.10, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
35 ILCS 200/18-55 et seq., Truth in Taxation Law.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks)

ADOPTED:

PENDING ADOPTION

Operational Services

Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable cybersecurity and other measures to safeguard information including: (1) *protected personally identifiable information*, (2) other types of information that a federal agency, pass-through entity, or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality

PENDING ADOPTION

(collectively, *sensitive information)*, when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.: 2 C.F.R. §200.303(e).
5 ILCS 179/, Identity Protection Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED:

PENDING ADOPTION

Operational Services

Fund Balances

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 15-20 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED:

PENDING ADOPTION

Operational Services

Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Chief Business Official shall serve as the District's Chief Investment Officer. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

   The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

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3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.

4. Short-term obligations of corporations organized in the United States with assets exceeding $500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short-term obligations of corporations under this paragraph.

5. Obligations of corporations organized in the United States with assets exceeding $500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than 10 years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.

6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.

7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.

9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.

10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

11. The Illinois School District Liquid Asset Fund Plus.

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12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

    Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

    a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.

    b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.

    c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.

    d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.

    e. The security interest must be perfected.

    f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.

    g. Agreements shall be for periods of 330 days or less.

    h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.

    i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.

    j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.

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k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 13 supersedes paragraphs 1-12 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, demand deposit account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District shall consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977 (CRA), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the CRA;
2. For financial institutions subject to the Ill. Community Reinvestment Act (ICRA), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the ICRA;
3. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
4. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
5. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and

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6. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

The District may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under the CRA. The District may not deposit public funds in a financial institution subject to the ICRA unless either: (1) the institution has a current rating of satisfactory under the ICRA at the time of deposit; or (2) the Ill. Dept. of Financial and Professional Regulation has not yet completed its initial examination of the institution under the ICRA. The District may not withdraw public funds from a financial institution prior to the date of maturity solely on the basis of a less than satisfactory rating under the ICRA. When investing or depositing public funds, the District may give preference to financial institutions that have a current rating of outstanding under the CRA and the ICRA.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Chief Business Official shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or

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3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.
30 ILCS 238/, Ill. Sustainable Investing Act.
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED:

PENDING ADOPTION

Operational Services

Incurring Debt

The Superintendent shall provide early notice to the Board of Education of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the Ill. State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

LEGAL REF.: 30 ILCS 305/2, Bond Authorization Act.
30 ILCS 352/, Bond Issue Notification Act.
30 ILCS 350/, Local Government Debt Reform Act.
50 ILCS 420/, Tax Anticipation Note Act.
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

ADOPTED:

PENDING ADOPTION

Operational Services

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d, State Comptroller Act.
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.
810 ILCS 5/3-806, Uniform Commercial Code.

ADOPTED:

PENDING ADOPTION

Operational Services

Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

ADOPTED:

PENDING ADOPTION

Operational Services

Use of Credit and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Superintendent or designee shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

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LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

ADOPTED:

PENDING ADOPTION

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

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

1. Supplies, materials, or work involving an expenditure in excess of $35,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
    a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in

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5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).

c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.

9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq.
11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.86.
12. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-20.86, 5/10-21.9, 5/10-22.34c, 5/15A-1 et seq., 5/19b-1 et seq., 5/22-94, and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

ADOPTED:

PENDING ADOPTION

Operational Services

Resource Conservation

The Superintendent or designee shall manage a program of energy and resource conservation for the District that includes:

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) establish a goal for the reduction in the amount of solid waste generated by the District, when it is economically and practically feasible to do so.
4. Energy conservation measures.

LEGAL REF.: 105 ILCS 5/10-20.19c and 5/19b.

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

ADOPTED:

PENDING ADOPTION

Operational Services

Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing,* as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit one copy of the audit to the Regional Superintendent of Schools. The Superintendent shall also ensure the District's auditing firm files the District's audit with ISBE annually on or before October 15.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report (AFR) on a timely basis using the form adopted by ISBE. The Superintendent shall review and discuss the AFR with the Board before it is submitted and submit one copy of the AFR to the Regional Superintendent of Schools annually on or before October 15. The Superintendent shall also ensure the District's auditing firm files the District's AFR with ISBE annually on or before October 15.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of $10,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate

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that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of $5,000.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by the Treasurer and Superintendent, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action. The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

PENDING ADOPTION

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act; 44 Ill.Admin.Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

ADOPTED:

PENDING ADOPTION

Operational Services

Student Activity and Fiduciary Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in ISBE rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

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

Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.
23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

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

ADOPTED:

PENDING ADOPTION

Operational Services

Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's licensed staff members; Board of Education members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of licensed staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Ill. High School Association that results in medical expenses in excess of $50,000.
3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §10001, 26 U.S.C. §4980B(f), 42 U.S.C. §300bb-1 et seq.
105 ILCS 5/2-3.53a, 5/2-3.53b, 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, 5/21A-5 et seq., and 5/22-15.
215 ILCS 5/, Ill. Insurance Code.
750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.
820 ILCS 305/, Workers' Compensation Act.

CROSS REF.: 7:300 (Extracurricular Athletics)

ADOPTED:

PENDING ADOPTION

Operational Services

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Ill. State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) *a course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Director of Transportation or designee and shall be altered only with the Director of Transportation or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus. Each contract between the District

PENDING ADOPTION

and a private sector school bus company must require the company to have a pre- and post-trip inspection policy to ensure that no passenger is left behind or remains on the vehicle at the end of a route. The policy must contain, at a minimum, the requirements listed in this policy.

LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code Part 440.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADOPTED:

PENDING ADOPTION

Operational Services

Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board of Education policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.: 42 U.S.C. §1751 et seq., Russell B. National School Lunch Act.
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
7 C.F.R. Parts 210 (National School Lunch Program) and 220 (School Breakfast Program).
105 ILCS 125/, School Breakfast and Lunch Program Act.
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED:

PENDING ADOPTION

Operational Services

Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

PENDING ADOPTION

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.
105 ILCS 125/, School Breakfast and Lunch Program Act.
105 ILCS 126/, Childhood Hunger Relief Act.
23 Ill.Admin.Code §305.10 et seq.

ADOPTED:

PENDING ADOPTION

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).
4. The student is in foster care, migrant, or a runaway.

The Superintendent or designee will give additional consideration when one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements.

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

PENDING ADOPTION

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: 42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.13, 5/10-22.25, and 5/27-815.23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

ADOPTED:

PENDING ADOPTION

Operational Services

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board of Education policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed $35,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be

PENDING ADOPTION

submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

The committee will:

1. Encourage input from the community, staff members, and students.
2. Give consideration to names of local communities, neighborhoods, streets, landmarks, history of the area, and individuals who have made a contribution to the District, community, State, or nation.
3. Ensure that the name will not duplicate or cause confusion with the names of existing facilities in the District.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act; 28 C.F.R. Parts 35 and 36.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.
105 ILCS 140/, Green Cleaning Schools Act.
105 ILCS 230/, School Construction Law.
410 ILCS 25/, Environmental Barriers Act.
410 ILCS 35/25, Equitable Restrooms Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED:

PENDING ADOPTION

Operational Services

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds.

Pesticides

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. Additionally, the application of any restricted use pesticides is prohibited on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

Before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.: 105 ILCS 5/10-20.17a; 5/10-20.48.
29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 135/, Toxic Art Supplies in Schools Act.
105 ILCS 140/, Green Cleaning School Act.
105 ILCS 160/, Pesticide Application at Schools Act.
225 ILCS 235/, Structural Pest Control Act.
415 ILCS 60/14, Illinois Pesticide Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)
23 Ill.Admin.Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED:

PENDING ADOPTION

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:

   a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;

   b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.

2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:

   a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;

   b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and

   c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.

3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:

   a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon

PENDING ADOPTION

policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and

c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

ADOPTED:

PENDING ADOPTION

Operational Services

Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

Annual Review

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. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE).

PENDING ADOPTION

Automated External Defibrillator (AED)

At least one automated external defibrillator (AED) shall be present in each District attendance center during the school day and during any District-sponsored extracurricular activity on school grounds. In addition, the Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one AED to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

PENDING ADOPTION

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act; 29 Ill.Admin.Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 4:190 (Targeted School Violence Prevention Program), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

PENDING ADOPTION

Operational Services

Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent 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. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3, Criminal Code of 2012.
730 ILCS 152/, Sex Offender Community Notification Law.
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

PENDING ADOPTION

Operational Services

Pandemic Preparedness; Management; and Recovery

The Board of Education recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education.

During an emergency school closing, the Board President and the Superintendent may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *Board of Education Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote*

PENDING ADOPTION

Learning Days or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.
20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).
20 ILCS 3305/, Ill. Emergency Management Agency Act.
115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:220 (Board of Education Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal),5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

PENDING ADOPTION

Operational Services

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program. The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Require all District staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self.
4. Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self.
5. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/22-110.
105 ILCS 128/, School Safety Drill Act.
745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.
29 Ill.Admin.Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and Seizure), 7:150 (Agency and Law Enforcement Requests), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

PENDING ADOPTION

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; 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; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or use of District-issued equipment to record such types of 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; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; 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 under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. 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 under Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

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

PENDING ADOPTION

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Dr. Matthew Haug, Executive Director of Human Resources	Graydon Engle, Grant Director
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
matthew.haug@central301.net	graydon.engle@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Complaint Managers:

Kim Paulus, Curriculum Director	Taylor Ruiz, HR Generalist
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
kim.paulus@central301.net	taylor.ruiz@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

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.

PENDING ADOPTION

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. §218d, Fair Labor Standards 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. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
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. §2000gg et seq., Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.
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, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, 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 and 180/33, 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 Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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:

PENDING ADOPTION

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure;* 2:265, *Title IX Grievance Procedure;* 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited;* 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

PENDING ADOPTION

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, Title IX Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure.* If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Dr. Matthew Haug, Executive Director of Human Resources	Graydon Engle, Grant Director
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
matthew.haug@central301.net	graydon.engle@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Complaint Managers:

Kim Paulus, Curriculum Director	Taylor Ruiz, HR Generalist
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
kim.paulus@central301.net	taylor.ruiz@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint

PENDING ADOPTION

Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.*

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

PENDING ADOPTION

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Vance v. Ball State Univ., 570 U.S. 421 (2013).
Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

PENDING ADOPTION

General Personnel

Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants Boards of Education other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of Central Community Unit School District 301, Kane County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban,* and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20___.

Attested by: _____, Board President

Attested by: _____, Board Secretary

PENDING ADOPTION

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent or designee is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

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

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

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

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

PENDING ADOPTION

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

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

Orientation Program

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

PENDING ADOPTION

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
15 U.S.C. §1681 et seq., Fair Credit Reporting Act.
42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 112/, Equal Pay Act of 2003.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482(Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED:

PENDING ADOPTION

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

PENDING ADOPTION

LEGAL REF.: 820 ILCS 105/4a.
29 U.S.C. §201 et seq., Fair Labor Standards Act; 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions)

ADOPTED:

PENDING ADOPTION

General Personnel

Communicable and Chronic Infectious Disease

The Superintendent or designee 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, Illinois Department of Public Health rules, and Board of Education policies.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325; 29 C.F.R. §1630.1 et seq.
29 U.S.C. §791, Rehabilitation Act of 1973; 34 C.F.R. §104.1 et seq.
105 ILCS 5/24-5.
20 ILCS 2305/6, Department of Public Health Act.
820 ILCS 40/, Personnel Record Review Act.
77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED:

PENDING ADOPTION

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

PENDING ADOPTION

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
    a. The dangers of drug abuse in the workplace,
    b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
    c. The penalties that the District may impose upon employees for violations of this policy.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis has the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of $5,000 or more, the Superintendent shall notify the appropriate

PENDING ADOPTION

State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.: 42 U.S.C. §12114, Americans With Disabilities Act.
21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act.
41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.
20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

PENDING ADOPTION

General Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

PENDING ADOPTION

District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Please also refer to the applicable collective bargaining agreement(s).

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

PENDING ADOPTION

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official travel status for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

PENDING ADOPTION

LEGAL REF.: 2 C.F.R. §200.475.
30 ILCS 708/130, Grant Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED:

PENDING ADOPTION

General Personnel

Religious Holidays

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days' prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

LEGAL REF.: 775 ILCS 5/2-101 and 5/2-102, Ill. Human Rights Act.
775 ILCS 35/155, Religious Freedom Restoration Act.

ADOPTED:

PENDING ADOPTION

General Personnel

Court Duty

The District will deduct any fees that an employee receives for court duty, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least five days' prior notice of pending court duty to the District.

Witness Duty

The District will pay full salary during the time an employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court.

Jury Duty

The District will pay full salary during the time an employee is absent due to jury duty.

LEGAL REF.: 105 ILCS 5/10-20.7.
705 ILCS 305/4.1, Jury Act.

ADOPTED:

PENDING ADOPTION

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY). Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers sexual abuse material on *electronic and information technology equipment*, as defined in 325 ILCS 5/4.5(a), shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at https://report.cybertip.org or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with Board policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests 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.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of *sexual misconduct* under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in *sexual misconduct* with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of *sexual misconduct*. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in *sexual misconduct* is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*.

Special Board of Education Member Responsibilities

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

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in Board policy 2:20, *Powers and Duties of the Board of Education; Indemnification*.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Law Enforcement Requests)

ADOPTED:

PENDING ADOPTION

General Personnel

Anti-Nepotism

The District makes employment decisions on the basis of individual merit and without any suggestion of favoritism or discrimination. The District strives to hire the best candidate possible for each position and adheres to strict hiring practices. In the event the individual recommended for employment is a relative, the Superintendent or designee will ensure that (1) the person being hired is the best qualified candidate for the position; and (2) the persons concerned will not work in a direct supervisory relationship with one another. For purposes of this policy, "relatives" are defined as spouses, children, sisters, brothers, mothers or fathers.

The following guidelines will govern supervisory relationships:

1. No employee will be permitted to participate in the hiring of, or recommend the hiring of a relative.
2. One relative may not supervise another relative or work in a position which has an audit or control function over the other relative.
3. Relatives will not be involved in evaluating each other's job performance or in making recommendations for salary adjustments, promotions, transfers or other employment decisions.
4. Any pre-existing family relationship that predates this policy shall be exempt under this policy. However, if the employment relationship is changed so that the conflict no longer exists (e.g., the relative is in a position that no longer directly reports to the relative's supervisor), this policy will apply to future employment decisions regarding those two relatives.
5. Pre-existing family relationships are subject to restrictions if they create difficulty for supervision, evaluation, security or morale.
6. An employee who is involved in a personal dating relationship with another employee may not work directly for or supervise the employee with whom he/she is involved. If a personal dating relationship exists, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the Superintendent.

If a conflict or a potential for conflict arises because of a relationship affecting employment, one or both of the individuals concerned will be given the opportunity to be reassigned to another position for which they are qualified if such a position is available. If no such position is available, one of the individuals may be required to leave his/her employment with the District. The District reserves the right to take prompt action if an actual or potential conflict of interest arises concerning employees who occupy positions in the same line of authority that might affect employment decisions.

ADOPTED:

PENDING ADOPTION

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
    a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
    b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
    c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
    d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
    e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
    f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined

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in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.

5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
    a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
    b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
    c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
    d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 5/27-240 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
    a. The federal Americans with Disabilities Act as it pertains to the school environment; and
    b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
    a. Teacher-student conduct;
    b. School employee-student conduct; and
    c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-115 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for all school personnel and school resource officers on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals

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serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.

5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. Part 106 (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*).

The Superintendent or designee shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

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LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, 5/22-115, 5/24-5, and 5/26A.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
105 ILCS 145/25, Care of Students with Diabetes Act
105 ILCS 150/25, Seizure Smart School Act.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (*Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence),* 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED:

PENDING ADOPTION

General Personnel

Recognition for Service

The Board of Education may periodically recognize those District employees who contribute significantly to the educational programs and welfare of the students.

ADOPTED:

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General Personnel

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and Board policies 2:265, *Title IX Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
    a. Transporting a student;
    b. Taking or possessing a photo or video of a student; and

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c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
    a. Violates expectations and guidelines for employee-student boundaries.
    b. Sexually harasses a student.
    c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
    d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
    e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct. Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
        i. A sexual or romantic invitation.
        ii. Dating or soliciting a date.
        iii. Engaging in sexualized or romantic dialog.
        iv. Making sexually suggestive comments that are directed toward or with a student.
        v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
        vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of $1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and

PENDING ADOPTION

7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban,* applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

School Counselor Gift Ban

School counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For school counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the school counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the school counselor believes that it was provided due to the official position or employment of the school counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the school counselor must consider the circumstances in which the gift was offered, including any of the following:
    a. The history of the relationship between the individual giving the gift and the school counselor, including any previous exchange of gifts between those individuals.

PENDING ADOPTION

b. Whether, to the actual knowledge of the school counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
c. Whether, to the actual knowledge of the school counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.

5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than $100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.
8. Travel, lodging, food, and beverage costs incurred by the school counselor and paid by an institution of higher education for attendance by the school counselor of an educational or military program at the institution of higher education.

A school counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 7:20 (Harassment of Students Prohibited)

ADOPTED:

PENDING ADOPTION

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, X (formerly Twitter), Threads, Instagram, TikTok, Snapchat, Discord, and YouTube*.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, smartwatches, smartglasses, and other devices.

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest,* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by Board policies 5:20, *Workplace Harassment Prohibited; 5:100, Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks; and 7:20*, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under Board policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with Board policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.

PENDING ADOPTION

8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
    a. Provide their building staff with a copy of this policy.
    b. Inform their building staff about the importance of maintaining high standards in their school relationships.
    c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

General Personnel

Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational and Privacy Rights Act.
45 C.F.R. §164.502, Uses and Disclosures of Protected Health Information; General Rules.
5 ILCS 140/, Ill. Freedom of Information Act.
50 ILCS 205/, Local Records Act.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85, Student Online Personal Protection Act.
820 ILCS 40/, Personnel Record Review Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED:

PENDING ADOPTION

General Personnel

Solicitations By or From Staff

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

CROSS REF.: 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

PENDING ADOPTION

General Personnel

Personnel Records

Maintenance and Access to Records

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

1. 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 Ill. Dept. of Children and Family Services (DCFS); and

2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that the District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with *Faith's Law*.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §7926.
105 ILCS 5/22-94.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personnel Record Review Act.
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

General Personnel

Copyright

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board of Education policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.: 17 U.S.C. §101 et seq., Federal Copyright Law of 1976.
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

ADOPTED:

PENDING ADOPTION

General Personnel

Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act.
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).
School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

PENDING ADOPTION

General Personnel

Family and Medical Leave

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. In addition, all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

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Eligibility

To be eligible for FMLA leave, both of the following provisions must describe the employee:

1. The employee is employed at a worksite where at least 50 employees are employed within 75 miles; and
2. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., or when a written agreement exists concerning the District's intention to rehire the employee.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the

PENDING ADOPTION

continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: 29 U.S.C. §2601 et seq., Family and Medical Leave Act; 29 C.F.R. Part 825.
105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

PENDING ADOPTION

Professional Personnel

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
   a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
   b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
   c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
   d. Notify the Superintendent or designee of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.: 20 U.S.C. §6312(e)(1)(A).
105 ILCS 5/10-20.15, 5/21B-15, 5/21B-20, 5/21B-25, 5/21B-120, and 5/24-23.
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

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

ADOPTED:

PENDING ADOPTION

Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year and Day, Duty-Free Lunch, Salary, Assignments and Transfers, Evaluation

Please refer to the applicable collective bargaining agreement(s).

Nursing Mothers

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk according to provisions in State and federal law.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.: 29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.
42 U.S.C. §2000gg et seq., Pub. L. 117-328, Pregnant Workers Fairness Act.
105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-96, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/, Nursing Mothers in the Workplace Act.
23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED:

PENDING ADOPTION

Professional Personnel

Resignations

Teachers may resign at any time with consent of the Board of Education. No teacher may resign during the school term in order to accept another teaching position without the consent of the Board. A teacher may resign outside of a school term if the teacher provides written notice to the secretary of the Board, at least 30 calendar days prior to the first student attendance day of the following school year. Teachers who resign with less than 30 days' notice prior to the first student attendance day of the following school term will be deemed to have resigned during the school term.

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

ADOPTED:

PENDING ADOPTION

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year through June 30, 2026, but not more than 100 paid days in the same classroom. Beginning July 1, 2026, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Please also refer to the applicable collective bargaining agreement(s).

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Unless otherwise permitted by law, short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education (ROE) within five business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, if, prior to the end of the then current 30 calendar-day period, the District makes a written request to the ROE for a 30 calendar-day extension and the extension is granted by the ROE.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).
105 ILCS 128/22, School Safety Drill Act.
40 ILCS 5/16-118, Ill. Pension Code.
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED:

PENDING ADOPTION

Professional Personnel

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other licensed educational employees (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

School personnel shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) is prohibited in all circumstances. School personnel may only use reasonable force as permitted by 105 ILCS 5/10-20.33.

Please also refer to the applicable collective bargaining agreement(s).

LEGAL REF.: 105 ILCS 5/22-100 and 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED:

PENDING ADOPTION

Professional Personnel

Suspension

Suspension Without Pay

The Board of Education may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
    a. A suspension with pay; or

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b. A suspension without pay.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 105 ILCS 5/24-12.
5 ILCS 430/5-60(b), State Officials and Employee Ethics Act.
325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).
Barszcz v. Cmty College Dist. No. 504, 400 F.Supp. 675 (N.D. Ill. 1975).
Massie v. East St. Louis Sch. Dist. No.189, 203 Ill.App.3d 965 (5th Dist. 1990).

CROSS REF.: 5:290 (Employment Termination and Suspensions)

ADOPTED:

PENDING ADOPTION

Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Personal Leave, Leave of Absence Without Pay, Child-Rearing Leave

Please refer to the applicable collective bargaining agreement(s).

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be

PENDING ADOPTION

substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

PENDING ADOPTION

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, without suffering adverse employment action.

The Victims' Economic Security and Safety Act (VESSA) governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, and subject to any exceptions in VESSA, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leaves to Serve as an Officer Trustee, or Representative of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) up to twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2, and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

LEGAL REF.: 105 ILCS 5/10-20.83, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

PENDING ADOPTION

Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *105 ILCS 5/10-21.9(g) Check* shall include:

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

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/10-21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Ill. State Police (ISP), to the ISP. The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

PENDING ADOPTION

LEGAL REF.: 34 U.S.C. §20901 et seq., Adam Walsh Child Protection and Safety Act, P.L. 109-248.
20 ILCS 2635/1, Uniform Conviction Information Act.
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Ill. State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a nonlicensed person from serving as a guest lecturer or resource person under a licensedteacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder who is a service member has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.*

PENDING ADOPTION

LEGAL REF.: 34 C.F.R. §200.58.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1, Ill. Vehicle Code.
23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing.

LEGAL REF.: 49 U.S.C. §31306, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).
625 ILCS 5/6-106.1 and 5/6-106.1c.

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Reduction in Force and Recall

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the

PENDING ADOPTION

District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
    a. A suspension with pay; or
    b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 105 ILCS 5/10-22.34c and 5/10-23.5.
5 ILCS 430 et seq., State Officials and Employees Ethics Act.
325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.
820 ILCS 105/4a, Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board of Education policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, workload, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk according to State and federal law.

LEGAL REF.: 29 U.S.C. §§207 and 218d, Fair Labor Standards Act.
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
740 ILCS 137/, Right to Breastfeed Act.
820 ILCS 105/, Minimum Wage Law.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies as well as in compliance with State law and any applicable employee handbook.

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable employee handbook.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED:

PENDING ADOPTION

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Please refer to the applicable collective bargaining agreement(s).
For employees not covered by a current applicable bargaining agreement:

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

PENDING ADOPTION

Vacation

Please refer to the applicable collective bargaining agreement(s).
For employees not covered by a current applicable bargaining agreement:

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

Length of Employment		Monthly Accumulation	Maximum Vacation Leave Earned Per Year
From:	To:		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Please refer to the applicable collective bargaining agreement(s).
For employees not covered by a current applicable bargaining agreement:

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day
Martin Luther King Jr.'s Birthday
Abraham Lincoln's Birthday
Casimir Pulaski's Birthday
Memorial Day
Juneteenth National Freedom Day
Independence Day
Labor Day
Columbus Day
Veterans Day
2024 Election Day
Thanksgiving Day
Christmas Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Please refer to the applicable collective bargaining agreement(s).
For employees not covered by a current applicable bargaining agreement:

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.

PENDING ADOPTION

2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

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

ADOPTED:

PENDING ADOPTION

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 BOARD OF EDUCATION POLICY MANUAL
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6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
6:315 High School Credit for Students in Grade 7 or 8
6:320 High School Credit for Proficiency
6:330 Achievement and Awards
6:340 Student Testing and Assessment Program

PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Instruction

Educational Philosophy and Objectives

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become lifelong learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

ADOPTED:

PENDING ADOPTION

Instruction

School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning and Learning Standards*.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED:

PENDING ADOPTION

Instruction

School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students may devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.46, 5/10-20.56, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-510, and 5/27-1025.
5 ILCS 490/, State Commemorative Dates Act.
23 Ill.Admin.Code §1.420(f).
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd by* 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED:

PENDING ADOPTION

Instruction

Organization of Instruction

The School District has instructional levels for grades pre-K through 12. The Superintendent shall annually present to the Board of Education a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District's educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

Kindergarten

The District maintains a full-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents/guardians who request a half-day program.

LEGAL REF.: 105 ILCS 5/10-20.37 and 5/10-22.18.
23 Ill.Admin.Code §1.420.

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED:

PENDING ADOPTION

Instruction

Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum District-wide and articulated across all grade levels,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

PENDING ADOPTION

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.: 20 U.S.C. §1681, Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:185 (Remote Educational Program), 7:10 (Equal Educational Opportunities),7:15 (Student and Family Privacy Rights)

ADOPTED:

PENDING ADOPTION

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content.*

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a physical education course for a minimum of three days per five-day week unless otherwise exempted. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

Goals for Other School-Based Activities

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.
- Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.

PENDING ADOPTION

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies

PENDING ADOPTION

- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.
42 U.S.C. §1751 et seq., Richard B. Russell National School Lunch Act.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
50 ILCS 205/, Local Records Act.
105 ILCS 5/2-3.139 and 5/2-3.189.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED:

PENDING ADOPTION

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, and (h) music. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.

2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) career and technical education.

   Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, including worker safety in those zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In all schools, drug and alcohol abuse prevention education, including: (a) in each year in grades K though 4, age- and developmentally appropriate instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and the dangers of opioid and substance abuse, (b) in grades 5 through 12, age- and developmentally appropriate classroom instruction on alcohol and drug use and abuse, (c) in grades 6-12, the dangers of fentanyl, and (d) in grades 7 through 12, anabolic steroid abuse prevention, which must also be taught in interscholastic athletic programs.

4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.

PENDING ADOPTION

5. In grades kindergarten through 12, through the 2026-2027 school year, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate Board policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.

6. Beginning in the fall of 2027, in grades 3-8 each year, age- and developmentally appropriate instruction on online safety.

7. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.

8. In all grades, instruction on behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.*

9. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America, and the Constitution of the State of Illinois), (c) proper use and display of the American flag, and (d) the Pledge of Allegiance.

10. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see Board policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.

11. In all schools, health education must be stressed, including: (a) human ecology, health, growth, development, personal health habits, and nutrition, (b) family life, (c) prevention and control of disease, (d) age- and developmentally appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, (e) public health, environmental health, disaster preparedness, and safety education, (f) mental health and illness, (g) dental health, (h) cancer education, and (i) age- and developmentally appropriate consent education. The Superintendent shall implement a comprehensive health education program in accordance with State law.

12. In all schools, abduction education that addresses the danger of and avoidance of abduction.

13. In grades 9-12, the dangers of allergies must be taught.

14. In grades 9-12, training on how to properly administer cardiopulmonary resuscitation and how to use an automated external defibrillator.

15. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. In grades 6-12, students engage in career exploration and career development activities to prepare them to make informed plans and decisions about their future education and career goals. In grades 9-12, a College and Career Pathway

PENDING ADOPTION

Endorsement is awarded to students who meet the requirements for a specific endorsement area.

16. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
17. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
18. In grades 9 through 12, through the 2026-2027 school year, a unit of instruction on media literacy that includes, but is not limited to the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. Beginning in the fall of 2027, in grades 9 through 12, a unit of instruction on media literacy and Internet safety that includes, but is not limited to, all of the following topics: (a) accessing and evaluating information; (b) creating media; (c) reflecting on media consumption and social responsibility; (d) legal and social penalties for illicit actions online; and (e) reporting illicit content online.
19. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
20. In all schools, environmental education, including instruction on: (a) the current problems and needs in the conservation of natural resources and (b) beginning in the fall of 2026, instruction on climate change.
21. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State,

PENDING ADOPTION

(f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

22. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
23. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
24. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
25. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
26. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
27. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
28. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

PENDING ADOPTION

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520.
5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-20.84, 5/10-23.13, 5/22-110, 5/27-105, 5/27-110, 5/27-115, 5/27-210, 5/27-215, 5/27-245, 5/27-250, 5/27-255, 5/27-260, 5/27-305, 5/27-310, 5/27-315, 5/27-405, 5/27-410 (scheduled for repeal on 7-1-27), 5/27-415 (scheduled for repeal on 7-1-27), 5/27-505, 5/27-510, 5/27-515, 5/27-520, 5/27-525, 5/27-530, 5/27-535, 5/27-540, 5/27-545, 5/27-605, 5/27-705, 5/27-710, 5/27-715, 5/27-720, 5/27-725, 5/27-810, and 5/27-815.

105 ILCS 435/, Vocational Education Act.
625 ILCS 5/6-408.5, Ill. Vehicle Code.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

ADOPTED:

PENDING ADOPTION

Instruction

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress

PENDING ADOPTION

about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act, 405 ILCS 49/.

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED:

PENDING ADOPTION

Instruction

Teaching About Religions

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief, or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

LEGAL REF.: School Dist. of Abington Twp v. Schempp, 374 U.S. 203 (1963).
Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573 (1989).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:255 (Assemblies and Ceremonies)

ADOPTED:

PENDING ADOPTION

Instruction

Teaching About Controversial Issues

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

LEGAL REF.: Garcetti v. Ceballos, 547 U.S. 410 (2006).
Mayer v. Monroe Cnty. Cmty. Sch. Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

ADOPTED:

PENDING ADOPTION

Instruction

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 dissection 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:

PENDING ADOPTION

Instruction

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

ADOPTED:

PENDING ADOPTION

Instruction

Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §12101 et seq., Americans With Disabilities Act.
34 C.F.R. Part 106.
34 C.F.R. Part 300.
105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.
23 Ill.Admin.Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED:

PENDING ADOPTION

Instruction

Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. This program will be responsive to student needs and within the budget parameters as set by the Board.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented learner.

The Board of Education will monitor this program's performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.: 105 ILCS 5/14A.

CROSS REF.: 6:135 (Accelerated Placement Program)

ADOPTED:

PENDING ADOPTION

Instruction

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s)).
2. Processes that provide a student's parent(s)/guardian(s) with:
    a. Written notification when their child is eligible for enrollment in accelerated courses; and
    b. Notification of a decision affecting their child's participation in the APP.
3. Assessment processes that include multiple valid, reliable indicators.
4. The automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:

    a. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.

    b. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.

    c. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

5. Waiver of a course completion requirement under Board policy 6:300, *Graduation Requirements*, if the District determines that the student has demonstrated mastery of or competency in the content of the course or unit of instruction.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, 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, including strategies to reach groups of students and families who have been historically

PENDING ADOPTION

underrepresented in accelerated placement programs and advanced coursework. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.
23 Ill.Admin.Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

PENDING ADOPTION

Instruction

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 45/, Education for Homeless Children Act.
23 Ill.Admin.Code §1.241.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 4:140 (Waiver of Student Fees), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED:

PENDING ADOPTION

Instruction

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.

This program will:

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,
    b. Professional development programs, including mentoring, for District staff,
    c. Family literacy programs,
    d. The integration of information technology into educational and related programs, and
    e. Programs to facilitate the transition of secondary school students to postsecondary education or employment.
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. §200.81 et seq.

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

ADOPTED:

PENDING ADOPTION

Instruction

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Ill. State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
   a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
   b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The District may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunities), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED:

PENDING ADOPTION

Instruction

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: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (f) specific exit requirements of the program, (g) how the program will meet their child's individualized education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent/Guardian Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (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.

PENDING ADOPTION

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:

PENDING ADOPTION

Instruction

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.

PENDING ADOPTION

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 (Teacher Qualifications), 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 and Intra-District Transfer), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED:

PENDING ADOPTION

Instruction

Remote Educational Program

The Superintendent shall develop, maintain, and supervise a remote educational program consistent with 105 ILCS 5/10-29. The remote educational program shall provide an opportunity for qualifying students to participate in an educational program delivered by the District in a location outside of a school.

The remote educational program shall:

1. Align its curriculum with the Ill. Learning Standards and Board policies 6:10, *Educational Philosophy and Objectives* and 6:15, *School Accountability*.
2. Offer instruction and educational experiences consistent with those given to students at the same grade level in the District through compliance with Board policies 6:30, *Organization of Instruction* and 6:300, *Graduation Requirements*.
3. Provide instructors that meet the teacher qualifications in Board policy 5:190, *Teacher Qualifications.* Instructors are responsible for the following elements of the program:
    a. Planning instruction,
    b. Diagnosing learning needs,
    c. Prescribing content delivery through class activities,
    d. Assessing learning,
    e. Reporting outcomes to administrators and parents/guardians, and
    f. Evaluating the effects of instruction.
4. Provide a remote educational program anytime during the period of time from and including the opening date to the closing date of the District's regular school term. It may operate on any calendar day, notwithstanding whether it is a student attendance day or institute day on the District's calendar or any other provision of law restricting instruction on that day. The District's regular school term is established by Board policies 2:20, *Powers and Duties of the Board of Education; Indemnification,* and 6:20, *School Year Calendar and Day*. The remote educational program may be offered outside of the regular school term as part of any authorized summer school program.
5. Establish a system to determine student participation in instruction in alignment with Board policy 6:20, *School Year Calendar and Day*.
6. Limit participation to students who are juniors or seniors or demonstrate individual educational need(s). Approval of students in the program will be on a space-available basis.
7. Authorize the Superintendent or designee to approve students for participation in the program when the student shows evidence of:
    a. Enrollment in the District pursuant to Board policies 7:60, *Residence* and 7:30, *Student Assignment and Intra-District Transfer*.
    b. Prior approval from their individualized educational program (IEP) team, if applicable.
    c. How the remote educational program best serves the student's individual learning needs.
    d. A consistent, appropriate attendance record, no disciplinary record, and a 2.5 minimum grade point average.

PENDING ADOPTION

8. Include a process for developing and approving a written remote educational plan for each student participating in the program.
9. Require students to complete their participation in the program within 12 months, unless the student's participation is extended by the District.
10. Require students to participate in all assessments administered by the District pursuant to State and federal law and Board policy 6:340, *Student Testing and Assessment Program*.
11. Align with the requirements of Board policy 7:340, *Student Records*.
12. Comply with other State and federal laws and align with all applicable Board policies. This includes the Superintendent submitting a copy of this policy to the Ill. State Board of Education along with any amendments to it and any data on student participation.
13. Be monitored by the Board pursuant to Board policy 2:240, *Board Policy Development*, and included as a topic for discussion in the annual report required by Board policy 6:10, *Educational Philosophy and Objectives*. It shall include a discussion of the process for renewal of the program when applicable.

LEGAL REF.: 105 ILCS 5/10-29.
23 Ill.Admin.Code §226.360.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:240 (Board Policy Development), 5:190 (Teacher Qualifications), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:30 (Organization of Instruction), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:30 (Student Assignment and Intra-District Transfer), 7:60 (Residence), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Instruction

Extracurricular and Co-Curricular Activities

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by Board policy 7:330, *Student Use of Buildings – Equal Access.*

Academic Criteria for Participation

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

For high school students, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must not reach 4 points on the weekly eligibility form. These points are based on the following criteria:

- An "F" is worth 2 points
- A "D" is worth 1 point
- Per credit courses more than one credit will be figured accordingly

Any student-participant failing to meet these academic criteria shall be suspended from the activity for a minimum of one calendar week (Monday through Sunday) or until the specified academic criteria are met, whichever is longer.

LEGAL REF.: 105 ILCS 5/10-20.30, and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

PENDING ADOPTION

Instruction

Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED:

PENDING ADOPTION

Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology* (BYOT) *Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Internet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 5:125, *Personal Technology and Social Media; Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; 7:340, *Student Records*; and 7:345, *Use of Educational Technologies; Student Data Privacy and Security.*
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
   a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
   b. A copy of or access to this policy and any building-specific rules for the program;
   c. Additional training, if necessary, about 5:170, *Copyright*; and
   d. Information concerning appropriate behavior of staff members as required by State law and Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under Board policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device

PENDING ADOPTION

is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to Board policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to Board policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in Board policies 5:125, *Personal Technology and Social Media; Usage and Conduct,* for staff and 7:190, *Student Behavior,* for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to Board policies 7:190, *Student Behavior*; 7:200, *Suspension Procedures*; or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

LEGAL REF.: 15 U.S.C. §§6501-6506, Children's Online Privacy Protection Act; 16 C.F.R. Part 312, Children's Online Privacy Protection Rule.
20 U.S.C §7101, Every Student Succeeds Act.
47 U.S.C. §254(h) and (l), Children's Internet Protection Act.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140 (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED:

PENDING ADOPTION

Instruction

Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. The program adheres to the principles of the American Library Association's *Library Bill of Rights*, which indicate that materials should not be proscribed or removed because of partisan or doctrinal disapproval.
6. Staff members are invited to recommend additions to the collection.
7. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

LEGAL REF.: 75 ILCS 10/8.7.
23 Ill.Admin.Code §1.420(o).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs)

ADOPTED:

PENDING ADOPTION

Instruction

Access to Electronic Networks

Electronic networks 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:

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 shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become 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 networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. 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. 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

PENDING ADOPTION

depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law 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.

Use of Artificial Intelligence (AI)-Enabled Tools

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, *School District Philosophy, and 7:345, Use of Educational Technologies; Student Data Privacy and Security.*

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

Authorization for Electronic Network Access

Each staff member must sign the *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 user 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.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §7131, Elementary and Secondary Education Act.
47 U.S.C. §254(h) and (l), Children's Internet Protection Act.
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), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 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) , 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED:

PENDING ADOPTION

Instruction

Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board of Education. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

ADOPTED:

PENDING ADOPTION

Instruction

Community Resource Persons and Volunteers

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a licensed teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a licensed teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications,* to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, or has otherwise been convicted of a felony, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
720 ILCS 5/12C-50.1, Failure to Report Hazing.
730 ILCS 150/1 et seq., Sex Offender Registration Act.
730 ILCS 152/101 et seq., Sex Offender Community Notification Law.
730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.
730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED:

PENDING ADOPTION

Instruction

Assemblies and Ceremonies

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

While the District respects an individual's brief, quiet, personal religious observance(s), it 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).
Kennedy v. Bremerton Sch. Dist., 142 S.Ct. 2407 (2022).
Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *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).

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

ADOPTED:

PENDING ADOPTION

Instruction

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*.

Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

Parents/guardians, employees, and community members with other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form*.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Amendment.
Mahmoud v. Taylor, 145 S.Ct. 2332 (2025).

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

ADOPTED:

PENDING ADOPTION

Instruction

Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by school counselors or licensed educators with a school support personnel endorsement in the area of school counseling.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.
23 Ill.Admin.Code §1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED:

PENDING ADOPTION

Instruction

Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the student information system will log the change.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

PENDING ADOPTION

Instruction

Homework

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Missed Homework

Students absent for a valid cause may make up missed homework in a reasonable timeframe per policy 7:70, *Attendance and Truancy*.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED:

PENDING ADOPTION

Instruction

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-605.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

   A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high

PENDING ADOPTION

school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/22-87, 5/27-510, 5/27-605, and 5/27-615.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

PENDING ADOPTION

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Partnership for Careers program
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. When applicable, the Building Principal or designee shall, prior to the first day of class, inform individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the community college's criteria for dual credit coursework of whether or not they are eligible to earn college credit for the course. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District.

PENDING ADOPTION

Registered Apprenticeship Program. The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs. The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s).

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website;
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Ongoing participation in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

PENDING ADOPTION

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115(b), 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/10-20.62, 5/27-610, 5/27-710, and 5/27-1035.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill.Admin.Code §§1.425(e), 1.440(f), 1.470(c), and Part 255.

CROSS REF.: 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED:

PENDING ADOPTION

Instruction

High School Credit for Students in Grade 7 or 8

The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma when the course is offered by the high school that the elementary student would attend and one of the following is satisfied: (1) the student participates in the course at the high school and the elementary student's enrollment in the course would not prevent a high school student from being able to enroll, or (2) the student participates in the course where the student attends school as long as the student passes the course and the end-of-course examination given at the high school granting the credit for the same course, demonstrating proficiency at the high school level, or (3) the course is taught by a teacher who holds a professional educator license with an endorsement for the grade level and content area of the course.

A student who successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive academic credit for the course. That academic credit shall satisfy the requirements of 105 ILCS 5/27-615 for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average.

LEGAL REF.: 105 ILCS 5/10-22.43 and 5/27-615.
23 Ill.Admin.Code §1.460.

CROSS REF.: 6:135 (Accelerated Placement Program), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

ADOPTED:

PENDING ADOPTION

Instruction

High School Credit for Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

Foreign language - A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing - The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.: 105 ILCS 5/10-22.43, 5/10-22.43a, and 5/27-605.
23 Ill.Admin.Code §1.460; Part 680, State Seal of Biliteracy.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8)

ADOPTED:

PENDING ADOPTION

Instruction

Achievement and Awards

Grade Point Average, Class Rank, and Class Honor Roll

The Superintendent shall maintain a uniform process for secondary schools to calculate, on at least a yearly basis, each student's grade point average and class rank, as well as an honor roll for each class.

Awards and Honors

The Superintendent shall maintain a uniform process for presenting awards and honors for outstanding scholarship, achievement, and/or distinguished service in school activities in such a way as to minimize bias and promote fairness. The Superintendent shall supervise the selection of the recipient(s).

All donations for awards, honors, and scholarships must receive the Board of Education's prior approval.

ADOPTED:

PENDING ADOPTION

Instruction

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
105 ILCS 10/, Illinois School Student Records Act.
105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.64a-15, 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1.
23 Ill. Admin. Code §§1.30(b) and 375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301
BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

PENDING ADOPTION

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PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Any student may file a sexual harassment complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

PENDING ADOPTION

LEGAL REF.: 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. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
Plyler v. Doe, 457 U.S. 202 (1982).
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/22-105, 5/26A, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED:

PENDING ADOPTION

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

PENDING ADOPTION

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

PENDING ADOPTION

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

Transfer of Rights

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act.
105 ILCS 5/10-20.38.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics)

ADOPTED:

PENDING ADOPTION

Students

Harassment of Students Prohibited

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

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

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

PENDING ADOPTION

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Dr. Matthew Haug, Executive Director of Human Resources	Graydon Engle, Grant Director
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
matthew.haug@central301.net	graydon.engle@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Complaint Managers:

Kim Paulus, Curriculum Director	Taylor Ruiz, HR Generalist
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
kim.paulus@central301.net	taylor.ruiz@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

PENDING ADOPTION

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/26A, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

ADOPTED:

PENDING ADOPTION

Students

Student Assignment and Intra-District Transfer

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will:

1. Review the boundary lines annually and recommend to the Board of Education any changes or revisions for existing units; or
2. Create new units using a lens that considers preventing segregation and the elimination of separating students in the District's schools because of color, race, or nationality.

The Superintendent or designee shall maintain a map of the District showing current school attendance areas. All records pertaining to the creation, alteration, or revision of attendance units are open to the public. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to policy 6:140, *Education of Homeless Children*.

Transfers Within the District

A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. This request must be submitted annually for approval. If a request is granted, the parent/guardian shall be responsible for transportation. The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

Class Assignments

The Building Principal shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED:

PENDING ADOPTION

Students

Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Ill. State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic

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proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board policy 7:30, *Student Assignment and Intra-District Transfer*, as well as administrative procedures implementing this policy.

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Extracurricular Athletics)

ADOPTED:

PENDING ADOPTION

Students

School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

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Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent 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 Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code or an alternative learning opportunities program established under Article 13B of the School Code for the remainder of the suspension or expulsion. When determining whether to authorize such placement, the Superintendent shall consider any mitigating factors relating to the suspension or expulsion, including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative

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educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

LEGAL REF.:
- 8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.
- 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
- 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
- 29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
- 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
- 105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/26A, and 5/27-8.1.
- 105 ILCS 10/8.1, Ill. School Student Records Act.
- 105 ILCS 45/, Education for Homeless Children Act.
- 105 ILCS 70/, Educational Opportunity for Military Children Act.
- 325 ILCS 50/, Missing Children Records Act.
- 325 ILCS 55/, Missing Children Registration Law.
- 410 ILCS 315/2, Communicable Disease Prevention Act.
- 20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
- 23 Ill.Admin.Code Part 226, Special Education.
- 23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Students

Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement, including, but not limited to, an agreement for interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

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Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, 5/14-1.11b, and 5/26A.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).
Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).
Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

ADOPTED:

PENDING ADOPTION

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to Board policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

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5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.

6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, and information about available community services relevant to such students' needs. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

8. A process for the collection and review of chronic absence data and to:

    a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and

    b. Encourage the habit of daily attendance and promote success.

9. Reasonable efforts to provide ongoing professional development to all school personnel, Board members, and school resource officers on the appropriate and available supportive services for the promotion of student attendance and engagement.

10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.

12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.

13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

14. An approval process for students to attend activities allowed under 105 ILCS 5/10-19.05(k), including provisions for making up missed coursework that do not penalize students.

15. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

16. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

PENDING ADOPTION

Updating

Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.: 105 ILCS 5/10-19.05(k), 5/22-92, 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, 5/26-18, and 5/26A.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and Part 207.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Students

Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, to because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s).

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons, including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.: 105 ILCS 5/26-1 and 5/26-2b.
775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED:

PENDING ADOPTION

Students

Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Voting

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

ADOPTED:

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Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons

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must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

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4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1, Lead Poisoning Prevention Act.
410 ILCS 315/2e, Communicable Disease Prevention Act.
23 Ill.Admin.Code §1.530.
77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.
77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.
77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED:

PENDING ADOPTION

Students

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
105 ILCS 20/5, Silent Reflection and Student Prayer Act.

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:190 (Student Behavior), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED:

PENDING ADOPTION

Students

Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left on School Property by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a licensed employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

PENDING ADOPTION

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: T.L.O. v. New Jersey, 469 U.S. 325 (1985).
Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 (1995).
Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 (2009).
Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).
105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
105 ILCS 75/, Right to Privacy in the School Setting Act.
People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 517 U.S. 1197 (1996).
People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 167 Ill.2d 564 (1996).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Law Enforcement Requests), 7:190 (Student Behavior)

ADOPTED:

PENDING ADOPTION

Students

Agency and Law Enforcement Requests

The District recognizes the right of every student to equal access to a free public education under State and federal law, consistent with Board policy 7:10, *Equal Educational Opportunities*. District administrators and staff stand *in loco parentis* when government agency and law enforcement authority requests occur at school.

Federal and State Law Requirements Regarding Citizenship and Immigration Status in Schools

No student shall be denied an education based on the student's, or their parent's/guardian's, actual or perceived citizenship or immigration status. Based on such status, the District will not:

1. Exclude a student from participating in, or deny them the benefits of, any District program or activity.
2. Use policies or procedures or engage in practices that have the effect of excluding a student from participating in or denying the benefits of any District program or activity.
3. Use policies or procedures or engage in practices that have the effect of excluding participation of a student's parent(s)/guardian(s) from District parental engagement activities or programs.
4. Threaten to disclose information related to the actual or perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency.
5. Disclose information related to the perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency if the District does not have direct knowledge of the student's or associated person's actual citizenship or immigration status, subject to the requirements in 105 ILCS 5/22-105(c)(3).
6. Disclose information related to the actual citizenship or immigration status of a student or a person associated with the student to any other person or nongovernmental entity if the District has direct knowledge of the student's or associated person's actual citizenship status, subject to the requirements in 105 ILCS 5/22-105(c)(3).

State law does not prohibit or restrict the District from sending or receiving information about the citizenship or immigration status of an individual to or from the U.S. Dept. of Homeland Security or any other governmental entity under 8 U.S.C. §§1373 and 1644.

Responding to Agency and Law Enforcement Requests

The Superintendent shall develop procedures to manage requests by government agencies or law enforcement authorities regarding students at school. Procedures will:

1. Recognize individual student rights and privacy.
2. Recognize the potential impact the release of information or an interview may have on an individual student.
3. Minimize potential disruption.
4. Foster a cooperative relationship with government agencies and law enforcement authorities.
5. Maintain discipline and recognize that school employees stand in the relationship of the parents/guardians to the students during the school day.
6. Comply with State law including, but not limited to, ensuring that before a law enforcement agent, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:

PENDING ADOPTION

a. Notify or attempt to notify the student's parent(s)/guardian(s) and document the time and manner in writing;
b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

7. Manage reviewing and authorizing requests from law enforcement agents attempting to enter a school or school facility, in accordance with the requirements of 105 ILCS 5/22-105(c)(4).

LEGAL REF.: U.S. Constitution, Amend. IV.
8 U.S.C. §1373 and §1644.
Plyler v. Doe, 457 U.S. 202 (1982).
Ill. Constitution, Art. I, §6.
105 ILCS 5/10-20.64, 5/10-20.68, 5/22-88, 5/22-105, and 5/24-24.
55 ILCS 80/, Children's Advocacy Center Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 2:160 (Board Attorney), 2:260 (Uniform Grievance Procedure), and 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED:

PENDING ADOPTION

Students

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q). Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED:

PENDING ADOPTION

Students

School Uniforms

The District does not require school uniforms other than physical education for grades 6-12.

No student shall be penalized in physical education, or otherwise subject to compliance measures for failing to wear a physical education uniform because of:

1. Financial hardship; or
2. Religious objection by the student's parent/guardian to the student's compliance with this policy or the applicable uniform, if they have provided the Superintendent with a signed statement detailing their objection.

Any student eligible for reduced or free lunches, or for a waiver of student fees, is eligible for financial assistance toward the purchase of physical education uniforms. The Superintendent or designee shall develop a process for informing parents/guardians of the availability of financial assistance and a method to process financial requests.

No student shall be suspended or expelled from school, or receive a lowered academic grade, because of failing to comply with this policy.

LEGAL REF: 105 ILCS 5/2-3.25 and 5/10-22.25b.

CROSS REF: 4:140 (Waiver of Student Fees), 7:160 (Student Appearance), 7:190 (Student Behavior)

PENDING ADOPTION

Students

Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.: 740 ILCS 115/, Parental Responsibility Law.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED:

PENDING ADOPTION

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

Definitions from 105 ILCS 5/22-110

Artificial intelligence means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. *Artificial intelligence* includes generative artificial intelligence.

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

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

PENDING ADOPTION

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of *bullying*.

Digital replica means a newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

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

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

Unauthorized digital replica means the use of a digital replica of an individual without the consent of the depicted individual.

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected

PENDING ADOPTION

under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Dr. Matthew Haug, Executive Director of Human Resources	Graydon Engle, Grant Director
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
matthew.haug@central301.net	graydon.engle@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Complaint Managers:

Kim Paulus, Curriculum Director	Taylor Ruiz, HR Generalist
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
kim.paulus@central301.net	taylor.ruiz@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's

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involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new

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employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

    a. The frequency of victimization;

    b. Student, staff, and family observations of safety at a school;

    c. Identification of areas of a school where bullying occurs;

    d. The types of bullying utilized; and

    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

    i. An updated version of the policy with the amendment/modification date specifying the date of adoption (indicated by month, date, and year) included in the reference portion of the policy;
    ii. If no revisions are deemed necessary, a copy of Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
    iii. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

    The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

    b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.

    c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.

    d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

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e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.

f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

g. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

j. 7:310, *Restrictions on Publications; Elementary Schools,* and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/22-110, and 5/24-24.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

ADOPTED:

PENDING ADOPTION

Students

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
    a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
    b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
    c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
    d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
    b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

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4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated by Reference: 7:180-AP1 (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED:

PENDING ADOPTION

Students

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and *Where* Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
   a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
   b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
   c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

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d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions, non-*

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consensual dissemination of private sexual images, and *non-consensual dissemination of sexually explicit digitized depictions,* as defined in State law.

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.

14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

15. Entering school property or a school facility without proper authorization.

16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

17. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.

18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the

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threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not

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provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, Ill. State Board of Education (ISBE) rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).

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2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on school grounds, becomes aware of any person in possession of a firearm on school grounds, or becomes aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. If the report of (1), above, pertains to a threat of firearm violence made by a student, the Building Principal or designee shall attempt to notify the student's parent/guardian as soon as possible and shall further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use

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reasonable force as permitted by 105 ILCS 5/10-20.33. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:
20 U.S.C. §7971 et seq., Pro-Children Act of 2004.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/22-110, 5/24-24, 5/26-12, 5/27-240, and 5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill.Admin.Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

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Students

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
    a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
    b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
    e. Depending upon the length of the out-of-school suspension, include the following applicable information:
        i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
            a) A threat to school safety, or
            b) A disruption to other students' learning opportunities.
        ii. For a suspension of 4 or more school days, an explanation:

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a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and

c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substantially disrupt, impede, or interfere with the operation of the school.

d) Of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension, as determined by the Superintendent or designee.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board.
   a. At the review, the student and his or her parent(s)/guardian(s) may appear with a representative of their choice and at their expense, be accompanied by a support person of their choice and at their expense, disclose any factor to be considered in mitigation (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), and discuss the suspension with the Board or its hearing officer. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing.
   b. If the review involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim.
   c. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
   d. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.
23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

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Students

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
    a. Include the time, date, and place for the hearing.
    b. Briefly describe what will happen during the hearing.
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
    d. Inform the student and parent(s)/guardian(s) that a representative of their choice and at their expense is permitted to represent the student throughout the proceedings and to address the Board or its hearing officer.
    e. Inform the student and parent(s)/guardian(s) that a support person of their choice and at their expense is permitted to accompany the student throughout the proceedings.
    f. List the student's prior suspension(s).
    g. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis.
    h. Ask that the student or parent(s)/guardian(s) inform the Superintendent or Board Attorney if the student will appear with a representative and/or support person and, if so, provide the name(s) and contact information for the representative and/or support person.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
4. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged.
    a. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student.
    b. The student and his or her parent(s)/guardian(s) may appear with a representative, be accompanied by a support person, disclose any factor to be considered in mitigation (including his or her status as a parent, expectant parent, or victim of domestic or sexual

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violence as defined in 105 ILCS 5/26A), offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing.

c. If the expulsion hearing involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim.

5. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

6. If the Board acts to expel the student, its written expulsion decision shall:

   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.

   b. Provide a rationale for the specific duration of the recommended expulsion.

   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

   d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

   e. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

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Students

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 Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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.

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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.: 4:110 (Transportation), 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)

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Students

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

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student 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:

PENDING ADOPTION

Students

Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

LEGAL REF.: Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).
Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).
Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).
Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).
Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999).
Todd v. Rush County Schs., 133 F.3d 984 (7th Cir. 1998).
105 ILCS 5/24-24, 5/27-23.3, and 25/2.

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

ADOPTED:

PENDING ADOPTION

Students

Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. School counseling services. The Superintendent or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

Article 26A Domestic or Sexual Violence and Parenting Resource Personnel

The Superintendent or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Superintendent shall ensure that this policy is implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq., and that it is respectful of student privacy, including that student records are maintained and their confidentiality protected in accordance with Board policy and District procedures.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-23.13(b), 5/10-20.59, 5/21B-25(G), and 5/26A.
405 ILCS 5/, Mental Health and Developmental Disabilities Code.
405 ILCS 49/, Children's Mental Health Act.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Students

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A).

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year.
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35.
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person.
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45.
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40.
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25.
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f). Confidentiality procedures will:
    a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
    b. Comply with the requirements of 105 ILCS 5/26A-30.
9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-20(c).
10. Complies with State and federal law and aligns with Board policies.

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

PENDING ADOPTION

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking.

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

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Dr. Matthew Haug, Executive Director of Human Resources	Graydon Engle, Grant Director
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
matthew.haug@central301.net	graydon.engle@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Complaint Managers:

Kim Paulus, Curriculum Director	Taylor Ruiz, HR Generalist
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
kim.paulus@central301.net	taylor.ruiz@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

PENDING ADOPTION

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Policy Review

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

LEGAL REF.: 105 ILCS 5/26A.
105 ILCS 10/, Ill. School Student Records Act.
405 ILCS 5/, Mental Health and Developmental Disabilities Code.
405 ILCS 49/, Children's Mental Health Act.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Students

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and

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3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.: 105 ILCS 5/27-6.
225 ILCS 60/, Medical Practice Act.
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED:

PENDING ADOPTION

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* (*SMA Form*) is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as

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defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
    a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
    b. Copies of the registry identification cards are provided to the District;
    c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
    d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

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2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of

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undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
105 ILCS 150/, Seizure Smart School Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADOPTED:

PENDING ADOPTION

Students

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 Board of Education's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.: 105 ILCS 5/10-21.11.
23 Ill.Admin.Code §§ 1.610 and 226.300.
77 Ill.Admin.Code Part 690.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.
29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

ADOPTED:

PENDING ADOPTION

Students

Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy at least once every three years. The Superintendent or designee shall assist the Board with its review and any necessary updates.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/2-3.190, 5/10-22.39, and 5/22-30.
23 Ill.Admin.Code §1.540.
Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

PENDING ADOPTION

Students

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.

    a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-215 (requiring education for students on mental health and illness).

    b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).

2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:

    a. The training required by 105 ILCS 5/10-22.39 for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and

    b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.

3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

PENDING ADOPTION

a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;

d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;

e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;

f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;

g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student and staff identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

PENDING ADOPTION

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 42 U.S.C. § 12101 et seq., Individuals with Disabilities Education Act.
105 ILCS 5/2-3.166, 5/3-14.8, 5/10-20.81, 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, 5/14-7.02b, and 5/27-215.
5 ILCS 860/, Student Confidential Reporting Act.
405 ILCS 49/, Children's Mental Health Act.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED:

PENDING ADOPTION

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The District may ask a student to show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/22-80, and 25/2.
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act (YSCSA), that provides, without limitation, each of the following:
    a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
    b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
        i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
        ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
    c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
    d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
    e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
    f. The following individuals must complete concussion training as specified in the YSCSA: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
    g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

PENDING ADOPTION

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussions,* which includes its *Return to Play (RTP) Policy*. These specifically require that:

   a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.

   b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

   c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

4. Require all student athletes to view the IHSA video about concussions.

5. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
20 ILCS 2310/2310-307, Civil Administrative Code of Illinois.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED:

PENDING ADOPTION

Students

Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Websites

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy 7:190, *Student Behavior,* and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

PENDING ADOPTION

disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/22-110.
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED:

PENDING ADOPTION

Students

Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists shall strive to:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;

PENDING ADOPTION

3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
    a. Commit an unlawful act;
    b. Violate any of the District's policies; or
    c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy 7:190, *Student Behavior*, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

PENDING ADOPTION

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/22-110, 5/27-405, and 5/27-415 (scheduled for repeal on 7-1-27).
105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publication; Elementary Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED:

PENDING ADOPTION

Students

Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to Board policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:

    a. Develop viewpoint neutral guidelines for the creation of messages;

    b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and

    c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

PENDING ADOPTION

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

PENDING ADOPTION

Students

Student Use of Buildings - Equal Access

Student groups or clubs that are not school sponsored are granted free use of school premises for a meeting or series of meetings under the following conditions:

1. The meeting is held during those non-instructional times identified by the Superintendent or designee for non-curricular student groups, clubs, or organizations to meet. *Non-instructional time* means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. *Non-curricular student groups* are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. All non-curriculum related student groups that are not District sponsored receive substantially the same treatment.
3. The meeting is student-initiated, meaning that the request is made by a student.
4. Attendance at the meeting is voluntary.
5. The school will not sponsor the meeting.
6. School employees are present at religious meetings only in a non-participatory capacity.
7. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons do not direct, conduct, control, or regularly attend the meetings.
9. The school retains its authority to maintain order and discipline.
10. A school staff member or other responsible adult is present in a supervisory capacity.
11. The Superintendent or designee approves the meeting or series of meetings.

The Superintendent or designee shall develop administrative procedures to implement this policy.

LEGAL REF.: 20 U.S.C. §4071 et seq., Equal Access Act.
Bd. of Ed. of Westside Community Sch. Dist. v. Mergens, 496 U.S. 226 (1990).
Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied,* 535 U.S. 1017.

CROSS REF.: 7:10 (Equal Educational Opportunities), 8:20 (Community Use of School Facilities)

ADOPTED:

PENDING ADOPTION

Students

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement professionals working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement professionals, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent 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 school student records.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.
50 ILCS 205/7, Local Records Act.
105 ILCS 5/10-20.12b, 5/10-20.40, 5/14-1.01 et seq., and 5/26A-30.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill.Admin.Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED:

PENDING ADOPTION

Students

Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts,* and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

PENDING ADOPTION

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act; 34 C.F.R. Part 99.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
23 Ill. Admin. Code Part 380.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED:

PENDING ADOPTION

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 BOARD OF EDUCATION POLICY MANUAL
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PENDING ADOPTION

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the Board of Education. The Superintendent is the District's chief spokesperson. The Board, in collaboration with the Superintendent or designee, shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Ensure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's goodwill, respect, and trust.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media and community accurately informed.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using District social media accounts, and/or sending to the news media.
2. News conferences, interviews, and official Board or District statements, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. As official spokesperson for the Board, the Board President will communicate on behalf of the Board to the news media and community. Statements made by Board members when not authorized by the Board will be considered personal comments of the Board member, and Board members are encouraged to identify such statements as their personal opinions. Official Board or District statements (other than those made directly to the media) will be made through the District website and/or its social media accounts, at official District events, or through other official communication methods, such as District email or mailings. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

Effective community engagement is essential to create trust and support among the community, Board, Superintendent, and District staff.

PENDING ADOPTION

The Board, in consultation with the Superintendent articulates the District's community engagement goals.

The Board will periodically: (1) review whether its community engagement goals(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual tactics.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED:

PENDING ADOPTION

Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an additional insured or otherwise show proof of insurance. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the Board of Education.

LEGAL REF.: 20 U.S.C. §7905, Boy Scouts of America Equal Access Act.
10 ILCS 5/11-4.1, Election Code.
105 ILCS 5/10-20.41, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 533 U.S. 98 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 508 U.S. 384 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Buildings - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

PENDING ADOPTION

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

PENDING ADOPTION

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).
Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).
Hedges v. Wauconda Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).
DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.: 7:325 (Student Fundraising Activities), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED:

PENDING ADOPTION

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must check out at the main office. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.

PENDING ADOPTION

10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a licensed employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law. The person also may be subject to being denied admission to school athletic or extracurricular events for up to one calendar year in accordance with the procedures below.

PENDING ADOPTION

Procedures to Deny Future Admission to Athletic or Extracurricular School Events

Before any person may be denied admission to athletic or extracurricular school events, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: 20 U.S.C. §7971 et seq., Pro-Children Act of 2001.
Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).
105 ILCS 5/10-20.5, 10-20.5b, 5/10-22.10, 5/22-33, 5/22-110, and 5/24-25.
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.

CROSS REF.: 2:200 (Types of Board of Education Meetings), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED:

PENDING ADOPTION

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board of Education, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.51.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

ADOPTED:

PENDING ADOPTION

Community Relations

Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than $500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral when the gift involves the incorporation of any messages. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED:

PENDING ADOPTION

Community Relations

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 Board of Education 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 parents/guardians 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.
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 Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

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. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. 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.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED:

PENDING ADOPTION

Community Relations

Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board of Education on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

PENDING ADOPTION

Community Relations

Relations with Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Law Enforcement Requests)

ADOPTED:

PENDING ADOPTION

Community Relations

Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.: 115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED:

PENDING ADOPTION

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Tim Kilrea, Dr. Kyle Schumacher, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: April 20, 2026

RE: Approval of IASB Press Plus Maintenance and School Board Policies Online Service Agreements

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Throughout this current school year, the District has engaged in a comprehensive review and update of all sections of the Board Policy manual. To maintain the integrity of this work and ensure future updates are handled with maximum efficiency, administration recommends transitioning to the Illinois Association of School Boards (IASB) PRESS Plus and School Board Policies Online (SBPOL) services.

Currently, keeping board policies compliant with ever-changing state and federal laws is a manual, time-consuming process. The recent full-scale policy review highlighted the need for a more streamlined system. PRESS Plus is a policy maintenance service that integrates the District's specific policy customizations with IASB's professional legal updates.

Key benefits of both services:

- **Public Transparency:** The School Board Policies Online service provides a searchable, user-friendly interface for staff, parents, and the community to view the most current policies.
- **Operational Efficiency:** Eliminates the paper method of updates, allowing for digital review and one-click publishing once the Board approves changes.
- **Consistency:** Ensures that the hard work done during this year's comprehensive review remains a "living document" that doesn't become outdated.

The annual service fee for PRESS Plus and SBPOL is a budgeted expenditure under Board purchased services. The cost is offset by the significant reduction in administrative hours and legal consultation fees typically required for policy maintenance and updating.

We are recommending approving the service agreements with IASB for PRESS Plus Maintenance and School Board Policies Online. Upon approval, IASB will begin the technical migration of the newly updated policies to the online portal, with a goal for the "Live" site to be accessible to the public by July 2026.

IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

PRESS PLUS MAINTENANCE SERVICE AGREEMENT

This Agreement is entered into by and between the **Illinois Association of School Boards, a Not-for-Profit Corporation (IASB)** and Central CUSD 301 **(Board)**. In consideration of the mutual promises contained herein, and other good and valuable consideration, **IASB** and the **Board** agree as follows:

1. **Description.** PRESS Plus Maintenance service (PRESS Plus) is a fee-based, fiscal year (July 1-June 30) subscription service. This service involves having IASB maintain the Board's policy manual by providing the Board its policies updated with the policy-related contents of PRESS Issues released during the subscription term. PRESS Plus also provides online access to the components of PRESS: the Policy Reference Manual (IASB's encyclopedia of policies with explanatory footnotes and links to legal citations), PRESS Issues, and other related materials.
2. **Proprietary Interests in Board's Policies and Materials.** The Parties agree that the Board shall retain ownership in the text of all policies and other material it furnishes to IASB in order to fulfill its obligations under this Agreement.
3. **Current and Archive Copies of the Board's Policies and Materials.** The Parties agree that the Board shall maintain current and archive copies of its policies and materials separate and apart from the copies maintained by IASB or given to IASB in order for IASB to fulfill its obligations under this Agreement. No agency relationship is created between the Board and IASB for purposes of record retention, storage, organization, dissemination, destruction, or maintenance, and IASB is not a public body and will not, on behalf of the Board, be responsible for responding to requests for public records under the Illinois Freedom of Information Act or any court order or subpoena.
4. **Liability Limitation.** Neither IASB nor the Board shall be liable to the other for special, direct, indirect, incidental, or consequential damages suffered by the Board or IASB under this Agreement for any amount over the subscription fees, including any loss of data arising out of use or inability to use the Board policies or other material, except for circumstances of bad faith or to the extent of any damages that are paid to a third party as part of a claim subject to indemnification as outlined under this Agreement.
5. **Exclusion.** IASB will facilitate the maintenance of the Board's materials as described in Section **1. 2. 3**. **& 7.A**. IASB does not warrant that the Board's policies and other material are fit for any particular purpose. IASB warrants only that it will update the Board's policy manual to reflect the Board's response that it has adopted, or not adopted, PRESS Plus policy updates exactly as they were presented by IASB. IASB does not warrant that presented PRESS Plus policy updates will be free of omissions, errors in judgment or mistake of law. The Board may make its own edits to its policy manual through PRESS Plus. Board-initiated edits provided to IASB are not PRESS Plus policy updates. IASB provides no warranty, and accepts no responsibility, whatsoever, for any Board-initiated edits to its policy manual.
6. **Subscription Fees, Term, and Renewal.** The Board's PRESS Plus subscription begins when the Board executes this Agreement, or following adoption of the board policy manual at the conclusion of a Policy Manual Customization with IASB, whichever is later. The Board agrees to pay fees upon receipt of invoice. The annual subscription fee is the price quoted to the Board by IASB for PRESS Plus, which may change from year to year. In addition to the annual subscription fee, there is a one-time publishing fee. For districts that contract for both PRESS Plus and the School Board Policies Online Service, a discounted price that may change from year to year may be available. The subscription is for the remainder of the fiscal year in which the subscription begins (Initial Subscription Term). IASB will prorate the first year's annual subscription fee if the Board's manual is up-to-date with the current PRESS Issue, provided that the current PRESS Issue is not the first PRESS Issue of the fiscal year. Any provision of a PRESS Plus subscription, including fees, may be altered after the Initial Subscription Term. IASB will notify the Board of any changes to subscription fees and this Agreement by specifying them in the renewal notification. Renewal payment will constitute an acceptance by the Board of an additional 12-month term and any new Agreement terms. Any changes to IASB's PRESS Plus processes outside of this Agreement may be made by IASB at any time and without prior notice to the Board.

Illinois Association of School Boards

2921 Baker Drive • Springfield, Illinois 62703 • (217) 528-9688 • (217) 528-2831 (fax)
1 East 22nd Street, Suite 310 • Lombard, Illinois 60148 • (630) 629-3776 • (630) 629-3940 (fax)

7. Responsibilities.

A. IASB:

1) Provides the Board its customized, most recently adopted policies with updates based on each PRESS Issue to facilitate the Board's discussion of policy requirements and options so that it may effectively and efficiently keep its policies up to date.
2) Reviews the updated policy language for consistency, typographical errors, and compliance concerns. This review is done by a professional IASB policy consultant or equivalently-trained staff member. It is not a legal review, and IASB will not provide any legal opinions.
3) Incorporates board-adopted updates into the policy manual.

B. Board:

1) Reviews all PRESS Plus policy updates.
2) Seeks a legal review from the Board's attorney, as appropriate, during the review and adoption process.
3) Adopts new policies or changes to existing policies at open Board meetings.
4) Understands that adopting updates and responding to IASB in a timely manner is essential to the policy work of the Board and allows IASB to continue to provide this service to all subscribers in the most beneficial manner.
5) Enters response to PRESS Plus policy updates presented to it within 120 calendar days from the last day of the month in which the particular PRESS Plus policy updates were provided.
6) Pays to IASB a late fee of $50 for each month that a PRESS Plus policy update has not been submitted after the 120 calendar day deadline and understands that IASB reserves the right to cancel the Board's subscription if the Board has not fully responded to any PRESS Plus policy update that is more than three PRESS Plus Issues past the 120-day deadline. Upon a Board's request, IASB may, in its sole discretion, extend the 120 day deadline in emergency circumstances that are outside the control of the Board, however, any relief granted to the Board by IASB under this clause shall not constitute a general waiver of the submission deadline, which shall otherwise remain in full force.
7) Indemnifies and defends against any losses and liabilities IASB, its Board of Directors, employees, agents, and attorneys against any claims, causes of action, damages, costs, and expenses of every kind and description, including attorneys' fees, whether in tort or in contract, caused by or arising out of any policy, review, advice, and/or other consulting services rendered pursuant to this Agreement, including any attorneys' fees and costs incurred in any dispute over the duty to indemnify.

8. Modification. Except as provided in Section 6 above, both Parties must agree to any variation or exception to this Agreement in writing. Both IASB and the Board recognize that this Agreement cannot include every nuance or interpretation, and when identified, the Parties shall confer in good faith to reach further agreement.

9. Termination. Either Party has the right to terminate this Agreement immediately in cases of fraud or dishonesty by the other Party. In cases of a material breach of the Agreement, a complaining Party shall give written notice of the breach to the non-complying Party. The non-complying Party shall have a minimum of seven (7) calendar days to correct the deficiency. If, after the cure period, the breach is not cured, the complaining Party may immediately terminate this Agreement. Notwithstanding the above, IASB has the right to terminate this Agreement immediately if the Board discontinues its membership in the IASB.

10. Effect of Termination. Termination of this Agreement shall not cancel the Board's responsibility for payment of any applicable fees for products or services of any kind provided by IASB, subsidiaries or affiliated companies, for any services rendered before termination. All provisions of this Agreement relating to disclaimers or warranties, limitation of liability, indemnification, remedies, or damages, and Board's proprietary rights shall survive termination.

11. **Entire Agreement.** This Agreement is the entire understanding between the Parties concerning the subject matter of this Agreement.
12. **Governing Laws and Severability.** The laws of the State of Illinois shall govern this Agreement. If any provision of this Agreement shall be held invalid under any applicable statute or regulation or by a decision of a court of competent jurisdiction, such invalidity shall not affect any other provision of this Agreement that can be given effect without the invalid provision, and, to this end, the provisions of this Agreement are severable.

The persons signing this Agreement warrant that they have authority to bind each party to the Agreement. In witness whereof, the parties hereto have executed this Agreement as of the date below.

Central CUSD 301

Board of Education

By: _____

Signature

_____

Printed name and title

_____

Date

Illinois Association of School Boards

By: _____

Kimberly A. Small, Executive Director

IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

PRESS Plus
Attachment A - District Information/Update

Type or print the name of the District's contact person(s), **in addition** to the District's Superintendent, who is/are authorized to communicate changes to the Board's policy manual.

Name: _____

Title/Position: _____

Phone: _____ email: _____

Name: _____

Title/Position: _____

Phone: _____ email: _____

Name: _____

Title/Position: _____

Phone: _____ email: _____

The above individuals are authorized to submit policy updates to the Illinois Association of School Boards.
(Please keep a copy for District's records and resend to IASB at pressplus@iasb.com if new individuals are authorized).

_____ _____

Signature of Superintendent Date

IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

SCHOOL BOARD POLICIES ONLINE
SERVICE AGREEMENT

This Agreement is entered into by and between the **Illinois Association of School Boards, a Not-for Profit Corporation (IASB)** and Central CUSD 301 (**Board**).
In consideration of the mutual promises contained herein, and other good and valuable consideration, **IASB** and the **Board** agree as follows:

1. **Description.** The School Board Policies Online (SBPOL) is a fee-based, fiscal year (July 1-June 30) subscription service. It involves having IASB publish the Board's adopted policy manual on the Internet in the MicroScribe Digital Document System, a searchable electronic format that includes links to legal citations and cross references and a password-protected archive of previously-published versions of the board's adopted policies. IASB updates the Board's online policies following receipt of word processing files for revisions.
2. **Proprietary Interests in Board's Policies and Materials.** The Parties agree that the Board shall retain ownership in the text of all policies and other material it furnishes to IASB in order to fulfill its obligations under this Agreement
3. **Current and Archive Copies of the Board's Policies and Materials.** The Parties agree that the Board shall maintain current and archive copies of its policies and materials separate and apart from the copies maintained by IASB or given to IASB in order for IASB to fulfill its obligations under this Agreement. No agency relationship is created between the Board and IASB for purposes of record retention, storage, organization, dissemination, destruction, or maintenance, and IASB is not a public body and will not, on behalf of the Board, be responsible for responding to requests for public records under the Illinois Freedom of Information Act or any court order or subpoena
4. **Liability Limitation.** Neither IASB nor the Board shall be liable to the other for special, direct, indirect, incidental, or consequential damages suffered by the Board or IASB under this Agreement for any amount over the subscription fees, including any loss of data arising out of use or inability to use the Board policies or other material, except for circumstances of bad faith or to the extent of any damages that are paid to a third party as part of a claim subject to indemnify as outlined under this Agreement..
5. **Exclusion.** IASB will facilitate the maintenance of the Board's materials as described in Section **1. 2. 3. & 7.A.** IASB does not warrant that the Board's policies and other material are fit for any particular purpose or that the Board's policies will be free of omissions, errors in judgment or mistake of law.
6. **Subscription and One-Time Publishing Fees, Term and Renewal.** The Board's SBPOL subscription begins when the Board executes this Agreement, or following adoption of the board policy manual at the conclusion of a Policy Manual Customization with IASB, whichever is later. The Board agrees to pay fees upon receipt of invoice from IASB. The annual subscription fee is the price quoted to the Board by IASB, and it may change from year to year. In addition to the annual subscription fee, there is a one-time publishing fee in the amount quoted to the Board by IASB. For districts that contract for both PRESS Plus and SBPOL, a discounted price that may change from year to year may be available. The subscription is for the remainder of the fiscal year in which the subscription begins (Initial Subscription Term). IASB will prorate the first year's annual subscription fee according to the quarter in which the Board policy manual is first published online. Any provision of an SBPOL subscription, including fees, may be altered after the Initial Subscription Term. IASB will notify the Board of any changes to subscription fees and this Agreement by specifying them in the renewal notification. Renewal payment will constitute an acceptance by the Board of an additional 12-month term and any new Agreement terms. Any changes to IASB's SBPOL processes outside of this Agreement may be made by IASB at any time and without prior notice to the Board.

Illinois Association of School Boards

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7. Responsibilities.

A. IASB:

1) Converts the Board's policy manual to a digital version in the MicroScribe Digital Document System. The conversion includes:
   a. Creation and maintenance of your custom URL
   b. Pre-processing and conversion of source files to HTML
   c. Importing & organization of converted files
   d. Formatting of digital content
   e. Hyperlinks for legal references, cross-references, and external websites. IASB does not warrant the accuracy of these links or the material found on a linked website.
   f. Branding with district-specific logo and color-scheme (if provided by Board per Section 7.B.3)
   g. Configuration of features and options
   h. General district administration login credentials
   i. Hosting and maintenance of your online resource
      i. 24/7 access
      ii. Unlimited storage and document size
      iii. Mobile-friendly
      iv. ADA-compliant interface
      v. Unlimited updates
      vi. Daily backups and data security
   j. User-guide documentation and web-based training, as needed
   k. Ongoing platform and technology enhancements
   l. Technical support
2) Grants a non-exclusive user license and/or authorization to the District to use the Board's online policy manual in the Micro-Scribe Digital Document System. IASB will pay all costs associated with acquiring, maintaining, and updating said license, and all royalties and fees associated with it.
3) Publishes the Board's online policy manual on the Internet site of MicroScribe Publishing, at boardpolicyonline.com/. IASB provides the District with an Internet URL address so that the District can link to the Board's policy manual from the District's website.
4) Updates the Board's online policy manual, including hyperlinks, after receiving word-processing files for revisions. If the Board also subscribes to the PRESS Plus service, IASB will update the online board policy manual when finalizing adopted updates through the PRESS Plus service. IASB posts unlimited revisions to the Board's online policy manual.

B. Board

1) Provides IASB with its policy manual in an electronic format acceptable to IASB, if the Board does not also subscribe to the PRESS Plus service. IASB recommends that, before online publishing, the manual should be reviewed to ensure it is up-to-date with current legal requirements.
2) Decides whether the contents of its policy manual are suitable for publication.
3) If the Board wants the District's logo and color scheme to appear on the Board's online policy manual, provides a JPEG version of the logo.
4) Provides and maintains updated information as requested on Attachment A.

5) Grants to IASB the permission to link to the Board's online policy manual from the IASB website.

6) Indemnifies and defends against any losses and liabilities IASB, its Board of Directors, employees, agents, and attorneys against any claims, causes of action, damages, costs, and expenses of every kind and description, including attorneys' fees, whether in tort or in contract, caused by or arising out of any services rendered pursuant to this Agreement, including any attorneys' fees and costs incurred in any dispute over the duty to indemnify.

8. **Modification.** Except as provided in Section 6 above, both Parties must agree to any variation or exception to this Agreement in writing. Both IASB and the Board recognize that this Agreement cannot include every nuance or interpretation, and when identified, the Parties shall confer in good faith to reach further agreement..

9. **Termination.** Either Party has the right to terminate this Agreement immediately in cases of fraud or dishonesty by the other Party. In cases of a material breach of the Agreement, a complaining Party shall give written notice of the breach to the non-complying Party. The non-complying Party shall have a minimum of seven (7) calendar days to correct the deficiency. If, after the cure period, the breach is not cured, the complaining Party may immediately terminate this Agreement. Notwithstanding the above, IASB has the right to terminate this Agreement immediately if (a) its contract with MicroScribe Publishing terminates and IASB, after a reasonable effort, cannot find a similarly situated consultant to provide the services described in this Agreement, or (b) the Board discontinues its membership in the IASB..

10. **Effect of Termination.** Termination of this Agreement shall not cancel the Board's responsibility for payment of any applicable fees for products or services of any kind provided by IASB, subsidiaries or affiliated companies, for any services rendered before termination. All provisions of this Agreement relating to disclaimers or warranties, limitation of liability, indemnification, remedies, or damages, and Board's proprietary rights shall survive termination.

11. **Entire Agreement.** This Agreement is the entire understanding between the Parties concerning the subject matter of this Agreement.

12. **Governing Laws and Severability.** The laws of the State of Illinois shall govern this Agreement. If any provision of this Agreement shall be held invalid under any applicable statute or regulation or by a decision of a court of competent jurisdiction, such invalidity shall not affect any other provision of this Agreement that can be given eff without the invalid provision, and, to this end, the provisions of this Agreement are severable.

The persons signing this Agreement warrant that they have authority to bind each party to the Agreement. In witness whereof, the parties hereto have executed this Agreement as of the date below.

Central CUSD 301

Board of Education

By: _____

Signature

_____

Printed name and title

_____

Date

Illinois Association of School Boards

By: _____

Kimberly A. Small, Executive Director

IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

SCHOOL BOARD POLICIES ONLINE
Attachment A - District Information/Update

1. Type or print the name of the School District exactly as it will appear on the Board's online policy manual.

2. Type or print the name of the District's contact person(s), **in addition** to the District's Superintendent, who is/are authorized to communicate changes to the Board's online policy manual.

Name: _____

Title/Position: _____

Phone: _____ email: _____

Name: _____

Title/Position: _____

Phone: _____ email: _____

Name: _____

Title/Position: _____

Phone: _____ email: _____

The above individuals are authorized to submit policy updates to the Illinois Association of School Boards.
(Please keep a copy for District's records and resend to IASB at sbpol@iasb.com if new individuals are authorized).

_____ _____

Signature of Superintendent Date

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Stephen Buchs, Director of Curriculum 6-12

TO: District 301 Board of Education, Dr. Tim Kilrea and Dr. Kyle Schumacher, Interim -Superintendents

DATE: March 12, 2026

RE: Textbook Adoption for HS Spanish for Heritage Speakers 1 - $5,566.21

MATERIALS:

- Vista Higher Learning, HS Spanish for Heritage Speakers 1,Galería de lengua y cultura 1
    - Qty 30 Hardcopies at $90.95= $2,728.50
    - Qty - 42 Galeria 2025 1-2 Supersite Plus(v) + WebSAM (1 yr license) at $54.95 = $2,307.90
    - Galleria 2025 1 Teacher Resource Bundle at $330.95

Rationale:

This textbook allows for a lot of differentiation within the book (each chapter has three phases). The teachers examining this textbook liked the amount of authentic written and video texts as well as the variation of the texts (which might differ depending on the learners in class). It comes with an excellent online platform which allows for plenty of practice. Although not a designated pre-AP book, it does incorporate the six AP themes. This textbook allows for a lot of flexibility. The units do not need to be taught in order, and teachers can also pick and choose elements from each unit without losing cohesion in their instruction. Differentiation is woven through the entire textbook series. An additional benefit is that this series also offers a level 2 (and higher). This textbook series also has a lot to offer when looking at the learner perspective: The excellent online platform allows learners to be interactive with the material. Also, the learners can get feedback from the platform without always having to wait for the teacher's feedback. The ready-made rubrics that are integrated into the textbook allow the learner to see ahead of time what they will be graded on.

Proposal information supplied by: Juana Lopez-Zarate, Anette Bliss

Textbook Information:

- Publisher: Vista Higher Learning
- Name of Text :Galería de lengua y cultura 1 (Español para hispanohablantes)

- Copyright: 2025
- ISBN: 978-1-66991-532-4

Recommendation:
The Vista Higher Learning textbooks are recommended for purchase beginning for the 2026-2027 school year. These books will be a new resource for our students and staff. This selection is going to bring a textbook forward to support a brand new course offered to our native Spanish speakers. This textbook was evaluated with an additional requirement to be series with a second level to support a future Spanish for Heritage Speakers 2 course. Another area to mention is that this is an intentional 1 year purchase to better match the number of students interested in the course. When the number of students taking the course stabilize a longer multiyear subscription will be requested.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Stephen Buchs, Director of Curriculum 6-12

TO: District 301 Board of Education, Dr. Tim Kilrea and Dr. Kyle Schumacher, Interim -Superintendents

DATE: March 12, 2026

RE: Textbook Adoption for HS Spanish 1 - $52,404.58

MATERIALS:

- Vista Higher Learning, HS Spanish 1 - *Senderos 1*
  - Qty - 120 Hardcopy and ebook/Supersite+WebSAM 6yr at $193.95 = total $23,274.00
- Vista Higher Learning, HS Spanish 1 - *Senderos 1*
  - Qty - 120 Supersite+WebSAM 6yr at $168.95 = total $20,274.00
  - Qty - 121 Supersite+WebSAM 1yr at $44.95 = total $20,274.00

Rationale:

This textbook for the regular Spanish 1 classroom is published by Vista Higher Learning. The main target group for Spanish 1 are students in grades 8 or 9, with occasional students taking Spanish 1 in grade 10 or grade 11. Senderos 1 has six chapters, which is equivalent to the amount of chapters currently covered in level 1. The six units cover typical introductory topics for the language classroom: Greetings/ identifying you and others; school life; family; freetime activities; vacation; clothing & shopping.

A strength of the program is the VHL Platform which contains an extremely wide variety of materials for assessments and assignments including speaking in pairs, listening, interpersonal conversations with an avatar. This series also comes with the “V Text” = the virtual textbook in which teachers can assign activities. In addition, teachers can use them for classroom work, print paper copies, and there are also grammar tutorials that can be used for a flipped classroom experience and as review materials. Another strength of this textbook is that it comes with many authentic cultural readings that are interlinked with videos to show what is being taught. This would be a welcomed change to looking at old pictures in our current textbook series. The Fotonovela (video) is entertaining.

In a nutshell: Cultural information is integrated into the activities, the book connects culture to the U.S which is part of the AP Spanish Language exam in every unit, it focuses on the main communicative skills reading, writing, listening, and speaking. The assessments can be given digitally or printed on paper. The lengths of the units and the amount of content covered would work well with a variety of learners with different needs (which will be invaluable as we work towards the mandate that will be imposed for everyone to take two years of language). The vocabulary is presented in videos, there are also flashcards that the learners can use to study with audio, and the teacher can also assign vocabulary activities in which

students practice repeating the words with the audio (and, after repeating them several times, students can record themselves and submit it for instructor feedback). Grammar is integrated more naturally through conversations first and then it is presented, analyzed and specifically taught. This approach will be beneficial for a multitude of learners.

Proposal information supplied by: Juana Lopez-Zarate, Jen Bustos

- Publisher: Vista Higher Learning
- Name of Text: *Senderos 1*
- Copyright: 2023
- ISBN: 978-1-54336-935-9
- Edition 1st

Recommendation:
The Vista Higher Learning Senderos 1 textbooks are recommended for purchase beginning for the 2026-2027 school year. These books will be a replacement resource for our students and staff. This selection is going to bring our resources up to date with a blend of textbook and rich online interactive content for level 1 Spanish. This supports our new 2 year graduation requirement for future students in the Spanish language program.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Stephen Buchs, Director of Curriculum 6-12

TO: District 301 Board of Education, Dr. Tim Kilrea and Dr. Kyle Schumacher, Interim -Superintendents

DATE: March 12, 2026

RE: Textbook Adoption for HS AP Psychology - $26,456.85

MATERIALS:

- BFW Publishers, HS AP Psychology -Myers' Psychology for he AP Course
  - Qty - 150 hardcopy = total $25,197

Rationale:
Myers' Psychology for the AP Course is the most popular and commonly used textbook for AP Psychology (junior/senior elective). This option is particularly important, because it follows the redesigned curriculum from 2024, and only two textbooks at this time are offered with this new curriculum in mind. Myers' follows the five units set out by the College Board's Course Exam and Description (CED) in order, and includes a valuable section on a 'Unit Zero', which teaches the foundations of scientific practices required in the CED. The book is written for a college-level intro psychology class. The instructor of the course (Elizabeth Kaht) has been using her personal copy of the Myers' textbook to guide the AP Psychology classes at CHS, so the homework, quizzes, and tests are already aligned to this textbook option.

- Publisher: BFW Publisher
- Name of Text:*Myers' Psychology for the AP Course*
- Copyright: 2024
- ISBN: 978-1-319-28116-8
- Edition 4th

Recommendation:
The BFW Publishers *Myers' Psychology for the AP Course* are recommended for purchase beginning for the 2026-2027 school year. These books will be a replacement resource for our students and staff. This selection is going to align our material with the redesigned AP curriculum. This textbook is only available in hardcopy format at this time.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Stephen Buchs, Director of Curriculum 6-12

TO: District 301 Board of Education, Dr. Tim Kilrea and Dr. Kyle Schumacher, Interim -Superintendents

DATE: March 12, 2026

RE: Textbook Adoption for HS AP American Government - $34,629.43

MATERIALS:

- BFW Publishers, HS -Achieve for American Government: Stories of a Nation
  - Qty - 90 physical textbooks = total $13,048.20
- BFW Publishers, HS -Achieve for American Government: Stories of a Nation
  - Qty - 90 Online (add on 6 years) = total $3,600.00
- BFW Publishers, HS -Achieve for American Government: Stories of a Nation
  - Qty - 109 Online 6 years = total $17,328.82

Rationale:

The textbook, “American Government: Stories of a Nation,” is designed to align with the College Board's curriculum framework and is structured to help students understand both the content and context of American government, focusing on key concepts and skills needed for the AP exam. This book can be an excellent resource for guiding an AP U.S. Government and Politics course, especially with its focus on stories to humanize the often complex and technical nature of American political institutions. It also provides students with a lot of support for exam preparation, such as relevant primary sources, AP level MCQ and FRQ practice at the end of chapters, and supplemental activities and videos online.

Proposal information supplied by: Tyler Clark

Textbook Information:
6th Grade

- Publisher: BFW Publishers
- Name of Text: *American Government: Stories of a Nation*
- Copyright: 2025
- ISBN: 978-1-319-53598-8
- Edition 2nd

CENTRAL
UNIT SCHOOL DISTRICT 301

Recommendation:
The BFW Publishers *American Government: Stories of a Nation* are recommended for purchase beginning for the 2026-2027 school year. These books will be a new resource for our students and staff. This selection is going to bring a long overdue change needed to support our students taking the AP American Government course.

CENTRAL
UNIT SCHOOL DISTRICT 301

April 20, 2026

TO: Board of Education
FROM: Tim Kilrea and Kyle Schumacher, Interim Superintendents
DATE: April, 20th 2026
RE: Adoption of First Day Exclusion Policy

After much discussion and a presentation to the Board on March 16,2026, we recommend the adoption of a first day exclusion policy, updating the current policy 7:100 to replace October 15 with the words "first day of school." This change will take effect with the start of the 2026-2027 school year.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Tim Kilrea, Dr. Kyle Schumacher, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: April 20, 2026

RE: Approval of Cash Farm Lease Agreement

Central 301 requested cash farm proposals to lease 254 acres of district farm property located at 09N636 IL Route 47, Elgin, for one year with a minimum bid set at $275/acre. Eleven proposals were sent out, five proposals were received and business references were contacted.

We are recommending the Board approves Madd Farms Partnership to lease for the 2026 harvest season in the amount of $91,948. The Illinois Cash Farm Lease agreement is attached.

ILLINOIS CASH FARM LEASE

THIS ILLINOIS CASH FARM LEASE is hereby made and entered into as of the last date that the parties sign below, by and between MADD FARMS PARTNERSHIP ("**Lessee**") and BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 ("**Lessor**").

1. **Lease.** Lessor leases the 254 acres of farmland located at 09N636 IL Route 47, Elgin, IL 60124 and visually depicted on Exhibit A hereto ("**Real Estate**").

2. **Term**. The term of the Lease is from signature date of Lease to the completion of the 2026 harvest, or January 01, 2027, whichever is sooner. LESSEE WAIVES ANY RIGHTS IT MAY HAVE TO RECEIVE A WRITTEN NOTICE TO QUIT OR A WRITTEN NOTICE OF NONRENEWAL OF THIS FARM LEASE FROM THE LESSOR.

3. **Use of Property.** Lessee may only use the property for farming purposes, for soybeans of corn, or a combination thereof. Lessee shall be responsible for all costs of farming, and shall not seek reimbursement from Lessor for any costs incurred. Lessee must plant crops on the entire 254 acres by no later than May 1, 2026. If Lessee fails to plant crops on the entire 254 acres by May 1, 2026, the Lease shall terminate as of 11:59 p.m. on May 1, 2026. All fertilizers utilized are required to be approved prior to planting or usage by Lessor's Director of Buildings and Grounds. Lessee must provide Lessor with documentation of fertilizers used.

4. **Payment.** Lessee shall make one payment of $45,974, within five business days of signing this Lease. A second payment of $45,974, shall be due before harvesting or by no later than November 15, 2026 (whichever comes first). If Lessee fails to make such payment by November 15, 2026, the Lease shall terminate as of 11:59 p.m. on November 15, 2026, and Lessor shall have the right to dispose of or sell any crops in its discretion, without any reimbursement to Lessee.

5. **Indemnity**. Lessee indemnifies Lessor, its Board of Education, individual Board members, employees, and agents, from and against all losses, damages, liabilities, and expenses, including without limitation attorneys' fees and court costs incurred, suffered, or claimed by anyone whosoever, or for any damage or injury to any persons or property from any cause whatsoever, by reason of the use or occupancy by Lessee, its agents, employees, invitees, or visitors on the Real Estate, or any breach of this Lease.

6. **Lessor's Lien**. Lessor's lien provided by law on crops grown or growing shall be the security for the consideration herein specified and for the faithful performance of the terms of the Lease. If Lessee fails to keep any of the agreements of this Lease, all costs and attorneys' fees of Lessor in enforcing collection or performance shall become obligations payable by Lessee hereunder.

7. **Lessor's Right of Entry**. Lessor reserves the right for itself, its agents, employees, or assigns to enter upon the Real Estate at any reasonable time for the purpose of viewing the same or working or making repairs or improvements to the Real Estate as long as such does not impair Lessee's agricultural activities on the Real Estate. Further, upon constructive notice of the Parties'

intent to allow the Lease to expire and after Lessee's harvesting of that year's crops, Lessor or its agents, employees, or assigns may enter upon the Real Estate.

8. **Insurance**. Lessee shall obtain the following types and minimum levels of insurance while this Farm Lease is in effect: (i) commercial general liability insurance with limits of not less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) in the aggregate, which insurance shall also provide product liability coverage in the aforementioned amounts, further, the commercial general liability insurance shall also provide coverage for sexual abuse and sexual misconduct in the aforementioned amounts; (ii) business auto coverage form insurance with a limit of not less than one million dollars ($1,000,000) each accident and such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos); (iii) umbrella or excess liability insurance in the minimum amount of at least three million dollars ($3,000,000) per occurrence and three million dollars ($3,000,000) in the aggregate, which insurance shall follow the form of the underlying insurance; and (iv) and insurance coverage for hired and or borrowed equipment in a commercially reasonable amount. Lessor, its individual Board members, agents, and employees shall be named as additional insureds on a primary and noncontributory basis on all insurance required hereunder. Lessee shall provide a certificate of insurance upon the execution of this Lease evidencing Lessee maintains the insurance required by this Paragraph. To the fullest extent permitted by the applicable insurance policy, Lessee waives any rights of subrogation it and any of its insurers may have against the additional insureds.

9. **Condition of Real Estate**. Lessor is providing the Real Estate to Lessee on an "**AS IS**" basis with no representations or warranties whatsoever, and Lessee accepts the Real Estate on an "**AS-IS**" basis with no representations or warranties.

10. **Assignment and Subletting**. Lessee shall not assign, transfer, mortgage, or encumber this Lease or sublet the Real Estate without obtaining the prior written consent of Lessor.

11. **Compliance with Laws**. Lessee shall comply with all applicable laws, rules, regulations and ordinances while operating on the Real Estate.

12. **Counterparts and Facsimile Signatures**. This Addendum may be executed in counterparts each of which shall be an original and all of which shall constitute but one and the same instrument. Facsimile signatures shall be considered as original signatures.

IN WITNESS WHEREOF, the Parties have executed this Addendum as of the date(s) written below.

MADD FARMS PARTNERSHIP

By: _____

Its: PARTNER

Date: 4/16/26

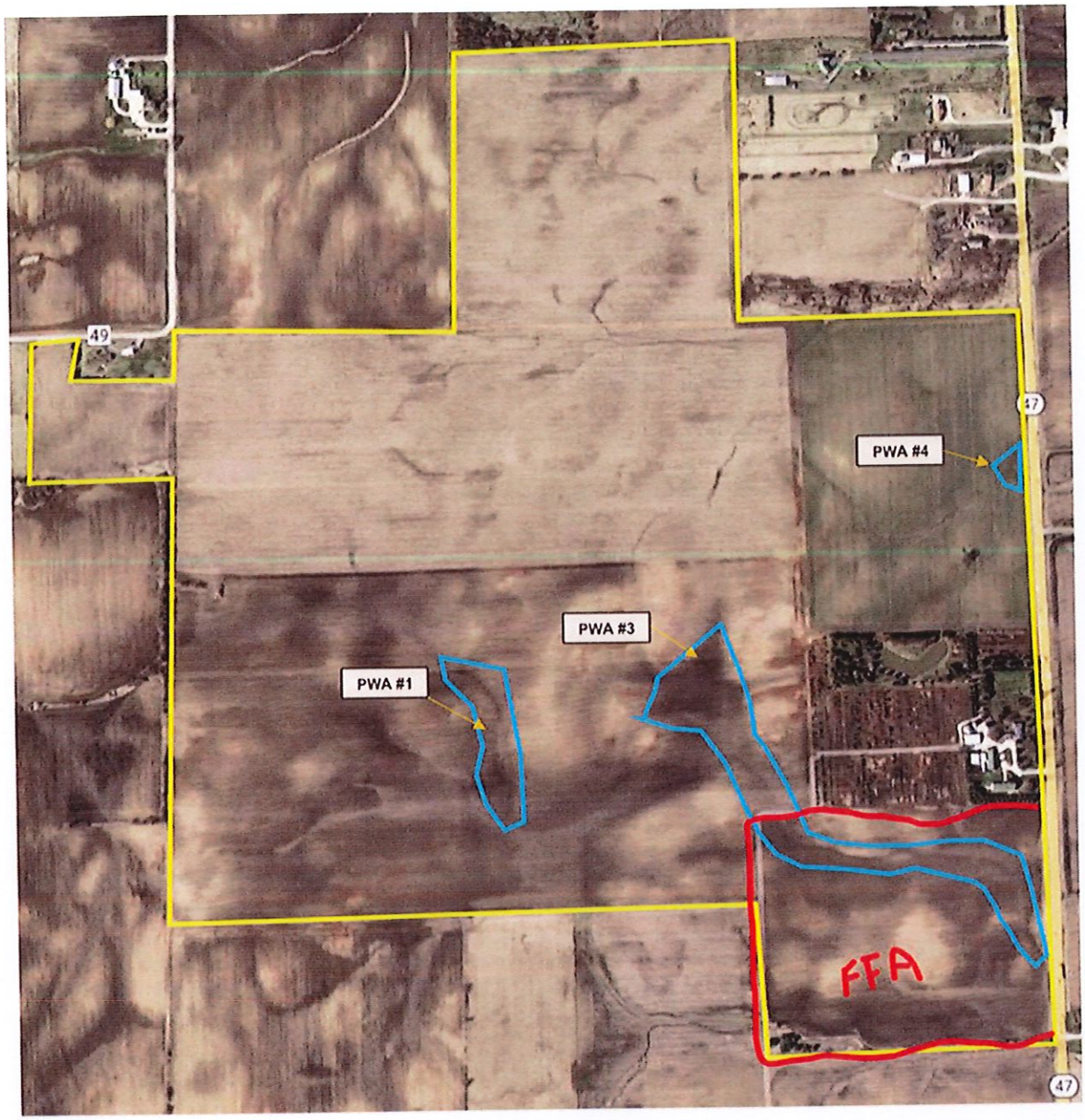
BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

By: _____

Its: _____

Date: _____

EXHIBIT A
DEPICITION OF REAL ESTATE



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CENTRAL
UNIT SCHOOL DISTRICT 301

RESOLUTION
HONORABLE DISMISSAL OF
EDUCATIONAL SUPPORT PERSONNEL EMPLOYEE(S)

WHEREAS, the educational support personnel employee(s) listed in this Resolution are employed by the Board of Education of Central Community Unit School District No. 301 during the 2025-2026 school term; and

WHEREAS, the Board has determined to discontinue some particular type of educational support service in the District; and

WHEREAS, the educational support personnel employees with the shorter length of continuing service with the School District, within the respective category of position, must be dismissed first, unless an alternative method of determining the sequence of dismissal is established in a collective bargaining agreement or contract between the Board and any exclusive bargaining representative; and

WHEREAS, an alternative method of determining the sequence of dismissal is established in an applicable collective bargaining agreement or contract; and

WHEREAS, the Board has determined that the educational support personnel employee(s) named below will be honorably dismissed and not reemployed for the 2026-2027 school term, pursuant to Section 10-23.5 of the *School Code* (105 ILCS 5/10-23.5);

NOW, THEREFORE, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, that:

Section 1: The following educational support personnel employee(s) shall be honorably dismissed and not reemployed for the 2026-2027 school term because of the decision of the Board to discontinue some particular type of educational support service(s):

Erica Janssen, Janice Kotwica

Section 2: The President and Secretary of the Board are authorized and directed to give the educational support personnel employee(s) a written Notice of Honorable Dismissal, together with the reason therefore, by first class mail at least thirty (30) days before the employee(s) are dismissed. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section 3: The Superintendent or designee shall also deliver a copy of the Notice to the educational support personnel employee(s) by certified mail, return receipt requested and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

Section 4: This Resolution is in full force and effect upon its passage.

ADOPTED this 20th day of April, 2026, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

_____ _____

Board President Board Secretary

EXHIBIT A

April 21, 2026

Via First Class Mail and Certified Mail, Return Receipt Requested AND/OR Personal Delivery

_____
_____
_____

RE: NOTICE OF HONORABLE DISMISSAL

Dear _____:

At its meeting held on April 20, 2026, the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, pursuant to Section 10-23.5 of the *School Code*, resolved to honorably dismiss you from employment. The reason for your dismissal is the decision by the Board to discontinue some particular type of educational support service in the School District. Your last day of employment in the District will be June 3rd, 2026.

If the Board has any vacancies within the period prescribed by law, you will be tendered any such position becoming available for which you are qualified and to which you are entitled as prescribed by law.

Sincerely,

Board of Education

Central Community Unit School District No. 301

Kane County, Illinois

ATTEST

_____ _____

Board President Board Secretary

EXHIBIT B

RECEIPT CONFIRMATION

I, _____, received the attached Notice of Honorable
(name of employee)

Dismissal by personal delivery from _____, _____, of
(name of person delivering notice) (title)

_____, on _____, 2026.
(School District) (date notice was given)

_____
(signature of employee)

CENTRAL
UNIT SCHOOL DISTRICT 301

RESOLUTION
HONORABLE DISMISSAL OF
EDUCATIONAL SUPPORT PERSONNEL EMPLOYEE(S)

WHEREAS, the educational support personnel employee(s) listed in this Resolution are employed by the Board of Education of Central Community Unit School District No. 301 during the 2025-2026 school term; and

WHEREAS, the Board has determined to discontinue some particular type of educational support service in the District; and

WHEREAS, the educational support personnel employees with the shorter length of continuing service with the School District, within the respective category of position, must be dismissed first, unless an alternative method of determining the sequence of dismissal is established in a collective bargaining agreement or contract between the Board and any exclusive bargaining representative; and

WHEREAS, an alternative method of determining the sequence of dismissal is established in an applicable collective bargaining agreement or contract; and

WHEREAS, the Board has determined that the educational support personnel employee(s) named below will be honorably dismissed and not reemployed for the 2026-2027 school term, pursuant to Section 10-23.5 of the *School Code* (105 ILCS 5/10-23.5);

NOW, THEREFORE, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, that:

Section 1: The following educational support personnel employee(s) shall be honorably dismissed and not reemployed for the 2026-2027 school term because of the decision of the Board to discontinue some particular type of educational support service(s):

Erica Janssen, Janice Kotwica

Section 2: The President and Secretary of the Board are authorized and directed to give the educational support personnel employee(s) a written Notice of Honorable Dismissal, together with the reason therefore, by first class mail at least thirty (30) days before the employee(s) are dismissed. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section 3: The Superintendent or designee shall also deliver a copy of the Notice to the educational support personnel employee(s) by certified mail, return receipt requested and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

Section 4: This Resolution is in full force and effect upon its passage.

ADOPTED this 20th day of April, 2026, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

_____ _____

Board President Board Secretary

CENTRAL
UNIT SCHOOL DISTRICT 301

RESOLUTION

HONORABLE DISMISSAL OF PART-TIME EDUCATIONAL SUPPORT PERSONNEL EMPLOYEES

WHEREAS, the educational support personnel employees listed in this Resolution were employed by the Board of Education of Central Community Unit School District No. 301 on a part-time basis during the 2025-2026 school year; and

WHEREAS, the Board has determined that these part-time educational support personnel employees shall not be reemployed for the 2026-2027 school year;

NOW, THEREFORE, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, that:

Section 1: The following named part-time educational support personnel employees shall not be reemployed for the 2026-2027 school year.

Olivia McMurray, Lakshmi Ravipati

Section 2: The President and Secretary of the Board are authorized and directed to give the educational support personnel employees a written Notice of Dismissal, together with the reason therefore, by first class mail. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section 3: The Superintendent or designee shall also deliver a copy of the Notice to the educational support personnel employees by certified mail, return receipt requested, and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

Section 4: This Resolution is in full force and effect upon its passage.

ADOPTED this 20th day of April, 2026, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

_____
Board President

_____
Board Secretary

EXHIBIT A

April 21, 2026

Via First Class Mail and
Certified Mail, Return Receipt Requested and Personal Delivery

_____
_____
_____

RE: NOTICE OF HONORABLE DISMISSAL

Dear _____:

As you know, you were employed on a part-time basis. This serves as official notice that your part-time employment will be concluding. At its meeting held on April 20, 2026, the Board of Education of Central Community Unit School District No. 301, Kane County Illinois, resolved to terminate your employment effective at the end of the June 3rd, 2026 work day. We truly appreciate your service to the school district.

Sincerely,

Board of Education
Central Community Unit School District No. 301
Kane County, Illinois

ATTEST

_____
Board President

_____
Board Secretary

EXHIBIT B

RECEIPT CONFIRMATION

I, _____, received the attached Notice of Dismissal by
(name of employee)

personal delivery from _____, Principal, of
(name of person delivering notice)

Central Community Unit School District No. 301, Kane County, on April 21, 2026.

_____
(signature of employee)

CENTRAL
UNIT SCHOOL DISTRICT 301

RESOLUTION

HONORABLE DISMISSAL OF PART-TIME EDUCATIONAL SUPPORT PERSONNEL EMPLOYEES

WHEREAS, the educational support personnel employees listed in this Resolution were employed by the Board of Education of Central Community Unit School District No. 301 on a part-time basis during the 2025-2026 school year; and

WHEREAS, the Board has determined that these part-time educational support personnel employees shall not be reemployed for the 2026-2027 school year;

NOW, THEREFORE, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, that:

Section 1: The following named part-time educational support personnel employees shall not be reemployed for the 2026-2027 school year.

Olivia McMurray, Lakshmi Ravipati

Section 2: The President and Secretary of the Board are authorized and directed to give the educational support personnel employees a written Notice of Dismissal, together with the reason therefore, by first class mail. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section 3: The Superintendent or designee shall also deliver a copy of the Notice to the educational support personnel employees by certified mail, return receipt requested, and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

Section 4: This Resolution is in full force and effect upon its passage.

ADOPTED this 20th day of April, 2026, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

_____
Board President

_____
Board Secretary

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Tim Kilrea & Kyle Schumacher, Interim Superintendents, Board of Education

FROM: Graydon Engle, Grant Director

DATE: April 20, 2026

RE: Consolidated District Plan for Title Grants

Annually the Board of Education must approve the Consolidated District Plan (CDP) prior to being submitted to the Illinois State Board of Education. Our CDP is required to receive our federal grant dollars in Title I, II, III, and IV.

Included in your board packet is our proposed CDP with redline revisions. The CDP outlines our comprehensive approach to instruction, interventions, and services, alongside specific programs and resources used to support students across all grade levels and demographics.

District Goals

Change Log 2025-2026

- Throughout the document “dated” language has been changed to proper tense. Example “several years ago” has been changed to “we offer or we continue to offer.”
- District Goals: Replaced assessments used Math in Focus and Fastbridge to iReady.
- Title II, Removed Authentic Intellectual Work (AIW)
- Title IV, Added enrichment funds for school libraries.
- CAT description added in parent involvement.
- Well rounded: Removed Student Learning Outcomes “SLO” as is no longer included in the evaluation process per state law.
- Well Rounded: Removed Inside and Edge
- Gifted student section: Rework to include new program at elementary level as well as organized section to be by grade level.
- Title II- PD: removed dated training information.

District Goals

[To be included in tabs: Stakeholders, Preschool Coordination, Student Achievement, College and Career, Professional Development, Safe Learning Environment, Title I Specific- Part two, and IDEA]

2024-2025 Strategic planning has continued by conducting gap analysis **which is still guiding our district goals**. *The district was able to land on three major target areas for the district: Enhancing Educational Operations and Infrastructure, Enhancing Student Performance and Growth, and Fostering a Positive School Culture and Community Engagement. The district has also conducted a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis with all stakeholders(Staff, Students, Families, Board of Education). We are still in the process of finalizing goals and developing our strategic plan this school year. Our current goals outlined below are consistent with what we are targeting while we work through goal creation.*

Kindergarten: District provides an Early Childhood program for three and four-year-olds. Goals within this program ensure alignment to the kindergarten curriculum. The district provides a blended program to provide role models for the students with special needs. KIDS data is monitored to ensure that we have Success by Six. Lastly, ~~several years ago~~ the district ~~implemented~~ **offers** *a full-day kindergarten program with a heavy emphasis on literacy and numeracy. These are district goals that are monitored through Map reading, Math growth and Map Fluency. If students are not making the necessary progress intervention measures are put into place.*

ELA 3X3: Student's goal in reading at the third-grade level by the end of third grade. The district monitors students who are not closing gaps through the MTSS process and establishes proper interventions and monitoring of goals for each student. MAP is our universal screener and progress monitoring tool to ensure that progress is being made. If it is not, students are moved into tiered intervention to ensure that gaps are being closely monitored and closed. Data from the Illinois Assessment of Readiness (IAR) is utilized on an annual basis to monitor progress of the district curriculum and instructional practices. Instructional coaches have been employed to assist in instructional pedagogy, lesson and unit design, and in developing professional development opportunities via online that are married to the district goals.

5x5 Math: The district goals align with improving Tier I instruction, pedagogy, lesson and unit design, and common assessments. Implementation of the core Math curriculum resource, ~~Math in Focus, and the use of Spring Math~~, ***iReady*** *which was purchased to assist in closing gaps within the core* ***curriculum****, continue****s*** *to be the focus. ~~MAP~~* ***iReady*** *assessments* ***and diagnostic tools*** *for mathematics will be utilized as a universal screener and as a progress monitoring tool ~~3x~~* ***three times*** *a year to establish* ***the*** *effectiveness of the program. ~~Additionally,~~* ***C****ommon assessments, ~~which will be~~ reviewed for effectiveness through OTUS data analysis****,*** *will be used to make adjustments to curriculum as instruction continues.*

The Illinois Assessment of Readiness (IAR) will be used to monitor cohort data to see if we are seeing consistent growth and gains year-over-year.

Ninth grade on track: The district utilizes the "Freshman on Track" report to establish immediate interventions for students who are at risk for not graduating with their peers, in addition to the students who participated in the middle school Academic Skill Intervention Class (ASIP) at the 6-8 grade level. College and Career class is utilized to monitor and develop relationships with these students by one of our interventionists. Skills such as self-advocacy, homework completion, effective study skills and test taking skills, etc., are worked on. These students' grades are monitored closely and communication between family, student and the teacher are frequently made. Students are strategically placed in an Academic Advisory as a secondary support. These students' progress is monitored via class grades, Edmentum. ~~*if necessary, and PSAT data.*~~ *Additionally, specific support in English, math or writing are provided through specific interventions such as math transition course, in conjunction with Elgin Community College, and ELA transition class, in conjunction with Elgin Community College.*

High school ready for college and career: The district begins the high school readiness for college and career in a more targeted way beginning with students in their 6th grade school year. Students with specific score trends are placed into a compressed math for their 6th, 7th and 8th grade school year to prepare them for Algebra Readiness in 8th Grade. Increasing this targeted number of students that are Algebra ready is a district goal. At this time, our goal is to get 50% of our students taking Algebra at the 8th grade year. The high school has begun to instruct some course in blended-online format to prepare students to face the blended approach of college coursework. Skills necessary to be successful in this type of course are worked on throughout the students' experience. These courses are instructed, as well as many of our courses at the high school, through a learning management system (LMS) Canvas to allow students experience in an LMS prior to entering college. This experience was made possible with our **being 1:1.** ~~district going 1:1 about 8 years ago.~~ *Exposure to similar experiences they will encounter at the college level is key in ensuring students are ready. The high school currently offers dual credit opportunities for our students at our post-secondary institution. Courses for our staff to get 18 hours of master's credit is being explored and we hope to use financial support via Title dollars to assist us in getting these teachers trained. This will provide us the opportunity to have many of our students exit the doors of the high school with college level coursework. Increasing the opportunity for more students to have access to AP coursework is another goal the district has established. We continue to make good progress toward this goal. Another element of exposure is for our students to have access to Schoolinks, a system that allows our students to prepare more accurate 5 year plans connected to current academic achievement. As an element of the "career ready" we have been working in a partnership regionally to provide CTE Career Pathway access to our students by forming a partnership with D509 schools (U-46, D300, D303, D301 and Elgin Community College). This pathway work allows us to have more opportunities for our students to have access to different industry certification in areas of interest to them by utilizing a memorandum of understanding (MOU) for our youth to attend schools for a set dollar amount in other district programs e.g., veterinary science, precision manufacturing, welding, automotive, educational pathways and* ***Nursing****. Cohort data is monitored for all students to see how they are progressing year-over-year, along with looking at cohort data relevant to instruction. If we see a need for*

additional instructional support we have instructional coaches who will target instruction and incorporate assistance in pedagogy, lesson and unit design.

Special Populations/Safe and healthy environment: The district implemented programs (ie. STAR, ALOP, Early Childhood, ELL) that are focused on best practices for our most challenging learners. Professional development, monitoring, and evaluation of program fidelity are essential for success. Staff training in Crisis Prevention Intervention and PD to encompass continued support relevant to both staff and students' social-emotional health. As part of a safe initiative, a school resource officer and dean assistants monitor the school. Additional programs that assist with relationship building is a work refusal program.

tab 1

Describe the steps that will be taken to overcome barriers to equitable program participation of students, teachers, and other beneficiaries with special needs.

Central Community Unit School District #301 serves an academically, culturally, and socio-economically diverse population. The District and the Board of Education are committed to equal access and treatment for all students, families and employees.

Central's Board policy of nondiscrimination and equity governs decision-making at all levels. Such policies incorporate the following principles: the Board of Education shall not discriminate against children, parents/guardians, employees, applicants, contractors, or individuals participating in board and/or agency-sponsored activities. Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited or denied equal access to educational and extracurricular programs and activities.

Central monitors, coordinates, and recommends action to ensure compliance with the above policies. To effectively and fairly resolve conflicts should they arise, the district has established grievance procedures related to equal access for employees, students, and their families alleging discrimination. These procedures are accessible for use by all school stakeholders. The district also offers in-service training to increase staff effectiveness in recognizing and correcting biased attitudes.

Central monitors the program participation consistently through:

a. Providing strong MTSS programs to intervene early to close academic gaps and to limit entry into low-level courses.

b. Providing electives and multiple pathways into given courses; thereby removing tracking or minimal access to higher-level coursework.

c. Identifying and providing systematic help to students who are deficient in credits to reduce the repetition of coursework and falling behind in graduation date.

d. Providing strong education for all, giving priority to early learning and closing skill gaps along the way, providing resources to intervention courses and SEL programs.

f. Establishing goals and concrete targets to monitor equity, particularly to the youth who have low school attainment and dropout.

G. Accelerating *all* students in high school based on their meets/exceeds standardized test scores from the College Board suite of assessments (ACT).

Describe how the LEA will align federal resources, including but not limited to the programs in the CDP, with state and local resources to carry out activities supported in whole or in part with funding from the programs selected.

Federal and local funds are aligned to assist in providing equitable and rigorous programming to all students by highly trained teachers, staff, and administration. Additionally, rigorous coursework continues to be developed based on needs assessments and data gleaned from state achievement tests (when available), common summative assessments (developed by local teachers), formative assessments, and research-based progress monitoring tools, along with research-based programs to assist students who are struggling. The District continues to monitor skill gaps between low socioeconomic students, students with disabilities, English learners, race, and gender alongside their peers through a multi-tiered early warning system. It is the goal of the District to implement and monitor the progress of all students to make sure we are meeting their academic, social, attendance, and emotional needs.

Additionally, we work in collaboration and in a partnership with parents to ensure they have a voice in academic needs for their students. Mentoring for new teachers and administration will ensure that highly trained educators are able to promote an equitable and rigorous experience for our youth, while being supported in improving their craft of teaching through the use of instructional coaching. The LEA will work in collaboration with individuals for the Title III grant and IDEA to work in concert with Title I, II, and IV to provide additional supports that align to the district's vision of closing gaps for our struggling youth and promoting a more rigorous curriculum for our advanced learners.

We continue to work to promote best practices and instructional coaching for improved relevant curriculum alignment and training on instructional elements, including improved pedagogy, differentiation to meet the various needs of our students, behavior coaching to meet the needs of changing SEL needs, etc. Dollars will be spent to ensure that we have research-based programs and software to assist teachers and students in meeting the students' needs and in closing skill deficits. Curriculum and assessment work continues to be done through collaboration with teaching staff to make sure we are providing a differentiated approach to teaching and learning so that all students' needs can be met where they are at and strategies can be employed that scaffold each learner's knowledge for more rigorous content. In 2024-2025 school year we added Building Thinking Classroom staff training and Writing Revolution. This professional development ~~will continue into the 2025-2026~~ **is still provided** in addition to targeted professional

development for instructional coaches focused on literacy skills, mathematical skills, and behavior strategies.

Dollars will be utilized to assist in the social and emotional learning for all youth, including but not limited to, bullying prevention, character education, training on behavior interventions, social/emotional learning, STOIC principles, etc. These professional development topics will be designed, in collaboration with students, parents and staff. As part of this collaboration, additional professional development will incorporate voices from our students regarding their experiences and ideas relevant to instructional shifts. A main focus for professional development will be in instructional pedagogy and planning for instruction, this includes strengthening Tier I instruction in all classes.

Lastly, continuous improvements in the area of training for high school teachers in the area of dual credit and career technical (CTE) pathways is another main focus for our district. A large focus for CTE is to increase participation in CTE dual credit coursework by working with our post-secondary partner alongside teacher training. A continued focus for our District will be finding ways to incorporate more technical subjects and dual credit for all students. District dollars will be used to strengthen career technical education offerings by improving access, program quality, and transition points between education and workforce systems and programs. Providing choices that promote college and career readiness by implementing additional opportunities for our students to have internship/externship opportunities to broaden their scope of understanding. The District continues to form partnership with Elgin Alignment Collaborative and will continue to be invested in as we have seen an increase in students' access to business tours, pathway specific panels discussions, and summer job internships.

Needs assessment

Provide a Summary of the LEA's Needs Assessment.

The LEA is engaged in a systematic continuous improvement process embedded with data-based decision making focused on best practices and high expectations in teaching and learning. Stakeholders participated in strategic planning and identified District priorities. The LEA did not use an isolated tool but various assessments and resources (i.e., school and/or district report card(s), 5Essentials Survey, student achievement data, current recruitment and retention efforts, strong mentor-protege program and instructional coaching model and effectiveness data via surveys, etc.) to be a part of identifying our organizational short and long-term goals and strategies. Additionally, the District utilizes principal-parent advisory and **community** advisory **committee** ~~board data~~ to assist in making improvements. The LEA utilizes qualitative and quantitative data and accountability metrics set by the District. Through data collection and analysis, LEA determined trends and areas of need, including, but not limited to: LEA policies and practices, student outcomes/performance, student engagement, student opportunities, professional practice, climate and culture, and stakeholder engagement. The scope of the needs assessments also focused on academic proficiency, access and enrollment/participation in courses, access and the level of student participation advance courses, preschool participation, student achievement, college and career, special populations, access and usage of educational supports, chronic absenteeism, technology, safe learning environment, and social-emotional needs.

In the fall of 2024 all stakeholders participated in Strength, Weaknesses, Opportunities, and Threats (S.W.O.T.) analysis of current district status. 4 main areas were identified and goals are actively being created. Goal 1: Enhancing Student Performance and Growth, Goal 2: Enhancing Educational Operations and Infrastructure, Goal 3: Fostering a Positive School Culture and Community Engagement, and lastly Goal 4: Optimize Educational Outcomes through Efficient Budgeting and Staffing.

Plan Specifics

Needs Assessment Impact

Indicate which of the instruments below were used in the LEA needs assessment process.

- School and/or district report card
- 5Essentials Survey
- Student achievement data (disaggregated by student groups)
- Current recruitment and retention efforts and effectiveness data
- Professional development plan(s)
- School Improvement Plan(s)
- ESSA site based expenditure data
- OTHER- SWOT Analysis, Open Architects (data software), student attendance, discipline trends, and staff attendance data.

Title I, Improving Basic Programs

The School Improvement Process is part of all seven (7) of our schools. Each school aligns their school improvement alongside that of the district improvement plan. The goals established are utilized within each school and the development of goals are specific to each school's needs. The work done in each building involves various stakeholders working together to develop strategies, analyze data and assess results. This process is done from strategy implementation~~,~~ by gathering input and making recommendations for future improvements.The 5Essentials Survey results for all schools are utilized to help discuss and review challenges that we may need to address. An area of focus surrounds improvement in the area of instructional leadership. Goals within each building are established alongside the district goals to focus on instructional pedagogy that needs to be improved. Modeling and coaching are embedded as part of the school-wide process for improvement; thereby, providing an opportunity for building leadership and coaches to improve in this area. Student achievement data is used to establish ~~areas of weakness~~ **growth opportunities** within our district. In the area of recruitment and retention efforts, instructional coaches will work with staff relevant to instructional pedagogy through the "coaching model" for new staff as part of the mentoring process, as well as with struggling teachers from EC-12 grade. Through our professional development survey, we are designing "professional growth activity plans (PGAPs)" that align to teacher needs, in addition to, developing online professional development classes that teachers can take at home, during their plan time or any other time that is beneficial to them through our "Central University". Through our Title I committee work we have developed specific goals to focus on progress monitoring of struggling youth, IEP students, EL students, etc., to assist in closing student achievement gaps. Additionally, we have purchased Imagine Learning licenses to assist in closing

gaps for our language learners and Ellevation software as a means to progress monitor the EL students growth. Frequent data meetings, Title I meetings, and progress monitoring through FastBridge allows us to monitor the success of struggling learners and adjust to their needs throughout the school year.
A special education needs assessment is completed two times per year by our administration and special education staff to gather feedback relevant to the need for additional resources and personnel along with specific professional development needs, including but not limited to the use of behavior coaches. Additionally, we continue to work to promote best practices and instructional coaching for improved relevant curriculum alignment and training on learning targets. Dollars will be spent to ensure that we have research-based programs and software to assist teachers and students in meeting the students' needs and in closing skill deficits.

Title II, Preparing, Training, and Recruiting

Instructional pedagogy through modeling and support is an area designated on our needs assessment. Providing coaching and modeling to new and early career teachers is essential to help them be more prepared and feel supported; thereby, leading to better retention. Annually we have a mentor protege program where veteran teachers work closely as mentors with new hires throughout the year on a variety of topics including; Curriculum and instruction, learning, districts systems, and planning. Additionally, there is job-embedded professional development incorporated into a teachers daily interactions by multiple content areas and grade levels working together to improve their instruction. The resulting conversations often give rise to collaborative and interdisciplinary learning opportunities; their rubric and scoring sessions help teachers and administrators develop a common vocabulary around instruction; it is designed to support instruction for ALL students, not just students within specialized academic programs (i.e. gifted, college-prep, ELL, remedial); it supports collaborative, collegial and reflective dialogues around instruction. ~~Authentic Intellectual Work (AIW) will continue to be used to assist middle and high school teachers; (AIW) is a framework for ensuring that ALL students have access to intellectually rigorous learning experiences that have value beyond school. It guides teachers to consider why they teach what they teach and how best to engage students; lastly it assumes that teachers bring valuable experiences and expertise to the table; their expertise is an essential component of team meetings.~~ Curriculum and assessment work continues to be done through collaboration with teaching staff to make sure we are providing a differentiated approach to teaching and learning so that all students' needs can be met. Additionally, instructional coaches will provide online professional development **and individual coaching cycles** to incorporate best practices in learning targets, assessment, and curriculum lesson design. Central University PD is a resource to help improve teacher performance. For new administration within our district mentoring will take place regarding instructional leadership and the use of the feedback process.

Professional development is strategically designed to address high-leverage areas of instructional practice and student support. Key focus areas include effective lesson

design, evidence-based literacy and mathematics instruction, supporting special populations, fostering productive dialogue through crucial conversations, and implementing the requirements of SB100. Embedded within this professional learning plan will be targeted literacy instruction grounded in the principles of Structured Literacy, including training in The Writing Revolution to enhance syntax, comprehension, and written expression across content areas. In mathematics, professional development will emphasize the Building Thinking Classrooms framework to foster student-centered, inquiry-driven problem solving and mathematical reasoning.

In addition to academic instruction, behavioral supports will be strengthened through strategic systems-level work designed to proactively address student engagement, social-emotional development, and classroom management. This comprehensive approach will be driven by effective planning and intentional implementation strategies, ensuring alignment between professional learning, instructional delivery, and student outcomes. The overarching goal is to build staff capacity to deliver rigorous, responsive instruction that meets the diverse needs of all learners.

Title III- LIEP

EL/Bilingual Staff Professional Development- Professional development will be centered around best practices and updated research within the field of teaching culturally and linguistically diverse student populations ranging from PreK-12th grade. By providing language instruction, professional development for staff, and fostering parental involvement, EL students will receive the appropriate support and instruction to encourage positive academic, emotional, and social performance and achievements outcomes. Through language and instruction, EL students will build their language and literacy skills; through collaborative efforts with EL teachers and professional development, educators will be more involved in the improvement of educational outcomes and supporting the success of our EL students; teachers will promote language learning through the use of learning strategies gained from professional development; and by engaging with our learners' parents, we are offering more opportunities of outreach, partnerships, and involvement in their child's education experience; and therefore, the activities include in this grant proposal will contribute to the success of our EL students.

We continue to support our students and families with translation services including our full time district level administrative assistant specializing in translation. We continue to utilize our Lexmark translation service allowing the district to accurately translate documents into any language that is needed in real time.

We also continue to refine our communication strategies through the use of our parent communication tool Parent Square capitalizing on its ability to translate communications sent to stakeholders. Arriba la Lectura (Spanish IntoReading) has been acquired and is utilized to

help support specific TBE students within Spanish Language Arts; it directly aligns with our IntoReading program currently used within the general education classrooms for ELA.

Title IV- Student Support and Academic Enrichment

At the elementary level, implementation of ~~STEAM~~ **social and emotional learning** is a focus. Through this, professional development will be around **Zones of Regulations and 2nd Step.** ~~providing science anchored, hands-on, problem and inquiry-based learning experiences to build students' scientific and technological literacy skills . Integrated experiences to develop critical and conventional thinking, self-discovery and problem-solving skills; purposeful integration of technology to engage innovative design and assist students in becoming global thinkers (engineering design process); reflective experiences and design efforts to seek ways to improve outcomes and capture student learning.~~
Additionally, through Well Rounded Enrichment, funds are distributed to all district libraries by purchasing books and resources with a focus on social and emotional needs identified as an area of need through committee work involving all stakeholders.

IDEA Flow-Through [1]

The special education needs assessment was completed by building administration, special education staff and related service personnel. District leadership met with each building's administration and special education staff to address the IEP subgroup. Areas that are being targeted are interventions for students at the Tier 2 and 3 level, as well as a review of the delivery of services. The goal will be to increase IEP student achievement and better serve our students. The grant activity will be used to purchase interventions/curriculum to meet the needs of our IEP students Kindergarten - 12th grade. The other main area identified in the needs assessment is supporting students with social-emotional needs. The grant activity will be used to provide professional development activities related to curricular resource implementation, social-emotional learning, and purchase interventions/curriculum for the social workers and school psychologists. The grant will also continue to be used to fund the needs of the related service personnel.

IDEA- Preschool

The needs assessment conducted by the district indicated a need for additional curricular materials to meet the needs of our students, including a resource targeting individualized, direct instruction. The grant will also be utilized to support professional development needs of the early childhood staff as well as support progress monitoring of student growth.

Articulate how the LEA consulted with the stakeholders identified above in the development of this plan. Describe how stakeholders' input impacted the final plan submission, as well as references to particular meetings. Note that documentation of stakeholder engagement may be requested during monitoring; keep documentation on file.**

In the fall of 2024 all stakeholders participated in Strength, Weaknesses, Opportunities, and Threats (S.W.O.T.) analysis of current district status. 4 main areas were identified and goals are actively being created. Goal 1: Enhancing Student Performance and Growth, Goal 2: Enhancing Educational Operations and Infrastructure, Goal 3: Fostering a Positive School Culture and Community Engagement, and lastly Goal 4: Optimize Educational Outcomes through Efficient Budgeting and Staffing.

All site-based school improvement plans are aligned to district improvement initiatives. Consequently, the work done in each building involves various stakeholders (teachers, specialists (reading, special education, EL personnel, psychologists, administration and parents) to develop strategies, analyze data and results for all subgroups and the general building and district-wide and student population, gather input and make recommendations for future academic, SEL, behavioral improvements. The elementary and middle school buildings have Parent-Teacher Organizations, which meet monthly, and include Principal Reports, in which building administration, and teacher leaders (when appropriate) update parents on initiatives and plans to improve the learning environment of the schools. The Title I committee will establish a Parent University to present topics to parents in areas such as, but not limited to special education, transition supports, EL, etc.

Describe the approaches the district will use to include parents and family members in the development of LEA plans, so that the plans and related activities represent the needs of varied populations. [2]**

LEA will work with building-wide school improvement plans which incorporate parents to discuss initiative and seek input from parents. Additionally, the district has a curriculum council which consists of parents, teachers, administration and the Board of Education where data and gap analysis are discussed. During these discussions, parent input is used along with other stakeholder input to identify strategies, programs and initiatives that can assist in continuing to close the gap. **The District has established a Community Advisement Team (CAT) that meets monthly with the superintendent, district administration, and a variety of parents/community members to gather feedback on District practices, current strengths and growth opportunities, and new initiatives.** Lastly, a Title I committee has been formed to focus directly on student data relevant to achievement gaps, parent education and parent communication. ~~Additionally, the district website has been fully revamped in the 2024-2025 school year. The~~ **Our** updated website has parent resources for our parents to utilize for

questions, resources within Kane County, and the district's continuum of services. For example, the community can still find deaf and hard of hearing resources, mental health resources, drug and alcohol awareness, parent involvement, and special educational services.

Describe the activities/strategies the LEA will implement for effective parent and family engagement. This includes a description of any activities/strategies that will be implemented for effective English learner and immigrant parent family engagement, as applicable. ** [3]

The district's Parental Involvement Policy (8:95) states- In order to assure collaborative relationships between students' families and the District and to enable parents/guardians to become active partners in education, the Superintendent or designee shall:1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education. 2. Encourage parents/guardians' involvement in their child's school and education. 3. Establish effective two-way communication between parents/guardians and the District. 4. Seek input from parent(s)/guardian(s) on significant school-related issues. 5. Inform parents/guardians on how they can assist their children's learning.

Activities/strategies for effective parent and family engagement the LEA includes, but not limited to: Open houses, Parent/teacher conferences, **Bilingual Parent Advisory Committee (**BPAC), Rocket Launch, Triple A (academics, athletics and activities), IHSA Night, FAFSA Night, AP Night, Fine Arts Programs, Literacy Nights, Parent University, Focus Groups, PTO events, increased resources added to our parent resource page for professional development for parents and resources. Approaches to effectively reach parents of English Learners is through communication, partnerships, and creating opportunities for parent involvement.

Our District continues to reach more parents through the use of our District-wide communication tool, Parent Square. This tool allows stakeholders to receive information in their preferred language and keeps open-lines of communication.

In addition, the district will continue to provide qualified interpreters and telephone interpretation service as needed. The District will continue to provide resources in languages other than English. The District will continue to build capacity and community partnerships. Creating a welcoming cultural environment, including adding additional bilingual staff in buildings to ensure EL families are valued part of our school community. EL parents are encouraged to volunteer in the classroom as well as at school events, BPAC meetings which meet under the name Padres Unidos meets monthly and planned workshops on accessing school resources, supporting social-emotional health, equitable access, and celebrating cultural diversity.

Preschool Coordination

District Goals
See above

Describe how the district will support, coordinate, and integrate services provided under this part with early childhood education programs at the district or individual school level, including plans for the transition of participants in such programs to local elementary school programs.

The district currently has an early childhood continuum that has walk-in speech services, blended classes, and instructional level classes. Our early childhood program services 3 and 4-year-olds. The blended classes are made up of students with special needs and general education peers. The EC program helps ensure the transition to kindergarten is fluid and successful by focusing on pre-academic skills, social skills, emotional regulation, problem-solving, self-care skills, and fine and gross motor. Speech and Language Pathologists and Social Workers push into the classrooms and instruct lessons each week. The P4 classes do activities with the kindergarten classes. The student's progress is monitored using Teaching Strategies GOLD. ~~Pre-Covid, 301 was involved with an early childhood/kindergarten alliance.~~ It was developed to bridge the gap between early childhood and kindergarten teachers and is an extension of Elgin College's Alliance for College Readiness, we focus on increasing early childhood success through communication and collaboration. This alliance allows early education facilities within the region and kindergarten teachers to meet and discuss state standards, expectations for kindergarten within the region, and to do site visits of preschool programs that feed into the district. We are actively looking to partner with ECACR moving forward because this alliance has been very beneficial to our students and staff in the past.

Student Achievement

District Goals: See above

Describe the well-rounded instructional program to meet the academic and language needs of all students and how the district will develop and implement the program.

The district continues to work on completing common summative and formative assessments for all content areas K-12 that align to the state standards. These assessments allow us to monitor the standards that students are meeting throughout the year and to monitor success via proficiency within the standards. OTUS, an assessment tool, will help us to monitor this standards-based approach for each individual student and allow us to look at the proficiency of grade-level standards over time. At a minimum of two times a year at the elementary, middle school, and high school levels, data teams are established to monitor the progress of all students. The buildings utilize all assessments, common unit assessments, Illinois Assessment of Readiness (3-8) and ACT (9-12), to monitor the growth of all students from K-12 grade. Formal processes are put into place for targeted interventions specifically in mathematics and English language arts at the 6-12 grade level through a tiered system of supports and English language arts for K-5. The district ~~is implementing a class wide intervention, Spring Math~~ **utilizes iReady Classroom Mathematics (Curriculum Associates) for Tier I instruction. iReady includes "My Path", which adaptively responds to student performance. This** ~~, to~~ support**s** student**s'** needs in mathematics at the elementary level. Instructional coaches will continue to work with teachers K-12 on differentiation strategies, grading practices, learning targets and instructional elements at the elementary level. ~~Student growth measures are monitored within each teachers' evaluation process to monitor growth through a pre-post SLO~~. Additionally, grade levels at the elementary and content departments at the middle and high school level view the results of common unit assessments along with the growth metrics provided by the state to analyze the growth of students relevant to the Illinois State Standards. Based on their discussions, instructional changes are made. The three-tiered level of support (Tier I, Tier II and Tier III) are used in addition to an added support at the middle/high school level for our non-language speakers~~, e.g., Inside and Edge (research-based program)~~. We utilize research-based programs to target growth within each of these tiers and progress monitor each individual student to ensure they are making expected growth. If they are not, we discuss additional supports that need to be put in place to provide a personal learning experience and growth method for all students.

List and describe the measures the district takes to use and create the identification criteria for students at risk of failure. Include criteria for low-income, EL, special education, neglected, and delinquent as applicable to the district.

The district utilizes multiple measures to establish identification criteria for students at risk of failure. This is dependent on grade levels:

K-5 - Multiple measures are utilized to monitor the success of students. We currently have a 3x3 goal that monitors all students' growth in reading at the third-grade level by the third grade. The measures utilized to monitor this are: Kindergarten and First Grade - Map Fluency K-3 and Map Reading Growth K-11, in addition to key indicators of the KIDS Survey and common unit assessments aligned to the Illinois State Standards; Second grade - Third grade - - Map Reading and Map Growth are utilized for measurement in addition to the common unit assessments aligned to the Illinois State Standards; Fourth-through fifth grade utilize Map Reading and Map Growth as measurement tools, common unit assessments and Illinois Assessment of Readiness (IAR) scores. Within grade bands, we use the benchmark established within each of these programs to triangulate how a student is performing. Utilizing either national or local norms allows us to establish appropriate criteria of what we consider to be "on target" at each grade level. These targets are used to help determine the students who are at risk and to establish an appropriate intervention plan for each child utilizing reading supports, EL supports, and specific research programs to assist in the pedagogical approach to each student's intervention plan. EL students utilize Imagine Learning to assist students in meeting their annual benchmarks. Growth is progress monitored consistently. Lastly, a system has been developed to make sure we are placing 6th-grade students into math classes that help to progress toward access to Algebra I by the 8th grade. This is monitored consistently and new cut scores are adjusted based on the success of previous cohorts, as well as assessment results in CoGat for mathematics.

6-12 - Multiple measures are utilized to monitor the success of students. We currently have district-wide goals that align with college and career readiness goals. As part of this we use multiple measures to help us move toward that goal. Map, IAR, and ACT scores are utilized to establish students who are at risk academically. We will be using HMH English 3D, Language Launch and Writable programs with our ELL students starting in the 2025-2026 school year. Currently, we utilize HMH English 3D, HMH Language Launch, and HMH Writable, a researched program for our 6-12 EL students that have minimal language skills. In an effort to improve and target academic behaviors that get in the way of students at risk we have targeted task classes which are used to assist students who are struggling in a content area

by giving students access to those teachers. Teachers have the ability to request students who are struggling in their classes to be assigned to their task. We have instituted a Math Momentum course that front loads key vocabulary and concepts in mathematics for students who are struggling in grades 6-8.

Lastly, for grades 9-12 we have a credit recovery option for students who fall behind via Edmentum. We also offer an Alternative Learning Opportunity Program (ALOP) for students who are struggling either socially, emotionally or academically at the high school level. Progress monitoring ~~via MAP~~ is utilized to monitor interventions and growth of students in addition to common unit assessments. Additionally, teams meet on a weekly basis to discuss both academic and behavior intervention success. Normed data is analyzed formally two to three times a year as well. In reference to struggling students with social-emotional issues, we added an MTSS Coordinator of special programs to monitor effective implementation of MTSS. Through 5Labs, an early warning dashboard identifies at-risk students needing additional support using metrics in grades/credits, discipline, attendance, and SEL needs. Lastly, we will offer targeted support during Academic Advisory for students earning low-average grades in all content areas. Students will be scheduled in and out based on their success in their courses. A work refusal program is in place for those struggling to earn a passing grade in more than three classes.

Describe the additional education assistance to be provided to individual students needing additional help meeting the challenging State academic and language standards. This includes a description of any additional educational assistance designed to assist English learners and immigrant students to access academic content and develop language proficiency, as applicable.*

We have specific targeted data teams that monitor each student and their progress. Specifically, we utilized MAP at grades ~~K through 11th~~ **2nd - 8th and Fastbridge for K-1** as a universal screener and progress monitoring tool. This allows us to monitor a student's progress on an annual basis, as well as to monitor their progress over time (year over year). We have common unit assessments (written to the Illinois state standards) that allow us to determine if students are successful compared to their peers on local assessments. These assessments are developed in every content area and within every grade band from K-12th grade. Illinois Assessment of Readiness (IAR), MAP, KIDS survey, and ACT scores are monitored on an annual basis and records are being tracked for each cohort as well as for each student. Teachers have access to the data via our Student Information System. This data, in addition to other scores, are utilized as we meet in data teams throughout the year to monitor progress and establish additional interventions if needed. Every student's progress is consistently monitored by a team at all levels. In elementary school, the focus is primarily on literacy and mathematics. We have reading

specialists who intervene with students that are struggling. Additionally, we have a TBE/TPI program that intervenes and assists students who are EL.
At the middle school level, we have reading specialists that work directly with our Tier 2 and Tier 3 students to help target specific deficits in reading. Additionally, we have other support mechanisms for students who may have academic behaviors (poor homework completion, organization issues, attention issues, etc.); we place these students in a targeted study hall to work specifically on skills to help them be successful. We also offer an after-school intervention program (ASIP) for students to get targeted assistance. These programs are filled by students who have been targeted via data teams. At the high school level, we offer intervention classes in mathematics and English language arts. Additionally, we are able to monitor progress via the common unit assessments which monitor success of the student for the Illinois state standards. We also have a college prep course which works specifically on academic behaviors. Students who are not on track for graduating are put on a specific list and monitored closely by our college and career readiness instructor. He works closely with them on both academics and academic behaviors to develop skills so they can be successful. Academic Advisory has been implemented as another program to help monitor the success of students. Students are required to monitor their work completion daily alongside their Academic Advisory teacher. This teacher communicates daily with students to ensure they are increasing their work completion, establishing retakes for tests, etc. At the elementary school level, we offer summer school for students who are struggling and behind their peers, in reading/literacy; and for middle and high school we offer summer school to help students specifically in areas of remediation or failure, and/or to address learning loss due to COVID. Supplemental instructional programs that address the language and academic needs of ELs with Title III funds may include: Imagine Language and Literacy, a program that focuses on oral language, academic vocabulary, and strategies in reading, writing, listening, and speaking; Arriba la Lectura, HMH English 3D, Language Launch and Writable. Instructional materials are research-based and are also reviewed by WIDA Prime.

Describe the instructional and additional strategies intended to strengthen academic and language programs and improve school conditions for student learning and how these are implemented. This includes a description of any additional supplemental instructional activities and strategies designed to strengthen academic and language programs for English learners and immigrant students, as applicable.*

Principals work with teams of teachers within their building to develop student improvement goals that are directly aligned to the district goals. For the elementary the goals they are specifically working on focus on: Success by Six (early childhood through kindergarten success); Full-day kindergarten (focused on literacy and numeracy); 3x3 academic behaviors (making sure all students can read at the 3rd grade level by the end of 3rd grade) and have the skills to complete homework

on-time and persist in rigorous curriculum; and developing a strong culture/climate as measured by the 5Essentials survey. These teams establish specific instructional strategies, programs, and staff development that help to improve student learning.

At the middle school, the goals focus on: Algebra Readiness (trying to increase access to all 8th grade students by the 8th grade); Academic behaviors (develop strategies that help students persevere with rigorous content, complete homework on time, organization, etc.,); building a positive culture/climate as measured by the 5Essentials survey; develop teachers in good assessment writing to help with valid and reliable common assessments; and monitor and improve the MTSS and credit recovery programs offered within the middle school. Lastly, the middle school, specifically, the 8th grade students, begin to work within School Links to gain exposure to career inventories and discussions surrounding college-going. Additionally, the 8th grade center holds an annual trades day to allow students to be exposed to the "trades" in the industry, as well as, a college day to begin students' understanding of college admissions, college searches based on the students career interest survey, high school course entrance requirements and cost. They also annually tour a local post-secondary institution. The 7th grade classes spend time in a 7th grade career class.

At the high school, goals focus on: College and career readiness by integrating ~~knowledge of Naviance~~ using **Schoolinks** when working with the college. A five year plan is implemented in conjunction with the student and guidance counselor to establish a plan for course taking at the high school level. This plan will incorporate the PaCE document that is part of the Postsecondary Workforce Readiness Act. College and career readiness is addressed at the 8-12th grade level via a career day that focuses on information relevant to the topic. The student support team has worked to implement a strong RTI process that helps meet different students at this level. A blended learning approach is offered for at risk students and for credit recovery in conjunction with a teacher who targets each student independently. Work is done with teachers to improve the culture and climate to promote a better learning environment for student learning through the School Improvement team by disaggregating the data from the 5Essentials survey. An SLO mode is utilized to help monitor and promote more specific targeted instruction in areas where students are not gaining as much as was desired through the common unit assessments. Teachers collaborate in data review sessions to see if there are things that can be gleaned from each other to improve instruction or student engagement. Additionally, they will use this data to discuss pathways for students to have additional access to AP courses. Additionally, at the middle and high school level we work on professional development activities that deal with Authentic Intellectual Work to improve student engagement, connection, and teacher pedagogy;alongside work in specified learning targets to ensure students know expected measured

outcomes. In addition to supplemental materials, the District provides summer school for elementary EL students in reading and math. The instructional programs are implemented in collaboration with the classroom EL teacher, coaches, and training provided by vendors. EL students identified for additional interventions are determined by their academic needs, more specifically a collaboration of teacher and EL recommendations, progress monitoring tools, and performance on local and state assessments. EL student's L1 language, proficiency levels, and educational history are also considered in additional supplemental activities and strategies.

Explain the process through which the district will identify and address any disparities that result in low-income and/or minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.

Disaggregate data by teacher to determine the highest performing teachers and develop a plan to provide additional instructional pedagogy to the teachers that are not performing and establish a plan to provide the highest performing teachers to the students that are struggling the most. Utilized instructional coaches to assist staff members in professional development for lesson design to the teachers who are struggling to get positive results. Develop teachers in different instructional strategies to facilitate the engagement of students in the academic experience. Disaggregate the data to understand the disparities, if any, that exist between low-income and/or minority youth. Currently, the district does not have any "out-of-field teachers". The plan will monitor if there are ineffective teachers. In reference to inexperienced teachers we will work with our instructional coaches to provide additional mentoring within the classroom relevant to differentiation, instructional strategies, classroom management, etc., in addition to making it a part of our induction program.

Describe the measures the district takes in assisting schools in developing effective school library programs that provide students an opportunity to develop digital literacy skills and improve academic achievement.

Our district ~~has been~~ **is 1:1** with Chromebooks. We instruct students in digital literacy and appropriate websites within our curriculum. We currently have one certified librarian at each elementary school, one certified librarian at each middle school, and one certified librarian and library paraprofessional at the high school levels. These individuals work in collaboration with the building administration and teaching staff to provide different activities throughout the year e.g., reading challenge where each elementary school competes like a NCAA tournament for the best book that ends in whole school assembly, local author presentations, whole group reading, book fairs, etc. The Central Middle and Central High School have renovated the libraries to give them a more "college feel" to promote access and opportunity within the library. This promotes more foot traffic and has represented

an increase in the number of books that are being read. Additionally, we offer digital books for students to read to help promote reading that meet the students preference for reading. We continue to look at ways to increase our library for students who are Title I and ELL in an effort to provide more materials that match their interests and reading level.

Describe how the district will identify and serve gifted and talented students by using objective criteria.

Our District identifies and serves our gifted and talented students in many ways. Differentiation happens within the classroom across all grade levels. At the elementary level, we have a process in place for Early Entrance to kindergarten and first grade based on local established criteria as mandated by the Accelerated Placement Act. **Starting in the 2026-2027 SY we will offer accelerated math starting in the 4th grade and rolling up in the following years.** Our district also offers additional subject acceleration on a case by case basis.
At the middle school we allow students who enter 6th grade and meet specific criteria to take the accelerated track for mathematics so that they take Math I as an eighth-grader. **In the 2027-2028 school year we will add enriched opportunities for middle school students in ELA starting in 6th grade.** At the high school level, curriculum provides for honors and AP coursework, in addition to establishing teachers who are qualified to teach dual credit. The dual credit program will expand as we gain additional teaching staff who are eligible to instruct. Additionally, STEAM resources provide differentiation within ~~the~~ **each** building to ensure that all students are challenged and that their needs are being met.

College and Career

District Goals - See above

Describe how the district will facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable, through:

I. Coordination with institutions of higher education, employers, and other local partners; and

II. Increased student access to early college, high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and skills.

The middle school and high school continue to meet quarterly via our Subject Area Committee for career technical education and core academics to discuss movement toward college and careers. We continue to align programming in the middle school to exploratory/elective courses at the high school. Our middle school offerings are; Agriculture/Energy and the Environment, Computer Science for Innovative Makers, Design and Modeling, Automation and Robotics, and foreign language while mixing in real world career examples. These courses align to several of our current pathways e.g., Agriculture, Computer Science, MobileMaker, etc. This transition ensures that students are getting exploration exposure in middle school that may lead them down a pathway of their choice that will be enriched with focal classes, work-based learning opportunities, team-based challenges, problem-based learning, and a skill set that readies them to enter into the workplace in a career or onto post-secondary education.

Our students start using Schoolinks software in 8th grade to develop a 5 year plan. Schoolinks uses embedded career surveys, interest surveys, and learning styles along with academic data to provide students guidance in creating their 5 year plans. This plan naturally is in alignment with the Postsecondary and Career Expectations known as Illinois PACE. Each student's 5 year plan starts in middle school and sets them up for having a successful plan as they transition into the workforce or continue education opportunities. Continued exploration through a career fair is conducted annually. We currently instruct both Math 1 and foreign language (German and Spanish) at the middle school and provide high school credit which allows for flexibility for students by providing more elective choice at the high school level. We make sure to establish relationships with 8th grade students and their parents prior to them entering the high school doors by hosting meetings

during their 8th grade year to schedule and discuss career planning and offering parent nights to meet the counselors. 8th grade AAA night allows 8th grade students and guardians the opportunity to tour the school, meet with teachers, meet with counselors, move through a gallery of academic programs, athletics, and activities to ensure involvement when the student transitions to high school. Every spring all 8th grade students come over to the high school to experience the actual school day. They have peer leaders (current HS students) walk them through all aspects of the school day. Scheduling 8th grade students has become a responsibility for our high school counselors, which provides an opportunity for a fluid transition, relationships and for a plan to be discussed and altered throughout five years of the student's career in our district.

Students transitioning from high school to post-secondary education or careers also experience active counseling and planning. Within the dual credit offered at Elgin Community College, our regional partnerships with Fox Valley Cooperative, we hope to continue dual credit offerings and expand toward four-year university dual credit in the areas where we have qualified educators.

As pathway programming continues to build out, so will the offerings to enable high school students to experience dual credit, team-based challenges, attaining employability skills, engaging in work-based learning hours. We continue to offer programming to students through the Regional 509 CTE programming which began in 2018-19. We have partnered with FVCC to provide more options or access to courses for our students. Central continues to house the Veterinary Technology program at the high school for the region. This will continue to provide all our children with an opportunity to experience more options within a budgetary mechanism handled through the regional EFE. Central reviewed course offerings at the high school level and using data collected from our PaCE framework, will look to offer Principles of Biomedical Science and open the door for students interested in Health Occupations. Graphic communications and engineering will also be added to the options for students. Graphics will connect both with our current Business pathway and Arts, Audio/Video Technology, and Communications pathway. Traditional CADD courses have been revamped establishing the beginning of an engineering pathway that will grow over the coming years. Introduction to Engineering will serve as the first course and next will be Principles of Engineer to align with our Robotics Club. Mobile Maker and the computer science pathway continues to be developed into a four year option complimenting Esports interests of the student population.

We have many businesses and community leaders assisting in the Incubator program and our community Foundation provides funding for students interested in moving to the next level ACCelerator to begin their business venture. Our work with

local employers expands through our pathways with embedded work-based learning experiences, team-based challenge hosting and advisory board involvement. This continued collaborative work also lends to the makeup of the high school college/career fair in the spring for all high school students to experience. Through our partnership with the Elgin Alignment Collaborative, we continue to host events within the region to promote, monitor and strategize ways to open access and provide skills for students to be ready for college and careers. An example would be our offering to senior students the opportunity to explore post-secondary programming and job fairs for employers seeking students ready to enter the workforce. With EAC's help summer job internships opportunities have expanded, more career placement tours have been offered, and a mentorship program for future education pathway students have been developed.

Lastly, in our continued collaboration with Elgin Community College, we share data and work together to disaggregate data to monitor the readiness of our students in the post-secondary coursework they go onto. By continuing to offer dual credit classes in the high school, part-time/full-time at Elgin Community College we are increasing our student access to early college, high school or dual or concurrent enrollment opportunities. Our continued training of our counselors is allowing them to create meaningful presentations for students, align the career counseling to identify student interests and skills that will allow students to move through a five-year plan that allows them a vision and a path toward post-secondary success.

If applicable, describe the district's support for programs that coordinate and integrate the following:

Academic and career and technical education content through coordinated instructional strategies, that may incorporate experimental learning opportunities and promote skills attainment important to in-demand occupations or industries in the State; and work-based learning opportunities that provide students in-depth integration with industry professionals and, if appropriate, academic credit.

Our region currently offers CTE pathways for students in the areas of precision manufacturing, welding, automotive, education, and veterinary science. Our regional agreement allows students to work in conjunction with D509 districts (U-46, D300, D303, D301, and Elgin Community College) to develop coursework that extends from grades 10 through post-secondary. Internally D301 offers a Business and Video pathway in addition to the regional pathway programs. We are currently offering industry certifications upon completion of the requirements both in the regional and internal pathways where possible. We are also working to offer

work-based learning opportunities for the Health Sciences/Technology and STEAM/Manufacturing pathways. In our region, we have launched the education pathway in 23-24 which will aid in the teacher pipeline back to Illinois. More students are entering the education pathway and we are trying to promote this pathway. In additional pathways, we are establishing coursework alignment through dual credit, pathway development, team-based challenges, work-based learning opportunities, CTSO's (Career/Tech Student Organizations) and creation of advisory boards. D301 hosts the Vet Tech Assistant program and continues to invest in equipment and resources to maintain our approved program status to offer certification. This program has graduated seniors onto post-secondary opportunities afforded to them through our district MOU with Fox College. In this cohort, students finished with 100 hours of work-based learning through 35+ regional industry professionals and veterinary businesses in our area, industry certification, team-based challenges both through the pathway and at the post-secondary level. In addition to CTE dual credit, Central and ECC have agreed on dual credit offerings for Eng 101/102 and foreign languages (German/Spanish) courses of study. In partnership with ECC courses in Math and Social Studies have been identified as priority courses to get dual credit. Teachers currently are finishing the required coursework to provide more dual credit options to students. STEM programming at the elementary level continues to roll out and soon will be connected directly with our secondary levels. We continually audit our programming with labor market data, student interest information and data collected from students and family surveys on CTE course offerings, pathways, and curriculum implementation. This data will continue to drive our district to ensure that our students are afforded high-interest and high demand careers that meet both the needs of straight to the workforce and post secondary education plans.

Professional Development

[For each program for which funding is anticipated for the 2023-2024 school year, provide a brief description of professional development activities to be funded by the program as applicable.]

Title I- Improving Basic Programs

(I) District-wide professional development for staff to enhance the teacher's professional learning, and individual and collective capacity to engage all students in meaningful, challenging work. Staff will participate in professional learning on identifying essential standards and will use that knowledge to participate in vertical articulation among grade level/content area/course teachers to identify crucial standards to be threaded into the curriculum.

Title II- Preparing, training, and Recruiting

Instructional pedagogy is an area we will continue to provide additional professional development to best prepare and retain effective staff. PD involves teachers from multiple content areas and grade levels working together to improve their instruction. The resulting conversations often give rise to collaborative and interdisciplinary learning opportunities; PD is designed to support instruction for ALL students, not just students within specialized academic programs (i.e. gifted, college-prep, ELL, remedial); PD supports collaborative, collegial and reflective dialogues around instruction. ~~We will be utilizing MTSS training through the CAREI team out of the University of Minnesota to realign our objectives for academic, social-emotional, behavior, and tiered learning.~~ **Our focus is on supporting our staff through Tier 1 instruction.** Mentoring program for teachers to provide support in preparation and retention of effective teachers. Professional development for private schools within boundaries include, but are not limited to, diversity training, mentoring for new teachers, classroom management, etc.

Title III- LIEP

Professional development will be centered around best practices and updated research within the field of teaching culturally and linguistically diverse student populations ranging from PreK-12th grade.

Title III- ISEP

Professional development will be centered around best practices and updated research within the field of teaching culturally and linguistically diverse student populations ranging from PreK-12th grade.

Title IV - Student Support and Academic Enrichment

Student Support Staff Professional Development - Professional development will be centered in the area of Tier 2 or 3 social work services focused on designing intervention groups to target specific social-emotional(SEL)/behavior deficits with activities aligned to the IL SEL standards. Professional development will be provided for special education teachers that utilize specific intervention/curriculum. Ongoing Professional development for co-teaching at the middle school level. Ongoing professional development for the ALOP program which supports students with academic, social, emotional, behavioral needs at the high school. Ongoing monitoring of FBA/BIPs development in buildings to support SEL/behavior needs of students. Ongoing monitoring of implementation of STOIC at each building level.

IDEA- Flow-Through

Teachers and staff will participate in the following training: classroom management, social-emotional learning, implementation of academic interventions, Crisis Prevention Intervention, and Functional Behavior Assessment/Behavior Intervention

Plans. Teachers and staff will have the opportunity to attend conferences in their field of expertise.

IDEA- Preschool

The early childhood teachers will be provided professional development for curriculum writing, development, and implementation. The grant will be used to fund the professional development and materials needed by the staff to participate.

Safe Learning Environment

Describe the process through which the districts will:
I. reduce incidences of bullying and harassment
II. reduce the overuse of discipline practices that remove students from the classroom
III. Reduce the use of aversive behavioral interventions that compromise student health and safety; disaggregated by each subgroup of students as defined below.

a. ***Each major racial and ethnic group;***
b. ***Economically disadvantaged students as compared to students who are not economically disadvantaged;***
c. ***Children with disabilities as compared to children without disabilities;***
d. ***English proficiency status;***
e. ***Gender; and***
f. ***Migrant status.***

Central Community School District #301 strives to prevent bullying before it can even take place. At the elementary level this is done through the Character Education program, the Health Curriculum, and ongoing administrative/teacher expectation discussion with all students. Additionally, bullying boxes are placed within the building office for students to self-report incidents they witness so that administration can assist promptly. Central created the school-based 301 Cares electronic tip line in an effort to provide a safe, equitable and non-hostile learning community for all and offer an additional level of safety to our school communities. Crisis and wellness resources are also available. The district adheres to a policy of fair and equitable discipline for all students. CCUSD#301 does not discriminate in regards to gender, race, national origin, color, disability, SES, or age. Central District#301 has a non-discrimination policy, which is adhered to. The district has a bullying plan which has been filed with the State Board of Education and is placed within each of our school's Student/Parent Handbook.

Character Education
The Character Education Program focuses on the character traits of: Responsibility, Respect, Citizenship, Caring, Accepting, Honesty, Perseverance, and Fairness. Several of these traits link back to bullying and the appropriate way to treat other students at school. These traits are covered in all areas ongoing in the school and students are rewarded for showing these traits during the school day. The students are rewarded through awards which are given by the staff. Drawings are done

throughout the school year to further reward positive behavior. The students are educated about bullying while the building promotes positive behaviors.

Health Curriculum
One of the major components to the Health Curriculum is decision making and bully prevention. The students openly discuss problems related to bullying in society and locally in the district. Students are given warning signs of bullying and coping skills on how to handle bullying. They go through bullying scenarios related to self and others. Information on resources available at each building is also given to the students. This information contains who handles bullying in the building and how it is managed. The students also discuss how to report bullying. K-~~1~~ 5 will be provided SEL instruction in the classroom by the core teacher.

Administrative/Teacher Discussions
Setting expectations on day one is another very important tool against bullying. During the first ~~day~~ **week of school**, administration/teachers clearly define bullying and the consequences. They explain the bully reporting system and how bullying incidents are handled.

Interventions for Bullying
Once a bullying incident is reported we target how the bullying is affecting the victim psychologically, physically, socially and academically. We will get the victim's version of the incident and a list of possible witnesses. We will gather information on the type of bullying, (psychological or physical,) number of incidents, time of the incidents, and location of the incidents. Once we gather all of the needed information we will talk to the student who has been displaying the bullying actions. After all the information is collected we will make a determination on the severity of the bullying.

The District annually provides professional development to administrators on SB 100 and discipline of special education students. Progressive discipline will be utilized and efforts will be made to keep students in the classroom and at school. The District will complete an analysis of each subgroup of students and discipline with the goal to reduce the use of aversive behavioral interventions. Professional development will also be provided to address consequences provide with a reduction of aversive behavioral interventions, a goa and professional development will ensure that subgroups are disciplined appropriately.

Describe the services the district will provide homeless children and youth, including services provided with funds reserved to support the enrollment,

attendance, and success of homeless children and youth, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act.

The District will remove barriers so every homeless child shall have equal access to the same free and appropriate public educational opportunities as students who are not homeless. The District will provide homeless children and youth the services they need to support their enrollment, attendance, and success. The District will immediately enroll homeless students, waive registration fees, provide free lunch and provide school supplies. Students that are enrolled and become homeless will remain enrolled, fees will be waived, and will receive free lunch and receive school supplies. The District will transport homeless students to their school of origin. Services provided may be in the form of: social work services, special education services, 504 accommodations, interventions through the District's MTSS process.

Title I Specific- Part II

1. **Describe how the district will carry out its responsibilities to support and improve schools identified as comprehensive or targeted under paragraphs (1) and (2) of section 1111(d).** Section 1111(d)

****NO SCHOOLS IDENTIFIED UNDER THIS PART**

Currently, we do not have schools that fall into the category of comprehensive or targeted. However, we are consistently looking at our gap analysis and determining strategies on how to close the gaps by working with key personnel, e.g., EL teachers, special education teachers, social workers, etc. Additionally, discussing and helping staff members understand student differences is important. Likewise, we are continuing to work on awareness of the implementation of the social-emotional standards. The district will assist with the growing social-emotional issues within our district and nation.

4. **Describe, in general, the target assistance (section 1115) and/or schoolwide programs (section 1114) the district will operate, as well as the goal of those programs. Where appropriate, please explain educational services outside such schools for children living in local institutions or community day programs for neglected or delinquent children.** Section 1114 and 1115

Targeted assistance program consists of summer school programs at the elementary schools (K-5) focused on literacy and summer school programs at the middle and high school for credit recovery to keep failing students on track for graduation. Additionally, at the elementary level other researched programs are utilized to intervene with reading difficulties: Into Reading, 95% Group, Michael Heggerty, and Reading Mastery. All of these programs are used to differentiate for student needs so that we can intervene and close skill gaps. The goal of all the reading programs utilized is to close gaps and have a breadth of options to meet each student where they are at. Middle School utilizes Achieve 3000, and Read 180. As interventions programs for reading comprehension and fluency. These are the primary focuses of these programs. **Middle and** High school utilize ~~National Geographic Edge~~ **Into Literature** as a means to close reading deficits ~~at the high school level~~. Mathematics interventionists have been added to work within the established curriculum to close skill deficits for targeted students. Edmentum, an online program, is used at both the middle and high school level to help close specific skill deficits and to help students recover credit that they lost. This program helps to keep students on target for graduating on time. Summer school is also

offered to target students who are academically behind or who have failed their coursework in middle and high school. This time is targeted to close the gaps noted throughout the school year~~, and learning loss due to COVID~~. Additionally, a continued district goal is to offer a well-rounded education to our students. This encompasses continued support relevant to students' social-emotional health. Social work services are targeted for students who are struggling in social-emotional learning areas (anxiety, school refusal, poor work completion, self-regulation and truancy).

5. ***In schools operating a targeted assistance program, please describe the objective criteria the district has established to identify the target populations, AND how the teacher and school leaders will include parents, administrators, paraprofessionals, and instructional support personnel in their identification of the target population.***

We included the steps followed when developing a response to intervention plan for each student within the district. Built in within this process is the parents participation and other school personnel.

MTSS Process (Steps):
1. Team/department discusses concerns/needs of students that are not being successful in the classroom.
2. Team/department implement classroom interventions - discussion surrounds specific strategies/programs to try within the regular education classroom (no pull out) - and contact parents to discuss concerns and intervention to be used.
3. If the student continues to have difficulties, then the team/department submits referral in Skyward - this provides documentation for all pertinent parties so that monitoring of success can be tracked and for longitudinal record keeping on the students performance - parent contact continues.
4. Teachers fill out a referral as a department or team (team leader or department chair) - This tracks progress and incorporates all essential personnel in the problem-solving team for the student.

Guiding questions asked during the problem solving process:
What is the area of concern?
What data do you have to support this concern? This provides the problem-solving team with factual data regarding student's struggles, not just a "gut feeling".
What interventions have you tried in the classroom? This provides the problem-solving team with data that can be used as they determine next steps for success of the student.
List parent contact/meeting dates. - Important as we want parents involved from the beginning of a student struggling. Parent contact/meetings are mandatory.

Other Information.

Once this referral is submitted, an automated email will be sent to principals and other designated staff that will input interventions into Skyward
Meet with PST team (staff only - parents may be invited) - This will be the initial meeting once there is an academic or social/emotional concern. It may be a problem-solving team meeting prior to having the parent present. This allows the teacher(s) to establish if the concern is something that will require interventions outside of the classroom.

Start an intervention (Elementary: School Psychologists, Interventionists, Resource staff, Social Workers, Middle School: Assistant Principals, High School: RTI Coordinator, Psych, or Counselor) - these are the individuals that are responsible for monitoring the data collection and input into the student information system for tracking of success.

The list below designates interventions that may be necessary and key areas that have been noted as areas within the district for intervention and for student success relevant to skill deficit. This helps us to determine what programs may be most appropriate.
Academic Behavior: note taking, organization, work completion, other
Attendance: Truant, other
Math: algebraic thinking, geometry, measurement and data, number sense, stats and probability, other
Other: other
Reading: comprehension, decoding, fluency, other
Writing: fluency, organization, style/convention, spelling convention, other
Speech Language: articulation, language, processing, other
Social/Emotional: anger, anxiety, coping, depression, social skills, other
Credit Recovery: Credit Recovery

This is the final step in the problem-solving team. Once interventions have been tried and time has been given for the intervention to take place discussion surrounds the next steps for the student. This is after progress monitoring has occurred.

Monitor interventions
Re-evaluating intervention with PST team
Continue intervention because it is working
Modify interventions
End/Change interventions

Move to more formal (PST, 504, IEP)

As you can see, parents, school leaders and teams of support personnel are included in this process. Within team problem-solving meetings all stakeholders address strategies, skills and interventions that are working and plans on how to "tweak" what is not working or plans on modifications that are needed. A District Multi-Tiered System of Support Process Guide is in development to inform stakeholders about MTSS components and specific practices within the district, in addition to highlighting District priorities.

IDEA Specific Requirements

1. **How was the comprehensive needs assessment information used for planning grant activities? This section should include the comprehensive needs identified that will be targeted by the activities and programs funded by IDEA.**

The comprehensive needs assessment was used for planning of special education programming and service delivery. In reviewing our data from last year, there was a need to support our students with academic learning needs at the elementary level. We are looking at targeted interventions at the elementary level to meet the needs of our students. Professional development will be provided for staff based on identified areas for growth in meeting student needs. ~~Additionally we have added additional social workers for the 2023-2024 school year.~~

2. **Summarize the activities and programs to be funded within the grant application.**

Purchase interventions to be used at the elementary level.

3. **Describe any changes in the scope or nature of services from the prior fiscal year.**

Foster Care Transportation

BID- School Stability

1. **Describe the process for determining the best interest of the affected child for placement if the child is placed into foster care or changes residences while in foster care. INclude the positions of all district personnel involved.**

The process for determining the best interest of the affected child for placement if the child is placed into foster care or changes residences while in foster care includes a review of the student's progress, needs, and data related to the student. If a student appears to be functioning well in the school of origin that will be taken into consideration, as well as if the student were to change schools what may be the impact on the student and his/her level of stability. All efforts will be made to ensure the stability of the student and full consideration if remaining in the school of origin is in his/her best interest. The staff that will be involved in this process will be: Assistant Superintendent, Director of Student Services, Director of Transportation, Principal, and Student Services Team. Best interest determinations must be based on all factors including appropriateness of the current education setting, proximity to the school in which the child is enrolled at the time of placement. All factors part of the best interest decisions include safety, the child's age and placement of siblings, special needs, time in the school year, distance, and the effect of the community on the child's well-being and education.

2. **Describe any special considerations and legal requirements taken into account for children with disabilities under IDEA and students with disabilities under Section 504.**

As part of the process in determining whether remaining in a child's school of origin is in his or her best interest, the student's Individualized Education Plan or 504 Plan will be reviewed. This will be taken into consideration when determining what is in the best interest of the student and to not compromise the student's stability. The student's services and placement will also be considered as part of the review process to ensure the student will continue to receive the services and placement that they require and are entitled to.

3. **Describe any special consideration and legal requirements taken into account for children who are English Learners.**

For students who are EL and have limited English in addition to their parents, the district would hire a translator to assist in the communication of the transportation plan to ensure they have clear understanding. Language will be taken into consideration when determining what is in the best interest of the student and to not compromise the student's stability. The student's services and placement will also be considered as part of the review process to ensure the student will continue to receive the services and placement that they require and are entitled to.

4. **Describe the dispute resolution process should there be disagreement among parents, education decision makers, and other stakeholders regarding the best interest determination.**

The district will act as a mediator if there is a dispute among parties about the "Best Interest Determination (BID)", but will make sure that the student remains in his/her school of origin while any dispute regarding transportation, best interest, etc. are being resolved. Ultimately, the final resolution will stand with DCFS in the cases of foster care.

Foster Care Transportation Plan

1. **Describe the process for determining how transportation will be provided to students who qualify, including the position of all individuals involved in the process.**

Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act. When a student is placed in foster care or changes residence while in foster care, the school will be notified by the caseworker for this student. If the child moves to a new residence and is not in the same school zone the district will notify the casework to make sure all parties are invited to make "Best Interest Determination (BID)". During this meeting, the caseworker, foster care parent, and other essential members of the team will share information on the appropriateness of the current educational setting. The caseworker will take into account this information and the distance from potential placements to the child's current school in the decision-making process. The district's transportation director will identify potential ways that the child could be transported, these options could include, but are not limited to the following options: Safety, Duration, Time of placement change, Type of transportation available, Traffic patterns, Flexibility in school schedule, Impact of extracurricular activities on transportation options; and Maturity and behavioral capacity. This information is provided to the foster care parent. If the decision is that the student will remain in the current school, the foster care parent will notify the school transportation director, who then assists the caseworker in arranging transportation

to and from school. The following options will be discussed and considered when developing a transportation procedure for the student: A pre-existing transportation route, A new transportation route, Route-to-route hand-offs, district-to-district boundary hand-offs, Eligibility of the child for transportation through other services such as: Special education students (Individuals with Disabilities Education Act); or o Homeless students (McKinney-Vento Act). Alternative options will be taken into account if bussing is not available e.g., taxis carpooling, public transportation, etc. Lastly, if the student has an Individual Educational Program (IEP) that includes provisions for specialized transportation, transportation must be provided by the school district responsible for the student's Free Appropriate Public Education (FAPE). Based on Illinois' special education regulations, any alternative special education placement, whether public or private, assumes specialized transportation is part of the IEP and must be provided for the student to receive FAPE. The following funding options will be considered when developing the Transportation Procedures and plan for a foster care student: Title I of ESEA of 1965 as Amended by ESSA, IDEA funds, if the student has an Individual Education Program (IEP) that includes provisions for specialized transportation, state special education transportation funds, if the student has an IEP, and local funds.

3. **Describe how all funding options selected above** *[pre-existing transportation route, new transportation route, route to route handoffs, district to district boundary hand offs, other services for which student is eligible (such as IDEA transportation options), options presented by DCFS worker, Alternatives not directly provided by the district/school such as taxis, carpools, public transportation, etc.]* **will be considered and coordinated when developing the transportation plan.**

The district will work in conjunction with the Title I Coordinator to determine appropriate funding to establish what is best for the student. The following fund options will also be considered when developing the Transportation Procedures and plan for a foster care student: Title I of the ESEA of 1965 as Amended by the ESSA (except that funds reserved for comparable services for homeless and youth), IDEA funds, State-specific education transportation funds, if the student has an IEP, and Local funds.

4. **Describe the dispute resolution process to be utilized if the district/school and DCFS have difficulty coming to agreement on how to provide transportation for a particular student in need.**

The district will act as a mediator if there is a dispute among parties about the transportation plan, but will make sure that the student remains in his/her school of origin while any dispute regarding transportation, best interest, etc. are being

resolved. Ultimately, the final resolution will stand with DCFS in the cases of foster care.

5. **Describe how the district/school will provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.**

It is recognized that the school of origin (SOO) is responsible for the transportation while all disputes are being resolved. Ultimately, the final resolution will stand with DCFS in the cases of foster care.

6. **Describe how the district/school will ensure that all school personnel are aware of the transportation plan process and can initiate the process if they become aware of a student who is eligible for such services.**

Through administrative and secretarial training, district employees will be made aware of Board Policy 4:110 which addresses that we must provide transportation to foster children. Additionally, the district will post the transportation plan for foster children on their district website.

School Board

Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of $_____ for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed $_____, effective on _____ until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

General Personnel

Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants Boards of Education other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of Central Community Unit School District 301, Kane County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban,* and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20___.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Central 301 FOIA Report
April 2026

Name of Requestor	Summary of Request	Response	Letter
Sheri Reid	Corresponding School Account Numbers		Reid
Sonny Ellen	Waste and Recycling Contracts	Granted	Ellen
CT Mills	Employee assignments for responsiblity	Granted	Mills
Brian Breslin	Communications RE: student	Denied	Breslin
Justin Wenig	Professional development, training, or coaching	Granted	Wenig
James Becker	Anti-ICE protest or rally communications	Denied	Becker